



Submit a Proposal

Submissions are due by **8.00am AEDT on Monday 3 March 2025**.

OVERVIEW

- Please read the instructions below before starting your submission.
- There are different template forms for **short course** and **plenary/symposium proposals**.
- Please make sure all speakers **except international speakers** have confirmed their participation ahead of submitting your proposal.
- All proposed courses will be reviewed for quality of the content. The proposed speakers and chairs will also be assessed for representational balance with preference given to those that address diversity in the representational balance.
- The outcome of proposal submissions will be advised in April 2025.
- Minor changes to accepted submissions will be considered following consultation with the Organising Committee until 1 May 2025. No changes will be permitted after this date.

SHORT COURSE SUBMISSIONS

There are two short course spots available.

- **Short Courses will be held on Wednesday 8 October and are 6 hours duration, excluding breaks.**
- It is recommended that Short Courses be developed as interactive workshops to maximise learning.
- Please complete the submission form, including the conflict of interest form, in full. **INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED**
- The Meeting or Education Committee reserves the right to contact the course facilitator to discuss content and/or presenters to ensure outcomes meet ASA requirements.
- **Please note:** Short Courses must be deemed to be, at minimum, cost neutral to the ASA to be considered. On average, break even occurs at 40 registrants. Please consider whether your course has the potential to attract 40 or more registrants before submitting.

PLENARY AND SYMPOSIA SUBMISSIONS

Plenary session proposals should focus on topics that appeal broadly across ASA member groups. Symposium sessions may have a more specialised focus. Proposers should consider whether either of the international speakers could make a contribution to their topics and include this in their session proposal, however availability will need to be checked by the committee prior to their invitation.

A dedicated clinical stream will again be included on the program in 2025, designed to feature advanced clinical symposium sessions suitable for senior clinicians from multiple disciplines and advanced trainees. Proposers are invited to suggest their symposium for inclusion in the clinical stream if they consider the topic relevant to that audience.

Two international speakers, Professor Yuval Nir and Dr Sanjay Patel, have accepted our invitation to present keynote addresses at Sleep DownUnder 2025. Proposers are welcome to include one of them on session proposals **but please don't contact them to invite them to speak until your proposal is accepted**.

- Session proposals must be completed via the online proposal form
- There's an option to submit a **Year in Review** session as a symposium session proposal. Please indicate this on the proposal form and when selecting the session type.
- Plenary and symposium sessions are 1½ hours duration (maximum 4 speakers).

- If nominating your submission for a plenary session, please ensure it is relevant to the entire ASA and ANZSSA membership. Submissions relevant to specific special interest groups will automatically be considered for a symposium.
- Please complete the submission form, including the conflict of interest form, in full. **INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.**
- The Organising Committee reserves the right to suggest combining two or more submissions if they are deemed too similar for separate sessions.

INVITING NON-MEMBER SPEAKERS

You may like to consider inviting speakers from Australia or New Zealand who are not members of ASA or ANZSSA to present during your plenary or symposium session. There may be a small pool of funding available to cover up to A\$1000 in accommodation and travel expenses each for these speakers and you can request this funding on your proposal form. Approved speakers will also receive complimentary registration for the day of their presentation. The Conference Committee will consider all the applications and let session proposers know whether their funding request is approved.

Please note – travel and accommodation funding is not available for ASA/ANZSSA members.

HOW TO SUBMIT YOUR PROPOSAL

Proposal submissions will be accepted online using Microsoft Forms.

Click on the link below for the type of proposal you wish to submit:

Plenary / Symposium

Short Course

Complete the form with the required information as set out below:

Plenary/Symposium proposal form

- [Section 1:](#) Provide your contact details as the proposer.
- [Section 2:](#) Provide the proposed session details
 1. Session type – plenary or symposium
 2. Select one area of interest (topic/theme) from the list of 8 options:
 - Insomnia
 - Physiology and Chronobiology (including human and basic science)
 - Sleep, health and behaviour (including exercise, diet, OHS)
 - Neuroscience, Sleep and breathing (including surgery, airways, dental)
 - Other clinical sleep disorders (including hypersomnolence, parasomnia and movement disorders)
 - Paediatrics
 - Measurement, Technology & AI.
 3. Select the type of type of session you are proposing:
 - Suitable for clinical stream: ≥50% of speakers are clinicians (e.g. physicians, surgeon, dentists advanced trainees, nurses, psychologists, clinical researchers)
 - Suitable for clinical physiologist stream: ≥50% of speakers are clinical physiologists/sleep scientists
 - Suitable for Sam Robinson Memorial Symposium (Upper Airway Surgery) 15th Anniversary
 - Suitable for a New Zealand focused session
 - E Equity & Inclusion session – career inequity, healthcare access inequity, socioeconomic determinants of health, and health/societal disparities in sleep health (e.g. indigenous sleep health, career inequities for women in research)
 4. Select your target audience from the list provided.
 5. Enter your session title.
 6. Provide a short description (max 150 words) of the session you are proposing.
 7. Provide a description of the content that will be covered during the session highlighting the purpose and rationale, overview of each presentation.
 8. Provide details on how your proposal supports the goals set out in the [ASA's Diversity and Inclusion Policy?](#)
 9. List 3-4 learning objectives for your proposal.
 10. Explain how this session will contribute positively to the conference and the broader sleep community.

11. Provide the details of each proposed speaker. The details required are: Full name, institution/organisation, email, role (session chair, speaker, panel member), presentation title, and indicate if are they confirmed.
 12. Indicate if you are applying for funding for one of your speakers. If yeas, provide details of the requirements and the reasons why.
- **Section 3:** Declaration of conflict of interest. The Conflict of Interest Form **MUST** be filled in and submitted at the same time as the proposal. Please complete this section even if you have no conflict of interest to report. If this section is not completed, the proposal will not be considered.

Short Course proposal form

- **Section 1:** Provide your contact details as the proposer.
- **Section 2:** Provide the proposed session details
 1. Select up to two areas of interest (topic/theme) from the list of 8 options:
 - Insomnia
 - Physiology and Chronobiology (including human and basic science)
 - Sleep, health and behaviour (including exercise, diet, OHS)
 - Neuroscience, Sleep and breathing (including surgery, airways, dental)
 - Other clinical sleep disorders (including hypersomnolence, parasomnia and movement disorders)
 - Paediatrics
 - Measurement, Technology & AI.
 2. Indicate if your area of interest aligns with the call our for topics by the ASA, and if so, provided the topic.
 3. Provide your short course title.
 4. Provide a description of the target audience for your short course.
 5. List 3-4 learning objectives for your short course.
 6. Provide a short description (max 150 words) of the session you are proposing.
 7. Provide a course outline of the content , presenters, presentation topics and times, and clear purpose.
 8. Provide details on how your proposal supports the goals set out in the [ASA's Diversity and Inclusion Policy](#)?
 9. Explain how this session will contribute positively to the conference and the broader sleep community.
 10. Provide the details of each proposed speaker. The details required are: Full name, institution/organisation, email, role (session chair, speaker, panel member), presentation title, and indicate if are they confirmed.
 11. Indicate if you have any special audiovisual requirements for your course.
- **Section 3:** Convenor Responsibilities Statement and Declaration of conflict of interest. These **MUST** be filled in and submitted at the same time as the proposal.

FAQs

Can I start my submission, save it and come back to it later?

Unfortunately you will not be able to save and exit part way through (this is a limitation with Microsoft Forms). We recommend you collate the required information (as outlined in the previous section) before starting your proposal.

Can I edit my responses?

Yes, you can edit responses after submitting. You can put in dummy answers if required in order to get to the end to then select Submit on the last page.

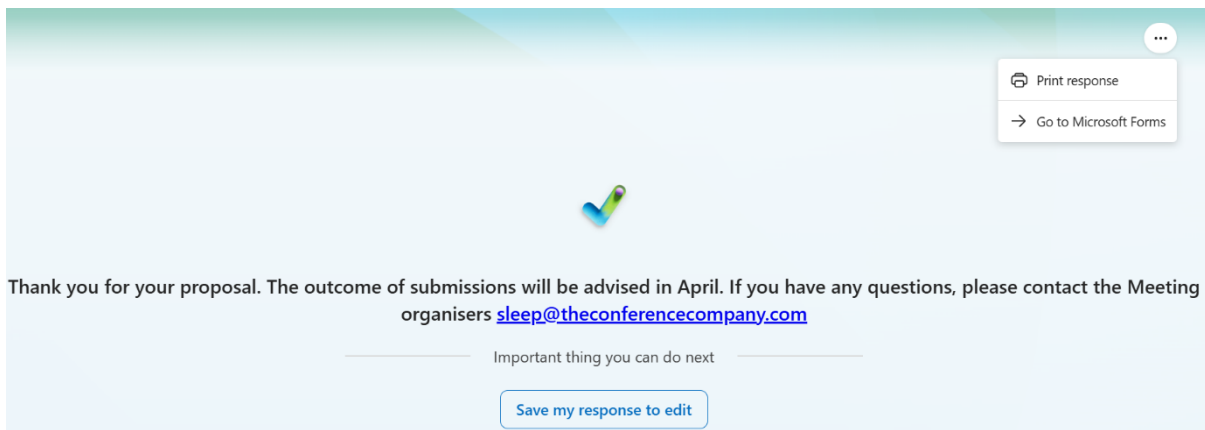
You can print a copy of your answer after you submit

Back

Submit

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On the next screen, select *Save my response to edit*. On this screen you can also print your responses by clicking on the 3 dots on the top right of the page and selecting Print response (see image below).



The form will be saved to your Microsoft 365 account where you can access it and edit your responses as required. You will then be required to submit the updated version before the 3rd March deadline.

Who can I contact if I have any questions?

Please contact the conference organisers at sleep@theconferencecompany.com