

Adapting

Evolving

Leading

**2025
ENGLISH
AUSTRALIA
CONFERENCE**
27-29 August
Pullman Hotel Brisbane

Abstract Submission Guidelines

Abstract submissions are now open for the 2025 English Australia Conference (EAC 2025).

EAC 2025 will be held in Brisbane from 27 – 29 August at the Pullman Hotel Brisbane and attracts a diverse range of professionals from across the English Language Intensive Courses for Overseas Students (ELICOS) sector each year.

You are invited to submit an abstract for the EAC 2025 program and to contribute to the professional development of others working in ELICOS across all areas - teaching and learning, assessment, policy and management, staff and student support, admissions and marketing.

PLEASE NOTE: Abstracts submitted in hard copy will not be accepted. Only abstracts submitted via the online portal will be accepted and reviewed.

Key Dates

- The submissions portal will close at **11:59 PM on Monday 5 May 2025 (AEST)**.
- All presenters must register and pay to attend the Conference. You will need to register and pay by no later than **Thursday 26 June 2025**.
Presenters can register for a discount registration fee of \$755 for full conference or \$395 for one day registration.

Please remember that submitting an abstract does NOT automatically register you as a delegate. Presenters who fail to register by the due date risk having their presentation removed from the program.

Steps for Abstract Submission

Follow these steps to submit your abstract:

1. Select a 2025 English Australia Conference **stream**
2. Choose a **presentation type**
3. Review abstract **Selection Criteria**
4. Follow the **Submission Guidelines**
5. Create an account or log in
6. Submit your abstract

Please note the 2025 Conference theme of [Adapt, Include, Inspire](#). Presentations should try to align to the theme.

1. Conference Topics

The Program will consist of five different streams:

- Teaching and Learning
- Assessment
- Management
- Marketing and Admissions
- Student and Staff Support/Student Services
- Information Roundtable

2. Presentation Types

There are five presentation types for accepted abstracts.

1. **Standard Talk (30 minutes):** Share research, innovation or effective practice in a 25-minute presentation, then answer 5 minutes of audience questions.
2. **Lightning Talk (13 mins):** Present a practical idea, case study or showcase best practice in a shorter session of 12 minutes + 2 minutes question time. These are focused and quick practitioner sessions. Two Lightning Talks will be grouped together into a 30-minute session.
3. **Panel Discussion (60 mins):** Lead a focused discussion around a specific topic with 3-4 panelists and a facilitator. Panels are structured sessions with a set time for each panelist to present (approximately 8 to 12 minutes depending on how many panelists there are), followed by a 15-minute Q&A at the end of the session. Each speaker brings a different perspective or presents a different view about the same topic.
4. **World Café (60 mins):** A World Café is a group discussion technique designed to encourage small, intimate and informal discussions around a central topic. There is no formal presentation or speech, but the facilitator(s) will provide time at the end of the session for some group reporting. There can be 1-4 facilitators.
5. **Campfire Talk (30 mins):** The name of this format perfectly describes how the session will look. Much like people sitting around a campfire, this is an informal way for presenters to facilitate a discussion around a topic with session attendees. Presenters should encourage attendees to set the discussion agenda by raising topics they see are relevant to the overarching session theme. The discussion is led by the presenter(s), who progresses it by selecting topics attendees have posted in the Conference app.

3. Abstract Selection Criteria

The Program Committee will be looking for abstracts that:

- are relevant to the [Conference theme](#)
- are relevant to current issues/challenges affecting ELICOS
- are underpinned by sound pedagogical/methodological principles (as appropriate)
- are relevant to an audience of those working in ELICOS
- are engaging for an ELICOS audience
- have clear take-home benefits for delegates

4. Content Guidelines

To assist the program committee in deciding if your proposal is selected for the final conference program, please adhere to the following guidelines:

- The submitting presenter must ensure that all co-presenters have read and approved the title, abstract, presenter names and presenter bios.
- The presentation title must be no more than 15 words in length.
- The abstract must be no more than 250 words in length.
- Submitters are asked to include a biography (for each presenter) with a maximum of 100 words per presenter.

5. Create an Account

Click on the link below to access the abstract submission site:

[ABSTRACT SUBMISSION PORTAL](#)

Or copy and paste the URL:

<https://www.cvent.com/c/abstracts/99e217e7-978f-4545-a826-e8552f179c97>

If this is your first time accessing the portal for the Conference, you will need to create a profile. To create a profile, click on '**Log In**' button at the top of the screen and then click on '**Need to create a new account?**' link below the Log in button.

[Return to Website](#)



Welcome to the English Australia Conference 2025 Abstract Submission Portal



Log In

Home

Log in to your account

* Email Address

* Password

Forgot your password?

Log In

Need to create an account?

This will prompt you to enter your *First name*, *Last name*, *Email address* and *Create a password* for your account. Once complete click on the '**Create**' button.

You will then be taken into the portal where you may submit, edit and withdraw any of your submission(s).

*If you have already created a profile, log in via the '**Log In**' button at the top of the screen.*

6. Submit your Abstract

The online portal offers a text-based submission form where you will be required to enter the information regarding your abstract, such as Title, Authors, Biography, etc.

Submitting an abstract is a multi-step process:

1. Ensure that you have a copy of your abstract file on hand so that you can copy/paste the information easily into the text-based submission form fields.
2. Your abstract is to be no more than 250 words.

STEP 1: Authors - You will need to begin by entering the name of the main/presenting author first. Once you have completed the main author you are then able to add any additional Co-authors. Please ensure the spelling of their names and affiliations (if applicable) are correct.

Confirm the following items for your authors:

- **Author will attend** – Submitters must indicate that they confirm at least one author will register in full to attend and present at the Conference if the submission is accepted for presentation.

STEP 2: Abstract title (max. 15 words) - The title should be as brief as possible but long enough to clearly indicate the nature of the abstract. If you wish to include a subtitle, it must be included in this field and included in the 15-word limit.

Abstract (max. 250 words)

Where possible please structure your abstract to include: ***Introduction, Methods, Results and Conclusion.***

- Enter the abstract text, by either copy/pasting from your word file or typing in the information.
- References are not required. If you wish to include them, they must be included in the body of your abstract and included in the 250-word count.
- Once your submission is complete, please read your abstract in full to ensure all details are correct.
- Do not use tables or figures.

STEP 3: Confirm the following items for your abstract submission.

- **Author approval** - You are required to confirm that the submission has been approved by all authors.
- **Permission to publish** - You are required to provide permission on behalf of all authors and affiliations associated with the abstract submission, for the abstract to appear on the Conference website, app and in printed material if it is accepted for presentation.

STEP 4: Once completed you will be taken to a summary page to review all the details you have entered. If you are happy with the information, you may then click on the '**Submit**' button. The next screen will confirm your submission has been received. You will be sent a confirmation email with your submission confirmation number.

Submitting more than one abstract

If you are submitting more than one abstract, complete the first submission then click on 'Home' at the top of the screen. Click the '**Submit Your Abstract**' button to submit a new abstract. Please follow the same steps as above to complete the submission.

Editing an Abstract

You may wish to edit your submission prior to the close date. To do so you will need to:

1. Log back into the submission portal.
2. Click on '**My Submissions**'.
3. On the submission you would like to edit, click on the blue '**Edit**' button.
4. Once all edits have been made, follow the prompts to submit the changes.
5. You will be sent an email confirming that your abstract has been amended.

My Submissions

Test

Simone Bouton
Topic: Teaching and Learning
Confirmation number: 7Q5PZJW4MR
Date submitted: 03/12/2025

Withdraw

Edit



Withdrawing a Submission

If you would like to withdraw your submission, please log into the portal and click on '**My Submissions**'.

A withdraw button can be found next to your submission. Once you confirm, your paper will be withdrawn from being reviewed. This will also remove it from your portal.

My Submissions

Test

Simone Bouton
Topic: Teaching and Learning
Confirmation number: 7Q5PZJW4MR
Date submitted: 03/12/2025

Withdraw

Edit

