



2023 ARCS Annual Conference Abstract Submission Planning Form*

Making a submission

1. Submissions must be made in accordance with the Submission Guidelines.
2. Complete this submission planning form. It will help ensure that you have all the required information available before making your submission.
3. Review the process for including a TGA speaker(s) in your session (if applicable).
4. For chaired sessions (information, forum and workshop), forward this completed planning form to your speakers to get input and agreement to speak.
5. Each chaired session must include all the required information contained within the submission planning form including full details of the speakers (full name, position, affiliation, email). Incomplete submissions will not be assessed during the initial consideration of the program committee. (i.e., round one offers).
6. Transfer the information from the planning tool to the online portal by the designated deadline.

Chair detail (this is the person who will be making the submission)		
Name		
Affiliation		
Position		
Email		
Biography		
Submission details		
Abstract title		
Type of submission (select 1)	Speaking slot NB: Speaking slots are submitted via the Individual presentations (speaking slot) portal	Information Forum Workshop NB: Information, forum and workshop abstracts are submitted via the Session (information, forum, workshop) portal
Theme (select 1)	Clinical research operations Data, technology and informatics in clinical research Leadership, wellness & resilience Manufacturing Medical information/medical affairs	Medical device regulation Medical devices reimbursement Medicine reimbursement Non-prescription medicine regulation Pharmacovigilance Prescription medicines regulation SME support
Please review the submission guidelines for themes and priority areas. All complete abstracts submitted by the close date will be reviewed by the program committee (including those outside these areas).		
Abstract		

Please ensure speaker / panellist selection complies with the submission instructions.	
Speaker 1 (for speaking slots, this will be the same person who is making the submission)	
Name	
Affiliation	
Position	
Email	
Speaker 2	
Name	
Affiliation	
Position	
Email	
Panellist 1 (for forum sessions only)*	
Name	
Affiliation	
Position	
Email	
Panellist 2 (for forum sessions only)*	
Name	
Affiliation	
Position	
Email	

Sessions involving a TGA speaker(s)

ARCS Australia has a formal process for requesting TGA speakers. The committee kindly requests that individuals do not contact the TGA directly in regard to speaking at the conference. Instead, please include the details of the speaker and the specific topic(s) you would like covered (e.g., "Someone from the medical device authorisation branch (such as Joe Blogs) able to speak on the latest update to..."). Feedback from past conferences is that attendees value when a substantial portion of the session involving TGA is dedicated to Q&A. The committee is calling for submissions from individuals able to provide an industry perspective (e.g., contribute as a speaker/chair).

Any request for a TGA speaker(s) must be accompanied by a full abstract and the full names of any non-TGA speakers.

TGA speaker request

Additional information

Please include other information you would like considered by the program committee. Please include conflict of interest (if any) in this section. Please also include if this session builds on a past session. If you do not have any additional information, please leave blank.

Additional information

Engaging your audience	
Do you plan to use technology to engage the audience?	Yes No Not sure
AV requirements	
The software used at the conference will be Microsoft Office, if this option is not available to you, please note your requirements below. Each session will be equipped with a computer, lectern, microphone, panel table with panel microphone, laser pointer and data projector. Please advise if you have additional specific requirements for your presentation.	
Presentation requirements	Video Flipchart Live stream
Other AV requirements	

*Please review the 2023 ARCS Annual Conference Submission Guidelines for more information on these types of submission and speaker selection. **We reserved the right to decline speakers which do not comply with these guidelines.**