



WORKSHOP SUBMISSION GUIDELINES

Welcome to the NCOI2020 online submission system to submit a workshop proposal for the 29th National Conference on Incontinence. Please carefully read all instructions before initiating a submission.

[LOGIN OR CREATE AN ACCOUNT TO SUBMIT A WORKSHOP](#)

Once your account has been created, you will be able to submit a workshop proposal from this page. For abstract submissions for Podium and ePoster presentations, please follow this link [Call for abstracts for Podium & ePoster Presentations](#) and see the Call for Abstract guidelines.

NCOI2020 Key dates:

Abstract & Workshop Submissions Close – Monday 20 April

Notification of Submission results - Week commencing Monday 11 May

Preliminary Program Released / Registrations Open – Monday 18 May

Presenter Registration Deadline - Monday 13 July

Workshops

- Workshops will run on Wednesday, 18 November 2020 at the Brisbane Convention and Exhibition Centre (BCEC), unless offsite facilities are approved and available.
- Workshops duration:
 - ½ day – 9.00am to 12.30pm or 1.30pm to 5.00pm with ½ hour coffee break
 - Full day – 9.00am to 5.00pm (includes 2 x ½ coffee breaks and 1-hour lunch break)
- Workshops are scientific activities proposed and delivered by members and non-members.
- The workshop format options may include Seminars, Debates, Discussion groups, Forums.

Workshop Submission Guidelines

Please follow the guidelines below. Submissions will be returned if the guidelines are not adhered to. Accepted workshop summaries will be published exactly as they are submitted. All accepted workshop summaries will be published in the Conference Promotional Brochure and on the Conference App.

Submission Criteria

Accessing the workshop submission site

- Applications for multiple workshop proposals will be accepted. However, speakers and workshop chairs can only participate in a maximum of two workshops.
- The deadline for electronic submissions for workshops is 20 April 2020 at 11:59 PM, AEST.

Workshop Name

- Please make sure you double-check your workshop name, as it will be published as submitted.
- Use mixed case for title – do not use all caps or all lowercase. Do not put your workshop name in quotation marks.

Workshop Proposal

- In submitting this application, the workshop chair is agreeing to coordinate this workshop and understands and agrees to the following.
- Applicants must:
 - Specify the format and topic of workshop.
 - Include the workshop chair's related experience and qualifications as well as relevant publications.
 - Describe the workshop program's aims and objectives in 100 words or less.
 - Describe the workshop program's educational value in 150 words or less.
 - Prepare an outline of the proposed workshop program.
 - Identify any requests for financial support for workshop speakers. This cannot be requested after the workshop has been approved.
 - Propose a budget for any additional expected costs.
 - Workshop chairs and their speakers will NOT be paid an honorarium. However, individuals whose areas of expertise are outside member organisation disciplines, and who would not normally attend the annual meeting, and are not members of the Continence Foundation of Australia may be reimbursed for expenses incurred to facilitate the workshop, excluding airfares / accommodation / conference registration.
 - Expenses need to be approved by the Scientific Committee and therefore must be noted in the application form with the estimated value and reasons why expenses should be covered. Request for expenses will not be considered after approval of the workshop.
 - Any special requirements (e.g. additional computers, and anything required for practical demonstrations), must be outlined in the application form. Requests not specifically detailed on the application may not be approved and therefore may reduce the overall educational quality of the workshop.
 - A workshop chair must specify if the workshop should have a limited number of attendees due to limited space, equipment, or cost.
 - Each workshop is allowed only ONE chair person.
 - It is the responsibility of the chair to invite and organise all speakers in the workshop. The availability of each speaker should be confirmed prior to inclusion on the application to minimise late changes.
 - It is the responsibility of the workshop chair to keep the speakers and the Scientific Committee updated of any changes or updates to the workshop, once accepted.
 - Handouts (syllabus material) are encouraged for each workshop. It is the responsibility of the workshop chair to inform the speakers that syllabus material for each presentation must be prepared. The chair must collect all handouts and submit them to Continence Foundation of Australia National Office, prior to the conference, for printing.
 - It is important that the workshop chair does not underestimate the amount of time and the responsibility required to develop and chair a workshop.

Workshop content

- The subject matter should be unbiased and should not promote a single product or procedure. Workshops should be educational and reflect evidence-based medicine.
- Similarly, workshop chairs and their speakers should not be funded by industry for travel or other expenses unless agreed and approved by the Scientific Committee.
- Declarations of conflict of interest must be made by all workshop chairs and their speakers. Workshop content is not strictly controlled or approved by the Continence Foundation of Australia or the Scientific Committee but should be in keeping with the accepted practice and current research.

Abstract acceptance/rejection notifications

- You will be notified electronically of the acceptance/rejection of your workshop proposal week commencing Monday 11 May.
- This notification will include the time of workshop and other details as needed if accepted.
- Only the workshop chair (corresponding author) will be notified. It is the responsibility of the corresponding author to notify all co-authors.
- If you do not receive your notification by Monday 18 May, you should contact conference@continence.org.au.

Authors

- Please consult with your co-authors on how they would like their names to appear. Please enter all authors in the order they should appear in the heading of the abstract. If you (the Contact Author) are not the Presenter on a submission, you will need to provide contact information on the Presenter.

Biography of the Workshop Chair

- A brief CV/biography of the workshop chair with a maximum word count of 100 words must accompany submission.

Evaluation

All workshops are evaluated by the delegates who attend. These evaluations are then reviewed in detail after the annual meeting to inform future applications. The evaluation forms will be sent electronically to participants at the end of the conference. Evaluation summaries will be sent to the workshop chairs after the conference.

Language

All workshop applications must be prepared in English.

Presentation type

- You will be asked to select the appropriate presentation type for your submission e.g. ½ day workshop.

Product Name Usage

- For purposes of blind scoring, institutional names must be omitted whenever possible in the title and body of the abstract.
- Authors are requested to avoid the use of commercially branded names.
- If a specific device is only identifiable by its trade name, then this should appear in brackets after a generic description of the device.
- Should it be necessary to use a trade name, then the trade names of all similar products or those within a class must be used.

Responsibilities of the Workshop Chair (Corresponding Author)

The first author listed for workshop proposal serves as the corresponding author and as the primary contact for all correspondence regarding the workshop. The workshop chair is responsible for the following:

- Ensuring that all authors have read the abstract and agreed to be co-authors.
- Notifying all co-authors of any additions, deletions, and changes to the program, as may be communicated by the Continence Foundation of Australia.
- Reviewing all presentation material prior to the commencement of the workshop to ensure all material meets the guidelines as outlined in this document.
- The workshop chair must confirm if there is an intent for equipment to be used or promoted at the workshop. If yes, full details must be provided in the submission
- The workshop chair must confirm if there is any agreement or intent to request equipment from an identified sponsor for the workshop. If yes, full details must be provided in the submission.

Please note that the Continence Foundation of Australia remains the sole contact for all workshop sponsorship.

Revisions

- Carefully check the proof of your workshop proposal. Make sure all special characters and formatting are displaying properly in your proof.
- If you find errors, return to the appropriate page by clicking on the page name in the left-hand menu to make your corrections.
- You may return to the online submission site to revise your workshop proposal until 20 April 2019 at 11:59 PM, AEST.
- After this date/time, the submission site will close, and no additional changes/edits can be made.
- If your workshop proposal contains errors, you may opt to withdraw the workshop.
- If you have not completed all required sections and details, you will not be able to submit.
- When all required information is entered, the "Conclude Submission" button will appear at the bottom of the "Confirmation" step.

Registration

- All workshop presenters must register for their workshop by Monday 13th July.
- Details on how to register will be included in the acceptance notification letter.

Scientific Committee Workshop Review

- All submitted proposals will be reviewed and scored by the Scientific Committee.
- Chairs must provide a valid email address for all correspondence.
- Proposals will be scored on clinical value, scientific merit, originality, quality of the preparation of the proposal (including confirmation of all speakers at the time of the application), adequate coverage of the topic, and the chair's previous track record.
- The Scientific Committee may organise workshops deemed to be of interest to the attendees on non-proposed topics.
- The Scientific Committee reserves the right to amend a submitted application or suggest changes to content or speakers in order to maintain the scientific merit and diversity of the workshops.

Withdrawals

- After 20 April, corresponding authors may submit a request to have a workshop withdrawn.

- To withdraw a submitted workshop after the deadline, written notification must be sent to conference@continence.org.au.
- This notification must include the title, authors and affiliations (as submitted), name affiliation, phone, fax and email of the submitter.
- We recommend using the summary page as part of this notification.
- For an accepted workshop to be withdrawn and not appear in publications, notification must be received by 28 August 2020 .
- After this date, withdrawals are still accepted but abstracts may still appear in the conference materials.

Need Help?

- For technical assistance, regarding the workshop submission site, contact the Conference Host and Organiser the Continence Foundation of Australia at +61 3 8692 8400 Monday through Friday, or by email conference@continence.org.au.
- For general abstract enquiries, email conference@continence.org.au.