

ROAD MAP TO TRANSFORMATION

MOVE FORWARD WITH CONFIDENCE



CALL FOR ABSTRACTS SUBMISSION GUIDELINES

The Australasian Legal Practice Management Association invites you to submit an abstract for presentation at the 2019 Summit.

Online abstract submissions opened on **Thursday, 7 February 2019** and will close on **Wednesday, 20 March 2019**.

The theme of the 2019 Summit **“Road Map to Transformation – Move Forward with Confidence”** must be addressed in all abstracts. There has been a lot of talk about disruption to the legal industry and the evolution of the firm of the future. ALPMA Summit delegates want and need to know HOW to make that transition; HOW TO TRANSFORM their firms from where they are now into the firm of the future. The aim is to provide a road map for our attendees, stepping them through a staged progression of change so they walk away with confidence to start their own journey of transformation.

No matter how big or small the firm, your content should be relevant to all those attending, empowering each individual. Accompanying the summit theme, the abstract must also address one (or more) of [ALPMA's Legal Practice Management Learning & Development Framework Pillars](#).

ALPMA members, eligible non-members, professional legal industry presenters, past presenters and those who work within the legal industry are invited to apply.

SELECTION PROCESS

The abstract must provide an accurate summary of the contents and conclusions of the paper. Submitted abstracts should be written in Arial, 12pt font and be a maximum of 250 words – please use the Abstract Template provided. The Program Committee will evaluate all abstracts for inclusion in the program. When submitting your abstract you will be asked to include the following:

- Title of paper
- Subject theme
- Description (*max 150 words*)
- Key actionable takeaways (*3 required*)
- Preferred type of session (Lecture, Workshop, Panel, Social or other)
- Author/s and affiliations
- Presenting author/s biography (*max 250 words*)
- Show reel or video of a past presentation

All abstracts submitted for presentation will be reviewed by the Program Committee, who reserve the right to accept or reject any submissions. All presentation types are acceptable, however to coincide with this year's theme, preference will be given to those with an interactive or workshop style presentation.

Upon acceptance, the ALPMA Summit Committee may modify the abstract title and description to fit our marketing style and format guidelines for the purpose of our brochures, website, and other promotions. You will have the opportunity to approve/edit if needed. Successful presenter(s) will receive complimentary registration to the 2019 ALPMA Summit, including social functions. Interstate presenters only will receive return economy airfares and one night's accommodation at ALPMA's preferred accommodation provider. The Committee will have final say on all submissions and no further correspondence will be entered into.

SUBMITTING YOUR ABSTRACT

All abstracts must be submitted online via the ALPMA Summit 2019 Speakers' Portal at: <https://iceaustralia.eventsair.com/alpma2019/speakers-portal>

Abstract file names should use the main author's name in the format **Smithb.docx**. If submitting more than one abstract, files are to be numbered, i.e. **Smithb1.docx**, **Smithb2.docx**.

IMPORTANT DATES

Abstract submissions open	Thursday, 7 February 2019
Deadline for submission of abstracts	Wednesday, 20 March 2019
Authors advised of abstract acceptance	April 2019
Speaker registration deadline	Tuesday, 16 July 2019

ACCEPTANCE NOTIFICATION

You will be notified of the acceptance or non-acceptance of your abstract in April 2019. Feedback will be provided on accepted abstracts only.

At least one author of the accepted abstract is expected to register to attend and present at the Summit.

FURTHER INFORMATION

Please direct all enquiries to the Summit Manager:

2019 ALPMA Summit Manager

International Conferences & Events

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