



# 7th International Conference on Herbal Medicine

Twin Towns Resort, Tweed Heads/Coolangatta  
on the NSW/QLD border

*Friday 23 to Sunday 25 July 2010*

## Proposal for Presentations

The NHAA 7<sup>th</sup> International Conference on Herbal Medicine is aimed at furthering the knowledge and education of qualified practitioners of Western herbal medicine and naturopathy.

Proposals for oral and poster presentations will be accepted. Please complete all details and forward by 30 September 2009 to the address below. First selection will be based on the information provided on this form.

For any queries please contact Anne Cowper at [a.cowper@nhaa.org.au](mailto:a.cowper@nhaa.org.au) or phone 02 8765 0071 or mobile 0409 450 202.

### Theme

All proposals must be relevant to practitioners of Western herbal medicine. Presentations should fit at least one of the following categories:

- Clinical practice
- Traditional medicine
- Research
- Education
- Regulation (profession, medicines, etc)

### Instructions for submitting proposals

1. Complete the attached proposal form and abstract.
2. A proposal abstract should be a maximum of 250 words. A poster proposal may be submitted as an abstract or in full (*see further poster details below*).
3. A proposal abstract should be concise and provide a clear outline of what will be included in the presentation or poster.
4. A proposal title should be brief but descriptive.
5. Only one author should submit each proposal.
6. The submitting author must sign the proposal form agreeing to the terms and conditions of the conference.
7. The completed proposal form and abstract may be emailed, faxed or posted to the address below.

## Oral presentations

Oral presentations will be plenary or concurrent and will be approximately 50 or 30 minutes' duration. Keynote speakers will be determined by the Conference Committee. Those wishing to become keynote speakers are encouraged to submit a proposal for a longer plenary session together with a follow up or second shorter concurrent session.

### Conditions of oral presentations

1. Conference presenters are not required to pay a registration fee.
2. Included in speaker registration is entry to all presentations, conference satchel and notes, conference cocktails and dinner, morning and afternoon teas and lunches provided during the conference.
3. All other expenses including accommodation and travel are the responsibility of the presenter.
4. One author only will be accepted as a presenter. Second or additional authors must register as conference delegates.
5. Presentations are to be oral supported by PowerPoint slides. Other methods of delivery must be approved by the Conference Committee.
6. PowerPoint slide must be submitted **no later than 3 weeks** prior to the conference.
7. The author/presenter gives permission for the NHAA to record and publish the presentation as part of the conference proceedings.
8. The NHAA will contact the author for permission to reproduce the presentation in any form other than the conference proceedings.

### Follow up and second presentations

**Follow up** presentations are an extension of the main presentation for delegates specifically interested in the topic. It may include clinical experience, case studies, interactive forums, detailed research, etc.

**Second** presentations need not be related to the first presentation.

## Poster presentations

Posters will be on display throughout the conference however a specific poster session will be included. Poster proposals should be submitted as per *Instructions for submitting proposals* above.

### Conditions of poster presentations

1. Poster presenters will need to register as a delegate to attend the conference.
2. Included in registration for poster presenters is entry to all presentations, conference satchel and notes, conference cocktails and dinner, morning and afternoon teas and lunches provided during the conference.
3. All other expenses including accommodation and travel are the responsibility of the poster presenter.
4. Posters should be no wider than 800 mm and no higher than 1 metre.
5. All posters should be laminated and have sufficient attachments secured on the back (Velcro<sup>®</sup> hook attachment) to attach to a carpeted panel.



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## Proposal Form

Author name .....

Qualifications .....

Company, institution or other (e.g. private practice, not practising)

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Address .....

Email .....

Mobile ..... Phone .....

Other author name/s .....

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Title of proposal .....

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Proposal abstract (maximum 250 words) (can be attached as Word document or full poster)

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*continued over*

1. Please tick preferred presentation form:

- Plenary presentation with follow up concurrent session
- Concurrent session with follow up concurrent session
- Plenary session only
- Concurrent session only
- Poster

2. Have you previously presented or published this or a similar presentation?

- Yes       No

If yes please provide the following details:

Presentation title .....

Organisation or publication name .....

Date of presentation or publication .....

3. Have you previously presented at a conference?

- Yes       NHAA International Conference
- Other/s
- No

4. Any other comments or requirements?

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*I agree to present at the 7<sup>th</sup> International Conference on Herbal Medicine under the terms and conditions stated above.*

Signed .....

Name .....

Date .....

*Please complete and return by 31 September 2009*