Asset Management Conference
Adelaide, 2016

Author Guide to
Extended Abstracts

EXTENDED ABSTRACT DESCRIPTION
Extended Abstracts should be used to highlight efforts that might be in an early stage of development and are important to the asset management community, or present novel theories for discussion, or illustrate systems or case studies that can be described sufficiently in a limited space. Extended Abstracts are restricted to 2 pages, inclusive of all text, illustrations, graphs and references. These will also be checked for relevance, novelty and importance of the underlying work, as well as adherence to the Author Guidelines. Accepted Extended Abstracts will be published in the formal conference proceedings, however these papers will not be registered with referencing databases.

KEY DATES
Abstract Submissions Close: Friday 30 October 2015
First Draft of your Full Paper or Extended Abstract due by: Friday 18 December 2015
Final version of your Full Paper or Extended Abstract due by: Friday 15 January 2016
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GUIDE & CRITERIA FOR EXTENDED ABSTRACT PREPARATION

We are delighted you have offered to present an Extended Abstract at the AMPEAK Asset Management Conference, Perth 2014. This guide will help you in the preparation and presentation of your Extended Abstract.

Please read these guidelines carefully. This guide provides the layout, process and procedure for submitting Extended Abstracts, and also some tips for presenters when preparing and delivering the oral presentation. Guidelines for submitting Full Papers are described in a similar, but separate, Author Guide. Please see the website for details.

1. CONDITIONS AND PROCESS OF SUBMISSION

1.1 Conditions of Submission

a) All Extended Abstracts must be reviewed and the criteria, as set out in this document, met prior to being published on the conference USB and presented at the conference. The Conference USBs are given to conference delegates. Extended Abstracts received after the final submission deadline of 19 February 2015 will not be included.

b) It is our policy that the author must present the Extended Abstract in person. If this is not possible, a substitute should be nominated and the conference organiser must be notified as soon as possible. Presentations will not be permitted unless the paper has been completed, met the requirements of the paper review process and presenters/authors have registered for the conference.

As you can appreciate, as a not for profit organisation we are unable to waive conference registration fees for authors, however, a substantial discount is available to presenting authors which will be disclosed at the earliest opportunity. Authors should follow normal registration procedures as confirmed by the conference organiser.

c) Extended Abstracts submitted for presentation at the AMPEAK Asset Management Conference Adelaide 2016 must not have been published elsewhere unless agreed by the conference organiser prior to submission.

d) Authors should also be aware that commercialisation in the form of touting a specific organisation or product will not be tolerated in submissions.

e) The final Extended Abstract must be no longer than 2 pages including figures and tables etc. and in word document - .doc, .docx only, and less than 5MB. Any paper longer than this will be returned to the author to be shortened.

   • Please use the Microsoft Word Paper Template provided which already contains the styles outlined in this document. The template is available online - Call for Papers web page and Abstract/Paper Submission page – or by emailing the Conference Coordinator – AMPEAK@amcouncil.com.au.

f) A brief biography of the presenting author(s) (approximately 50-80 words) will be required at the first stage of submitting your Extended Abstract so please be prepared in advance. This is important as your biography will be read by the Chairperson introducing your paper.

g) Please ensure your final manuscript is accurate (including spelling!), clear and formatted using the styles contained in the template. The material you provide us with will be uploaded directly to the Conference USB, and the summaries published in the final Conference Program. We cannot accept responsibility for errors or omissions in the published paper - it is your responsibility to ensure the final paper is proofread before final submission.

h) Accepted Extended Abstracts will be allocated 30 minutes for the final presentation, including time for questions and answers.
1.2 Extended Abstract Submission Process and Procedure

Paper Review Process Flow Chart:

- Start
  - Author chooses a format – Full paper or Extended Abstract
  - Submit initial abstract of chosen format online
  - Abstract reviewed by Panel

- Author reads reviewer’s comments
  - Any reviewer comments?
    - Yes
      - Implement suggestions into chosen format
      - Submit First draft of chosen format, including presenter Bio
      - Papers & Extended Abstracts reviewed by panel
    - No
      - Abstract of chosen format accepted?
      - Yes
        - Draft of chosen format accepted?
        - Yes
          - Final Review by panel
          - Complete
        - No
          - Author reads reviewer’s comments
          - Implement suggestions and change current draft
          - Author submits final draft including requested change
          - Final Review by panel
          - Complete
      - No
        - Change Requested on chosen format?
        - Yes
          - Author reads reviewer’s comments
          - Implement suggestions and change current draft
          - Author submits final draft including requested change
          - Final Review by panel
          - Complete
        - No
          - Accepted as is and Review process complete

- End
  - Author/Presenter Registers for the conference
  - Author/Presenter receives confirmation of registration
  - Author/Presenter prepares slide presentation
  - Author/Presenter receives confirmation of the conference program schedule (week prior to conference)
  - Provide a copy of your final presentation for set-up at the conference
  - Full Papers published in the Formal Conference Proceedings
  - Full Papers & Extended Abstracts published on AM Council website

- Yes
  - End
  - No
    - No
      - Author/Presenter receives confirmation of the conference program schedule (week prior to conference)
      - Author reads reviewer’s comments
      - Implement suggestions and change current draft
      - Author submits final draft including requested change
      - Full Papers & Extended Abstracts received and will be uploaded onto the Conference USB
      - Full Papers & Extended Abstracts published on AM Council website
      - Conference USB given to conference delegates
      - Provide a copy of your final presentation for set-up at the conference
    - Yes
      - End
  - No
    - Receive reason(s) for rejection
    - Author/Presenter Prepares Slide presentation
    - Author/Presenter Receives confirmation of registration
Step 1  Choose whether you will be submitting a Full Paper or Extended Abstract. In this instance the process for an Extended Abstract is described below.

Step 2  Submit the initial abstract online. Your initial abstract should succinctly outline the purpose of your Extended Abstract as per the Abstract Submission Guidelines.

Step 3  Once your initial Abstract has been Accepted, with or without Comments, we invite you to submit the first draft of your Extended Abstract. Your Extended Abstract must now meet the requirements of the paper review process and the review completed in order for the Extended Abstract to be presented at the conference and published in the Conference USB. The accepted Abstract may be used in promotional communications about conference.

Step 4  Prepare the first draft of your Extended Abstract and submit online via the Asset Management Council website using the same log-in used for submitting your initial Abstract. As part of this stage in the submission process we will require a short Biography of the presenter at this stage - Maximum of 50 words.

First Draft Extended Abstract Submissions Close Friday 11 December 2015

First reviews continue through December

Step 5  Your draft and final Extended Abstract will be peer-reviewed by a panel of reviewers (a minimum of three reviewers per Extended Abstract) and reviewed against criteria relating to the Extended Abstract’s scope and significance, but also taking into consideration that the material is fresh, challenging, sound and relevant. Once reviewed a status of Accepted, Accepted with Change Requested or Rejected will be given. You will be informed of the outcome by email.

Step 6  A.) If Accepted your review is complete. No more changes can be made to your submission.

B.) If Accepted with Change Requested you will be informed of the changes recommended by the review team and given opportunity to address any changes requested before resubmitting your Extended Abstract before the deadline requested

C.) If Rejected your Extended Abstract has not met the conditions of the review process.

Step 7  All Extended Abstracts must be received by the final submission deadline. Final Extended Abstracts not received by this date will not be included on the Conference USB.

Final Submissions Close Friday 15 January 2015

Final reviews continue through January

The two months between draft and final Extended Abstract submission allows sufficient time for the reviewers to review and prepare comments and suggestions, but also for authors to incorporate those revisions ready for the final submission if applicable.

If you are having difficulties submitting your Extended Abstract or are unable to meet this deadline, please contact the conference organiser as soon as possible - AMPEAK@amcouncil.com.au

Step 8  Authors/Presenters register for the conference.

Step 9  Your Extended Abstract will be uploaded directly to the Conference USB if received by the final submission deadline. Post conference Extended Abstracts will be available on the AM Council website. The Summary of your Extended Abstract will be published in the Final Conference Program.

Step 10  We will confirm your presentation day and time no later than one-week prior to the Conference.

Step 11  Presenters provide a copy of their final 30 minute presentation for set-up at the conference.
2. PAGE FORMAT & LAYOUT

The final Extended Abstract must be no longer than 2 pages including figures and tables etc. and in word document -.doc, .docx only, and less than 5MB. Any paper longer than this will be returned to the author to be shortened.

Please download the Microsoft Word Paper Template which contains the required styles via the website - Call for Papers web page or Abstract/Paper Submission page – or by emailing the conference organiser – AMPEAK@amcouncil.com.au

<table>
<thead>
<tr>
<th>Paper set up &amp; Page Size</th>
<th>A4 Portrait</th>
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<td>Header</td>
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| Title of paper           | 22 pt, bold, centered, 2 line spaces following, all capitals, Arial |
| Author name & Company details | 14 pt, centered, Bold, Arial          |
| Summary                  | 12 pt, bold, justified, 12 pt spacing (2 line spaces) before and after paragraph, Arial |
| Keywords                  | 12 pt, justified, bold, Arial, Bold |
| Layout                    | 1 column |
| Text                      | 10 pt, 6 pt spacing (1 line space) after paragraph, Arial, Normal. |
| Caption labels            | 10 pt, bold, include label in caption, Roman lowercase numbering, Normal |

3. HEADINGS AND NUMBERING

1. MAJOR HEADINGS IN UPPERCASE LEFT JUSTIFIED, 10 PT AND BOLD

1.1 Intermediate Heading in lower case left justified and bold.

1.1.1 Minor heading in plain lower case left justified

Headings shall not be underlined. A blank line shall be left after each heading and two blank lines before each heading.

4. FIGURES, TABLES & PHOTOGRAPHS

Figures and tables shall be numbered and titled. Roman numerals shall be used for numbering. Each table and figure shall be located in the document, as close as practicable after the first reference to it. Black and white or colour photographs may be included if essential. A good clear high contrast glossy print shall be submitted with the document. This is essential because of the different scanning resolution required for photographs.

5. UNITS

Only SI units shall be used.
6. REFERENCES

From 2010, references to literature shall be cited using the Institute of Electrical and Electronics Engineers (IEEE) style, which is the primary style for engineering publications. Only IEEE style will be accepted.


7. USB INDEXING

All Extended Abstracts meeting the final submission deadline will be indexed on their title, authors and keywords on the conference USB.

8. CONTENT PREPARATION

In 2009, the Asset Management Council introduced a new format for information delivery at the conference called an Extended Abstract.

Extended Abstracts should be used to:

- highlight efforts that might be in an early stage but are important for the asset management community to be made aware of
- present novel theories for discussion, or
- illustrate systems or case studies that can be described sufficiently in a limited space.

Extended Abstracts are restricted to 2 pages, inclusive of all text, illustrations, graphs and references. These will also be checked for relevance, novelty and importance of the underlying work. Accepted Extended Abstracts will be published on the conference USB, but will not be registered with referencing databases nor published as part of the Conference Proceedings. Should permission be given, accompanying presentation slides will be published via the Asset Management Council website following the conference for delegate access. Presentations are allocated 30 minutes in the final program, including time for questions and answers.

8.1 Guidelines

8.1.1 The sequence of sections in any paper is important to readers trying to follow the logic and description of another’s work. Matters which the authors assume to be well known may not be familiar to, or agreed with, by all readers and so must be clearly stated as background/assumptions to the study.

8.1.2 Please remember that a proposition becomes a hypothesis only when a logical and plausible explanation has been devised for its support. A hypothesis becomes a theory when supported by the evidence of at least one Case Study. A theory can be undone by just one contrary Case Study, so should never be regarded as the last word on the subject. Only confirmed data can be regarded as facts.

8.1.3 Extended Abstracts must be written in plain, correctly spelt and grammatically correct English. Jargon should be avoided and acronyms must be defined the first time they are used. If a draft makes reasonable sense, conference technical staff will help those authors whose first language is not English to improve readability, but authors must make the first effort. If reviewers do not understand what is being said, it cannot be adequately reviewed.

8.1.4 Blatant advertising is strictly forbidden and papers in which a company, product or service are specifically promoted (rather than the underlying concepts) will be rejected during the review process. Authors are however, encouraged to very briefly state their affiliation and describe their business as it relates to the subject matter to ensure the work can be appropriately contextualised. Consultants may need permission of their customers, which is the responsibility of authors.

8.1.5 The Extended Abstracts shall contain the following headings/sections:
Introduction and Aims: This paragraph must clearly and succinctly describe what it is being assessed / described in the Extended Abstract.

Methods/Processes/Work Done: Describes the approach used or the proposal, what has been done, what methods were selected and why. Theory / methodology must be explained in terms intelligible to a graduate engineer.

Results: Provides a short description of the outcomes of the case study / proposals / experiment / investigations.

Conclusions: Describes any conclusions can be drawn from the results and what areas remain open for ongoing investigation/research. Lessons learned should also be included.

References: List any references as per the requirements of Section 7. References are work that is directly cited in the Extended Abstract as opposed to a bibliography which consists of other written work the authors found useful when preparing the Extended Abstract.

9. CONFERENCE INFORMATION

Information on the conference, including registration fees, will automatically be forwarded to authors as it becomes available. The final program containing details of papers and sessions and all information necessary for registration will be sent to the submitting author for on-forwarding to co-authors or presenters where necessary. NB. Often there are unforeseen changes to the conference program, therefore presentation times and slots are subject to change resulting in final and accurate times and days being confirmed only one or two weeks out from the conference.

10. YOUR PRESENTATION AND AUTHOR BREAKFAST

Immediately prior to the conference you will be given final details of your 30 minute presentation; time, day and chairperson. On the day of your presentation an Authors Breakfast is arranged with the session chairperson and other presenters.

It is important you attend this as not only is it an opportunity to hand your presentation to the Audio Visual Team, but you will be informed how the session will be structured, and how to handle discussion and questions. It will also give you the opportunity to meet your fellow authors/presenters, audio visual team and hall manager who will assist you should you need help.

It is recommended that presenters arrive ahead of time to become familiar with the layout of the room, use of microphones and slide projectors etc. Test the microphone before the session to determine the best distance to stand from it for clear pickup of your voice. Should you wish for a lapel microphone rather than a lectern, please inform the audio visual team or Hall Managers when giving them your presentation on the morning before your presenting session.

11. PRESENTATION TIPS

We cannot assume that an author has presented as paper before, but as I’m sure you’ll agree, we hope that presentations are concise and informative, capturing the audiences enquiring mind.

Here are few suggestions should you wish to consider them:

- Avoid reading the whole paper out but just a summary and highlights
- Prepare in advance brief notes or summary headings in large printing which will be easy to see as brief reminders. Some people prefer to have these on separate cards rather than on one piece of paper
- Speak slowly and distinctly in a normal voice level
- Keep your head up and look at the audience, engaging them as much as possible
- Have your visual aids and talk prepared well in advance and to try your presentation out on your fellow workers (more than once if necessary). Ask for their advice and feedback.
12. PRESENTATION SLIDES

Whilst some presenters choose not to use presentation slides, should you wish to, it helps to have good quality presentation slides. These should be brief and clear.

A data projector and computer will be available in each room. If you wish for other facilities, you must advise the conference secretariat well in advance.

Ideally your presentation slides should be emailed to the conference organiser at AMPEAK@amcouncil.com.au prior to the conference, as well as being given to the audio visual team as early as possible on arrival at the conference. This must be done no later than the start of the morning session on the day of your presentation. Computer workstations will be available in the Speakers Preparation Room for presenters to make changes to the presentation.

13. CONFERENCE STAFF WHO CAN HELP YOU

Conference Organiser: Ph: 03 9819 2515, Fx: 03 9819 2615
Email: AMPEAK@amcouncil.com.au
14. HOW TO UPLOAD YOUR EXTENDED ABSTRACT TO THE ASSET MANAGEMENT COUNCIL WEBSITE

Only once your Abstract(s) has been accepted, will you be able to “Submit Paper”.


   If you have forgotten your username or password, please check the link below:

   NB. Extended Abstracts can only be uploaded as a word document in .doc, .docx, and should be less than 5MB.

2. From **Main Menu** on the left-hand side of the page, under “Conference”, click on "Abstract and Paper".

3. Under “Submit Paper” heading click on "View Detail"

4. Your Bio is required before you can upload your paper.

   Enter your Bio in the “Experience” text box (between 50 & 80 words). Click “Next” to save and move to the next stage.

   (This will be used to introduce you at the conference by your session chairperson)
5. Select which AMBoK topics (i.e., Asset management subjects) your paper relates to.
   
a. Click on “Select AMBoK Link” and you will be taken to the AMBoK link selection page.

   ![Select AMBoK Link](image1)

   b. Tick the topic/s that relate to your paper and click “Select”.

   ![Select AMBoK Link](image2)

   c. Click “Back To Paper Detail” to go back to your paper detail page.

   If you’ve select the AMBoK Links successfully, they should be listed on the page.

   ![AMBoK Links](image3)

6. Select the “Paper Level” by selecting from the dropdown list.

7. Select at least one of the Copyright agreements, selecting or deselecting the “Member Zone Option”

   ![Copyright and Member Zone Option](image4)
8. Click on “Browse” to select your paper. (in word document format, .doc, .docx only, and less than 5M ).

9. Click on “Upload”. You will get a message on top of the page if the paper is successfully uploaded.

NB. Your Word Doc can only be uploaded once. Once submitted you cannot upload a new document whilst under review.

You will be able to download your paper at the “File” section of the page.

10. Once your paper has been uploaded you and the Conference Coordinator will receive an email confirming successful upload and the review process will begin.

11. When your paper has been reviewed, you will again be notified of the status by email. The status and/or comments made by the reviewers: Accepted / Change Requested / Rejected will also be available online in “View Detail”.

If changes are requested you will be able to upload your new word document as per stages 9 & 10.

The changes will be reviewed and a final decision made. You will then be informed by email.

The review process is then complete.