



## Abstract Submission Guidelines (via Fourwaves)

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## THEMES

The following represents the broad themes of the conference:

- Food systems in multicultural communities
- Technology and health
- Health and wellbeing over the life course
- Environmental Health
- Women's Health
- Child and Maternal Health
- Mental Health
- Youth Health
- Healthy Ageing
- Social Determinants of Health
- Tackling Health Inequalities (includes Health Promotion)
- Data and Research
- National Multicultural Health Framework (Includes Racism and Discrimination in Health)
- Community engagement in Health
- Rural and Regional Health
- Policy Development

You may choose a **primary theme** and one or two sub-themes from the list above that most accurately describe your presentation abstract topic.

## KEY DATES

- Call for Abstracts Open | **Wednesday, 14 May 2025**
- Registrations Open | **Wednesday, 18 June 2025**
- Abstract submissions Close | **Friday 11 July 2025, before 11:59 PM AEST**
- Acceptance Advice issued to Authors | **Tuesday, 12 August 2025**
- Acceptance Confirmation Due | **Tuesday, 19 August 2025**
- Presenter Registration Deadline | **Monday, 1 September 2025**



- Program Announcement | **Thursday, 4 September 2025**
- Conference Registration Close | **Monday, 27 October, 2025**
- Conference Dates | **Tuesday 11 November - Wednesday 12 November 2025**

## PRESENTATION TYPES

### 1. ORAL CONCURRENT PRESENTATION

#### ABOUT

As the main content of the conference program, oral presentations will be grouped by themes where each presenter will be allocated 10 minutes for presentation.

A 20-minute panel discussion with all speakers will follow the presentations where audience members will be invited to ask questions.

#### PRESENTATION-SPECIFIC GUIDELINES

Abstracts will be reviewed according to one of the following categories to ensure diversity of perspectives across the conference themes:

- **Research:** report on original research, including reviews of original research (e.g., systematic reviews, scoping reviews). Presentations within this category should include conventional elements such as background, aim, methods, results, conclusions, and implications.
- **Practice:** report on innovations in practice while challenging or informing on novel approaches in research and practice.
- **Lived experience:** report on perspectives from community members to discuss topics that need to be addressed with respect to multicultural health and wellbeing, and provide new perspectives to inform practice, policy and research.
- **Thought-provoking ideas:** report on ideas that challenge established practices or beliefs, with each presentation providing evidence and a clear future directions and considerations for research, practice or policy.



## **2. SYMPOSIA**

### **ABOUT**

Offered as concurrent sessions, the symposia will allow a group of up to 4 speakers from diverse research and practice groups to engage in a set of related research and/or case studies on a particular topic relevant to the conference theme. The symposium will be allocated 45 to 60 minutes.

The PRIMARY SPEAKER must submit the abstract. If there are multiple speakers, please upload their abstracts and supporting documentation as part of the ONE SUBMISSION. The reviewer will assess the abstract as ONE submission.

### **PRESENTATION-SPECIFIC GUIDELINES**

A speaker from each group will need to submit an outline, which would include:

- Introduction and background
- Purpose or aim
- Overview of activities conducted (presentations, presentation styles, etc.)
- Expected learning outcomes for the audience

## **3. WORKSHOP**

### **ABOUT**

Offered as concurrent sessions, the workshops will allow a group of speakers to present on a topic in a structured way that focuses on practical solutions through collaborative activities and discussions. The workshop will be allocated 45 to 60 minutes.

The LEAD SPEAKER will submit an abstract, details regarding the activities undertaken during the workshop and expected outcomes. Upload supporting documentation in the ONE SUBMISSION.

### **Presentation-specific guidelines**

A speaker from each group will need to submit an outline which would include:

- Introduction and background
- Purpose or aim
- Overview of activities conducted (presentations, presentation styles, etc.)
- Expected learning outcomes for the audience



## **4. POSTER**

### **ABOUT**

Posters will provide a visual display of innovative ideas, novel discoveries in research, practice, and policy. Posters will be displayed for the duration of the conference. The poster's format (digital or print) has yet to be determined. (Subject to change). At the next stage, accepted authors will be advised.

Refer to the abstract submission guidelines for content.

### **GENERAL ABSTRACT SUBMISSION GUIDELINES**

Abstracts will be reviewed after the closing date and the Abstract Review Committee will decide which abstracts will be selected for each presentation type. Please note that selected presentation types upon submission are preferences only and may be subject to change.

For original research and other submissions that involve case studies or evidence, abstracts must contain information addressing these areas:

- Background
- Methods
- Results
- Conclusion
- Implications

The above structure may not be strictly adhered to if a submission is a non-scientific/research abstract. In this case, provide:

- Overview of the problem
- Why is it a problem?
- Main discussion topics
- Implications
- Recommendations

The word limit for each abstract submitted is 300 words.  
Do not add any references to abstracts.



## **ABSTRACT REVIEW CRITERIA**

The review criteria will be divided into four sections:

1. Alignment with conference objectives and outcomes
2. Relevance to health promotion and public health
3. Originality in content
4. Clarity of the abstract and adherence to the abstract guidelines
5. Potential relevance and impact on improving and informing multicultural health and wellbeing to address health inequities
6. Geographical, cultural and linguistic representation



## HOW TO SUBMIT AN ABSTRACT USING THE PORTAL

**Fourwave Portal:** <https://event.fourwaves.com/nmhwc25>

### IMPORTANT INFORMATION:

- You are not able to complete your Abstract until you have answered all mandatory questions.
- The submission form will ask you if your abstract is ready for review. If it is not, you can still submit and edit it. You will be sent an email with access to your account. The organising team will follow up with you to ensure your submission is ready for review before the due date.
- Abstracts will be reviewed after the closing date, and the Abstract Review Committee will decide which abstracts will be selected for each presentation type. Please note that selected presentation types upon submission are preferences only and may be subject to change.
- Acceptance Advice Issued to Authors will take place on Tuesday, 12 August 2025. The exact date is to be determined.

Please read the following information on using the online Abstract submission system to register your details and submit, edit or withdraw an Abstract for the Multicultural Health Conference.

**Abstract submissions will only be accepted via the online portal.**

### Steps

The online portal requires you to submit your Abstract in four steps/sections:

1. Register your contact author details
2. Submit the Abstract information.
3. Select Review and Assessment
4. Read the Terms and Conditions



### Step 1. Register your contact author details

Before you can submit your abstract, you must create a user profile. Please fill out the following information.

- First Name
- Last Name
- Email
- Mobile
- Company/Institution
- How would you describe your cultural background?
- How do you identify?

### Step 2. Submit the Abstract information

#### Presentation Types

##### Requested Presentation Type

Select an option

- Oral Concurrent Presentation
- Symposia Presentation
- Poster
- Workshop

Read all the information carefully and complete all the required fields.

- Submission Title
- Authors (Submission and Presenting)
- Headshot
- Biography
- Short description
- Abstract
- Themes (Primary and sub-themes)
- What inspired you to do this work?
- Tick the box if this abstract is a health promotion/public health topic.
- Presented this topic at any other conference

### IMPORTANT INFORMATION





- Please type in 'Title Case'. If you have acronyms, ensure these are CAPITALISED.

### **Step 2A. Add additional authors or presenters**

#### **Presenting Author**

Enter the First name, Last name, and affiliations of the presenting author. Click Presenter if the first person you've entered is the presenting author.

#### **Additional Authors**

Please list all authors involved in the abstract. Title, First Name, Last Name (Post Nominals) sorted alphabetically by surname. The presenting author will automatically be underlined. For example: Prof. Peta Hong, Dr. Julia Smith (OAM)

#### **Presenter's Headshot**

Provide a headshot.

#### **Presenter's Biography**

Provide a short 50-word biography.

#### **Short description\***

Please provide a 50-word description outlining your Abstract.

### **Step 2B. Add Abstract Content**

Please type in 'Title Case'. If you have acronyms, ensure these are CAPITALISED.  
The abstract is structured as follows:

DO NOT include your PAPER TITLE or AUTHORS in your abstract.  
HEADINGS must be included in BOLD followed by your text.



For original research and other submissions that involve case studies or evidence, abstracts must contain information addressing these areas:

- o Background
- o Methods
- o Results
- o Conclusion
- o Implications

The above structure may not be strictly adhered to if a submission is a non-scientific/research

abstract. In this case, provide:

- o Overview of the problem
- o Why it's a problem?
- o Main discussion topics
- o Implications
- o Recommendations

The word limit for each abstract submitted is 300 words.

Do not add any references to abstracts.

**What objective/theme do you feel your Abstract falls under?\***

Select one of the following options listed.

- Primary Theme
- Sub-theme 2
- Sub-theme 3

**Step 3. Select Review and Assessment**

Abstracts will be reviewed after the closing date and the Abstract Review Committee will decide which abstracts will be selected for each presentation type. Please note that selected presentation types upon submission are preferences only and may be subject to change.



Acceptance Advice Issued to Authors will take place on **Tuesday, 12 August 2025.**

Please let us know if your abstract submission is ready to be reviewed or if you need to come back and edit it.

You can edit your submission after clicking the SUBMIT button when you receive a confirmation email from Fourwaves.

#### **Step 4. Read the Terms and Conditions**

Please read the terms and conditions carefully.

When you're satisfied with your entries, click the **"Save form"** button at the bottom of the page.



## NATIONAL MULTICULTURAL HEALTH AND WELLBEING CONFERENCE 2025

11-12 NOVEMBER 2025  
MELBOURNE

### HOW TO EDIT YOUR SUBMISSION

Head to your email inbox and find a confirmation email from the **National Multicultural Health and Wellbeing Conference 2025 - Fourwaves**. It may fall into your junk/spam mail. Please ensure any emails coming from Fourwaves appear in your primary inbox to ensure you do not miss out on any information.

1. Scroll down to the **'Access my account'** button.
2. Log in with the email and password you created.
3. Select the **Submissions** tab (second tab) and select your paper.

fourWaves

English 

Participant Dashboard

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Search

Title	Event	Last modified ↑	Status	Presenting on
<div><div></div><div>Workshope title</div></div>	National Multicultural Health and Wellbeing Conference 2025	May 1, 2025 - 09:08	Submitted	-
<div><div></div><div>Symposia title</div></div>	National Multicultural Health and Wellbeing Conference 2025	May 1, 2025 - 09:07	Submitted	-
<div><div></div><div>This is our Abstract Title</div></div>	FECCA Conference 2024	June 24, 2024 - 16:19	Submitted	-


4. On the right-hand side, click the **Edit Submission** button.

fourWaves

English 



[← Back to submissions](#)

Submitted

Event  
National Multicultural Health and Wellbein... 

Submitted  
May 1, 2025 - 09:08 - Victoria Bee

Last modified  
-

 Edit Submission  Contact

Registration

You're not registered to this event.

Schedule

No session information available.

Info Reviews

Workshope title ID 2

Victoria Buccchen<sup>1</sup>

<sup>1</sup> jpm

workshop abstract

CONTACT INFORMATION

FIRST NAME \*  
Victoria

LAST NAME \*  
Bee

EMAIL \*  
victoria@jtproductionmanagement.com

MOBILE \*  
0430772207

COMPANY/INSTITUTION \*  
JT. Production Management



5. Edit your submission. Before you click the Save form button, make sure you change the Review and Assessment to **'Yes, my submission is ready to be reviewed.'**

Submission Form

Submission deadline is July 11, 2025

Form > Confirmation

Submission Form

Please fill out the following to complete the abstract form.

CONTACT INFORMATION

FIRST NAME \* LAST NAME \*

Victoria Bee

EMAIL \*

victoria@jtproductionmanagement.com

MOBILE \*

0430772207

COMPANY/INSTITUTION \*

Save form

For questions, please contact  
multiculturalhealth@jtproductionmanagement.com

PLEASE NOTE: If your submission is still on the **'No, my submission is not ready to be reviewed'** option, and we've tried to contact you, your submission will not be reviewed after the submission date.

## CONTACT US

If you have any questions, please contact [multiculturalhealth@jtproductionmanagement.com](mailto:multiculturalhealth@jtproductionmanagement.com).

Visit the [Fourwaves Help Centre](#) for platform-related issues.