



11TH WORLD ADMINISTRATORS SUMMIT
30,31 AUG – 1 SEPT 2020
WELLINGTON, NEW ZEALAND

WORLD ADMINISTRATORS
SUMMIT

**CALL FOR ABSTRACT TO PRESENT A PAPER AT THE
2020 11th WORLD ADMINISTRATORS SUMMIT (WA-Summit)**

Abstract Deadline: 1 May 2020

DEADLINES

These receipt deadlines are absolute. There can be no exceptions – please do not ask for special consideration. Abstracts received after the deadline will be returned. Send abstracts and all related correspondence to:

Mrs Eth Lloyd MNZM
Chairman, WA-Summit Advisory Council
Email: Eth.lloyd@gmail.com
Phone: +64 4 904 1640 Cell: +64 21 283 3091
Skype: chaseth1

SUBMISSION

Electronic Submission – Deadline: **1 May 2020**

KEY WORDS

Please list up to three (3) words that will be used to index your abstract:

ABSTRACT TO FIT WITHIN THE “GUIDELINES FOR 2018 ABSTRACT PREPARATION”

Please **complete** information below (if different from the corresponding author listed above):

NAME: _____

ADDRESS: _____

CITY: _____ STATE/PROVINCE: _____

COUNTRY: _____ POST/ZIP CODE: _____

TELEPHONE: (____) _____

Please provide country and area codes (e.g. (+64) 4 904 1640 for New Zealand).

EMAIL ADDRESS: _____

ASSOCIATION (if a member): _____

SIGNATURES

The signature requested certifies the member's understanding of the rules for participation, including:

1. Author(s) do not have to be formal country delegate(s) and may attend but not vote at the WA-Summit
2. If more than one author, that all authors approve submitting this abstract for presentation;
3. The author(s) agree(s) to materially confine the presentation to information in the abstract if presented;
4. If more than one author, at least one will be available to present the abstract if selected, for the Agenda. The author(s) will immediately notify WA-Summit Advisory Council if they are unable to present an abstract or if the presenting author is changed; and
5. The content of the abstract(s) is original or has been appropriately referenced.

Author Signature: _____

GUIDELINES FOR 2020 ABSTRACT PREPARATION

Abstracts submitted and accepted for paper presentation at the 11th WA-Summit will be submitted for publishing in the Executive Secretary Magazine Supplement after the event and in any other relevant documentation developed after the event.

REQUIREMENTS

1. Abstracts must be submitted to the Chairman, WA-Summit Advisory Council by email.
2. **Please proofread your abstract carefully.**

INSTRUCTIONS

1. The abstract title must be in UPPER CASE AND **BOLD**.
2. Use Calibri 11-point character type.
3. Type in format outlined in "Rules for 2018 Abstract Submission" and as per the "Sample Abstract".
4. The entire abstract, including title, author(s), and text, must fit within a standard A4 page (21 x 29.7 cm) or (8.27 x 11.69 inches).
5. If more than one author, please underline the lead author's name per the "Sample Abstract".
6. Standard abbreviations are acceptable. Any special abbreviations are to be placed in parentheses after the first appearance of the full word for which it stands.
7. Any references must be cited either within the text with a bibliography at the end or as footnotes at the bottom of each page.

RULES FOR 2020 ABSTRACT SUBMISSION

REVIEW PROCESS

Abstracts must be peer-reviewed either by colleagues or by the WA-Summit Advisory Council Review Panel. All abstracts submitted will be considered as eligible for one oral presentation. Successful authors will be given 10 minutes (to be strictly enforced), at the time specified on the Agenda, to present their abstract.

NOTIFICATION

Final notification regarding acceptance or rejection of abstracts will be made on or before **31 May 2020** by email, if you have not received an email notification by **31 May 2020** please contact the Chairman on email: eth.lloyd@gmail.com The decision of the WA-Summit Advisory Council, Review Panel regarding acceptance/rejection of abstracts is final.

ABSTRACT SUBMISSION GUIDELINES

An abstract of your presentation must be no more than 250 words in MS Word in the following format:

- **Heading:** Title of your presentation (in 12-point, bold and capitals, Calibri font, centred).
- **Authors Names:** If there is more than one author, please provide names of all authors. If a different presenter than author(s) then please list below authors names. Show surname then given names (example: Smith Andrea, Jones Betty and Brown Cordelia). (In 11-point Calibri font, centred).
- **Name of Event:** Name of Summit, i.e. *11th World Administrators Summit*, dates and place, i.e. *30, 21 August – 1 September 2020, Wellington, New Zealand*. In 10-point Calibri font, in parentheses, bold and to the left-hand side of the page.
- **Abstract Text:** Please provide a 250-word outline of your paper in Calibri 11-point font in 1½ line spacing.
- **Margins:** 2 cm top, bottom and both sides.
- **Line Spacing:** One-and-a-half line spacing in abstract text.

PLEASE NOTE: *Send only one abstract per email.*

Email your abstract as an attachment to:

Chairman,
WA-Summit Advisory Council
Email eth.lloyd@gmail.com

Put the words "WA-SUMMIT 2020 ABSTRACT" in the subject line of the email.

SUBMISSIONS DATES

Submissions Close on: **1 May 2020**

Authors will be notified by **31 May 2020** of acceptance or otherwise of their abstract.

PLEASE NOTE: Abstracts will only be processed if provided in the format specified above.



SAMPLE ABSTRACT

TITLE OF YOUR ABSTRACT

Authors: Smith Andrea, Mitsubishi Yuko, Jones Betty
Presenter: Brown Cordelia

**(11th World Administrators Summit
30, 31 Aug – 1 Sept 2020, Wellington, New Zealand)**

Text of Abstract (not more than 250 words) in one-and-a-half spacing.