



FILEX 2018 PRESENTER APPLICATION STEP BY STEP INSTRUCTIONS

STEP 1: ACCESS TO THE SUBMISSION PORTAL

20 - 22 April 2018 / INTERNATIONAL CONVENTION CENTRE SYDNEY

Submit an abstract
Create a **Currinda** profile to submit an abstract.
[Begin here](#)

Submit an abstract with your Currinda profile
Login to your **Currinda** profile to submit an abstract for this event.
You may have a **Currinda** profile if you have registered for an event using Currinda before, or are a member of an association managed using Currinda.

[Login](#) [Forgotten password?](#)

When you click on the link to submit your application, you will see the log in page above. "Currinda" is the new submission system for FILEX 2018. You will need to create a Currinda profile by clicking "Begin Here" under the Submit an Abstract title.

If you have already submitted your application and you wish to log back in to enter another application or edit a previous application, please log in using your email address and password created for your Currinda profile.

STEP 2: LOG IN OR REGISTER

20 - 22 April 2018 / INTERNATIONAL CONVENTION CENTRE SYDNEY

Fields in red are required

Login details
The email address and password you supply here will be used to login in future, to change your registration details or register for future events.

Email
Confirm email

Password
Confirm password

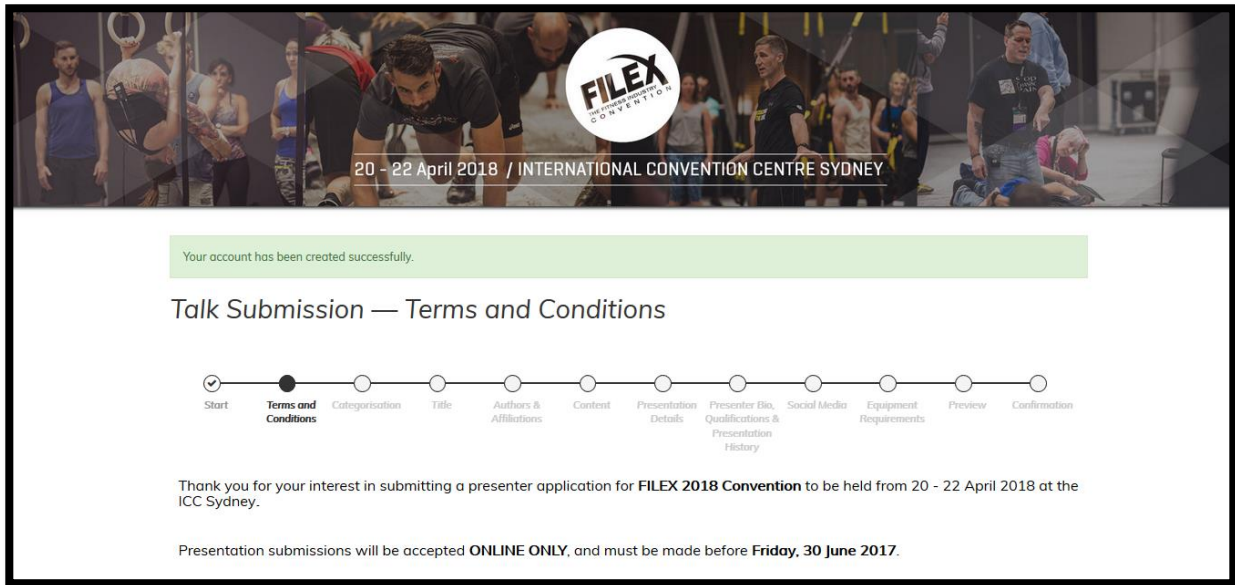
Personal details

Title **First Name** **Family Name**

By clicking “Begin Here”, the system will ask you to complete your profile information such as email and password to log in to the profile, your name, organisation and postal details.

If you are submitting an application on behalf of someone else, create this profile under your own name. You are able to add “Additional Emails” to your profile so the presenter can be copied into any correspondence you receive regarding the application. There is also a step in the application process where it will ask you to enter the contact details for the presenter.

STEP 3: TERMS AND CONDITIONS



Your account has been created successfully.

Talk Submission — Terms and Conditions

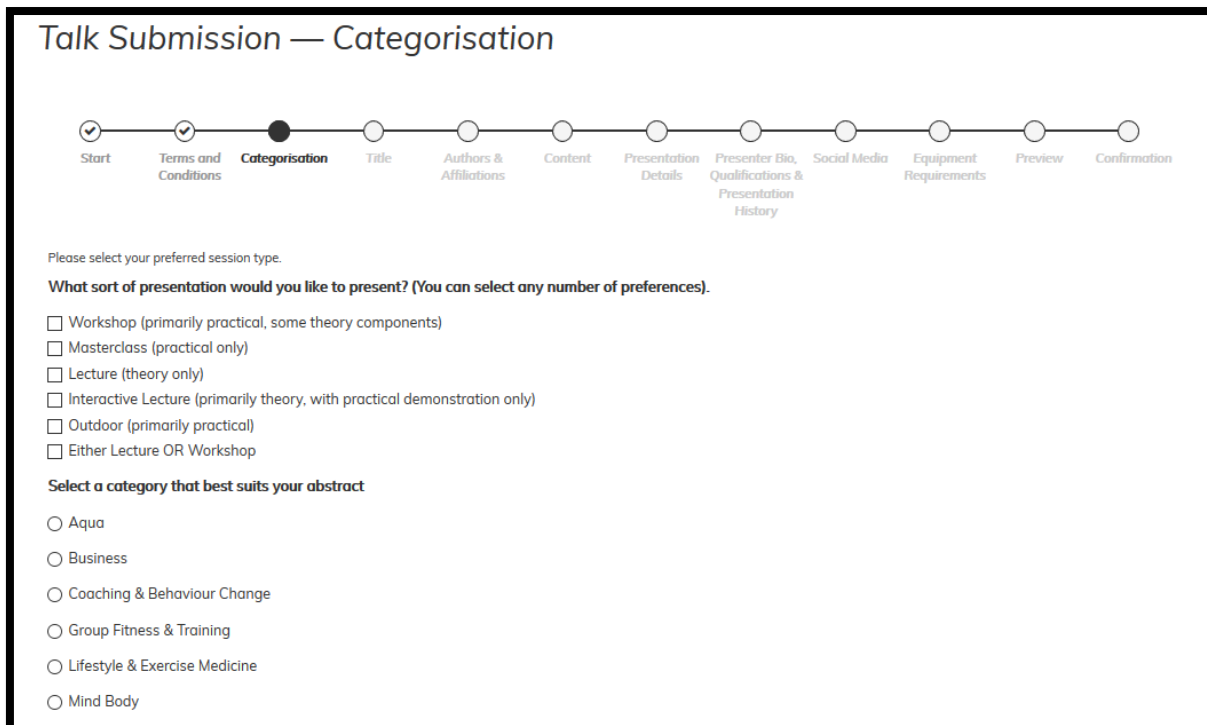
Start Terms and Conditions Categorisation Title Authors & Affiliations Content Presentation Details Presenter Bio, Qualifications & Presentation History Social Media Equipment Requirements Preview Confirmation

Thank you for your interest in submitting a presenter application for **FILEX 2018 Convention** to be held from 20 - 22 April 2018 at the ICC Sydney.

Presentation submissions will be accepted **ONLINE ONLY**, and must be made before **Friday, 30 June 2017**.

Please make sure to read through and agree to our Terms and Conditions of submission before proceeding with your presentation application.

STEP 4: PRESENTATION TYPE AND CATEGORY



Talk Submission — Categorisation

Start Terms and Conditions Categorisation Title Authors & Affiliations Content Presentation Details Presenter Bio, Qualifications & Presentation History Social Media Equipment Requirements Preview Confirmation

Please select your preferred session type.

What sort of presentation would you like to present? (You can select any number of preferences).

- Workshop (primarily practical, some theory components)
- Masterclass (practical only)
- Lecture (theory only)
- Interactive Lecture (primarily theory, with practical demonstration only)
- Outdoor (primarily practical)
- Either Lecture OR Workshop

Select a category that best suits your abstract

- Aqua
- Business
- Coaching & Behaviour Change
- Group Fitness & Training
- Lifestyle & Exercise Medicine
- Mind Body

This is where you select a presentation type and category for your presentation submission. For more information about the categories and presentation types, please see our FAQ's on the website – www.filex.com.au.

STEP 5: PRESENTATION TITLE

Talk Submission — Title

Start Terms and Conditions Categorisation **Title** Authors & Affiliations Content Presentation Details Presenter Bio, Qualifications & Presentation History Social Media Equipment Requirements Preview Confirmation

Add a title to the abstract

Enter your presentation title below. Please note that if accepted, this title may be amended for promotional purposes.

B I x_2 x^2

p Words remaining: 25

Save Title »

This is where you enter the title for your presentation, which will be published in the FILEX program if you are selected for inclusion.

STEP 6: PRESENTER DETAILS

Talk Submission — Authors & Affiliations

Start Terms and Conditions Categorisation Title **Authors & Affiliations** Content Presentation Details Presenter Bio, Qualifications & Presentation History Social Media Equipment Requirements Preview Confirmation

Add abstract authors and organisations

Below you are able to enter the details for all presenters of this presentation submission.

Build up the author list of the abstract below. Drag the icon to reorder authors. Drag each author's organisations to reorder them.

You must select at least one presenting author.

Organisations that are in the dropdown box and not selected will not be displayed. In the case of a mistake, recreate a new entry with the correct details and deselect the old.

Email	First Name	Initial	Last Name	Organisations	Presenting?
@ presenter@filex.com	FILEX		Presenter	Select Some Option	<input type="checkbox"/>

+ Add Another Author **Edit Organisations**

Here you can enter the email address, name and organisation for each presenter for this submission.

If you are submitting this application on behalf of someone else, here is where you will enter the presenters details.

STEP 7: MULTIPLE PRESENTERS

The screenshot shows a progress bar at the top with 12 steps: Start, Terms and Conditions, Categorisation, Title, **Authors & Affiliations** (current), Content, Presentation Details, Presenter Bio, Qualifications & Presentation History, Social Media, Equipment Requirements, Preview, and Confirmation.

Add abstract authors and organisations

Below you are able to enter the details for all presenters of this presentation submission.
Build up the author list of the abstract below. Drag the ☰ icon to reorder authors. Drag each author's organisations to reorder them.
You must select at least one presenting author.
Organisations that are in the dropdown box and not selected will not be displayed. In the case of a mistake, recreate a new entry with the correct details and deselect the old.

Email	First Name	Initial	Last Name	Organisations	Presenting?	
☰ @ presenter@filex.com	FILEX		Presenter	Select Some Option	<input checked="" type="checkbox"/>	✖
☰ @ alisha.smith@thefitnessnet	Alisha		Smith	Learning and Development, Australian Fitness Network, Sydney, NSW, Australia	<input checked="" type="checkbox"/>	✖

[+ Add Another Author](#) [✎ Edit Organisations](#)

Save Authors and proceed »

If you have more than one person presenting, click the “Add Another Author” button to enter as many co-presenters as you like. You will need to tick the “Presenting?” check box for each person on this page.

STEP 8: SESSION DESCRIPTION

The screenshot shows a progress bar at the top with 12 steps: Start, Terms and Conditions, Categorisation, Title, Authors & Affiliations, **Content** (current), Presentation Details, Presenter Bio, Qualifications & Presentation History, Social Media, Equipment Requirements, Preview, and Confirmation.

Talk Submission — Content

Please enter your session description below. This description will be used to promote your session in all publications for the Convention so that attendees know what to expect. A compelling description helps your session stand out for both the FILEX selection committee and for attendees.
Please note that if accepted, this session description may be amended for promotional purposes.

FILEX 2018 Presentation Title (6519)
FILEX Presenter , **Alisha Smith** ¹
1. Learning and Development, Australian Fitness Network, Sydney, NSW, Australia

Content

Please note: The word limit for this abstract is 90 words.

B I x_2 x^2

This is where you enter your session description, which will be used to promote your session. Please be succinct, as you are strictly limited to 90 words.

STEP 9: PRESENTATION DETAILS

Talk Submission — Presentation Details

In addition to your session description, the following information will support your application and give further information to the Learning and Development Team to assist in session selection.

Please select your preferred session duration:

Select an option

Session Outline: Please briefly explain the breakdown of the session, key discussion points/take aways, estimated time allocated to each etc. Your session outline provides the FILEX selection committee with more detail on exactly what your session will cover and how you'll achieve your outcomes.

Questions in red are mandatory to answer before you can progress in the application form. Your responses to the questions on this page are integral to assist the Learning and Development Team to assist in session selection.

STEP 10: AV REQUIREMENTS AND SESSION SPONSORSHIP

Audio Visual Requirements for this session:

- Projector and screen
- Lectern and microphone
- Head mic
- Lapel mic
- Whiteboard
- Internet access (web links
- online videos)
- iPod connection (sound separate to presentation)
- PC audio (sound through presentation)
- Sound System (to support music for group/PT practical sessions)

Will this session be sponsored?

Yes

No

If yes, who will be sponsoring the session? Please provide:

- Company
- Contact Name
- Contact Person Email
- Contact Person Phone

If no, are you interested in learning more about how you can sponsor this session?

Yes

No

Please select all AV equipment required for your session. If you do not select your AV equipment here, we cannot guarantee any late requests will be fulfilled.

If your session is going to be sponsored, it is important to note it here.

STEP 11: BIO, QUALIFICATIONS AND PRESENTATION HISTORY

Talk Submission — Presenter Bio, Qualifications & Presentation History

Start Terms and Conditions Categorisation Title Authors & Affiliations Content Presentation Details **Presenter Bio, Qualifications & Presentation History** Social Media Equipment Requirements Preview Confirmation

Please provide a brief biography (approx 60 words)

Please upload a current head shot. This head shot will be used for promotional purposes. Please ensure this is a professional image, in a high-resolution file.

Select a File or drag a file

Please list all relevant qualifications.

Presenter biographies are strictly limited to 60 words. These biographies will be used by the Room Host to introduce you for your presentation.

When uploading a headshot, please make sure the file is a jpg or gif format. Your image will be used for promotional purposes so please ensure you provide a high quality image.

To assist our Learning and Development Team with session selection, please provide details of all relevant qualifications.

STEP 12: BIO, QUALIFICATIONS AND PRESENTATION HISTORY

Please advise of any relevant and recent presentations to support your application. Please detail below 3 examples of previous experience. For each, please include;

- Event
- Presentation Title
- Referee Name
- Referee Email

Please indicate if you have presented at any of the following events: - FILEX 2017

- FILEX 2016
- WAFIC 2016
- QFIT 2016

Yes

No

Continue

To support your application, please provide 3 examples of your previous experience as a presenter.

If you have presented at a recent Network event, please indicate on this page.

STEP 13: VIDEO UPLOAD

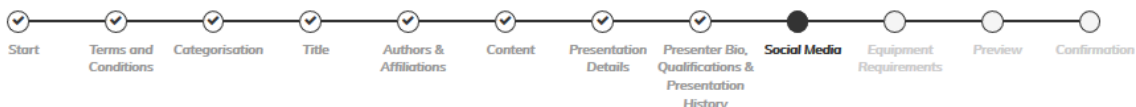
If you have not presented at any Network events in the last 2 years, please upload a video of a recent presentation (minimum 15 minutes). Video footage must demonstrate your presentation skills in front of an audience. This component is mandatory for any new presenters or if you have not presented in the last 2 years at a Network event. (Recommended file type: avi or mp4)

Select a File or drag a file

If you haven't presented at a recent Network event, you will be asked to upload a video of you presenting. We recommend files in a .avi or .mp4 format. If you experience any difficulty with the video upload, please contact the FILEX 2018 Convention Secretariat on +61 2 9431 8600.

STEP 14: SOCIAL MEDIA

Talk Submission — Social Media



Please provide links to any relevant websites and social media profiles that can help us understand more about the work you do and your key messages.


Website:

So that we can learn more about you, we ask that you include any website or youtube links.

If accepted as a presenter, we would like to connect with your social media profiles (Facebook, Instagram, Twitter) in our marketing campaigns.

STEP 15: EQUIPMENT

Talk Submission — Equipment Requirements



Please enter below all equipment and ratios required for your session. If you require more than seven (7) equipment items for this session, please contact the FILEX 2018 Convention Secretariat via email to filex@theassociationspecialists.com.au. If you do not have any equipment requirements for your session, please proceed to the next page of the application.

We cannot always secure the requested equipment. With that in mind, please tick all of the below that relate to this session:

- This session could NOT run without the required equipment
- I could potentially modify the equipment required for this session
- I can supply some or all of the equipment myself
- I can connect FILEX with a sponsor/supplier for this equipment

Equipment Item #1:

Equipment Item #1 Description: *If you require specific or unique equipment, please provide a link to an example.*

Equipment Item #1 Ratio 1:2 = 1 equipment item for every 2 people.
If you only need a specific quantity of this equipment item, regardless of how many people in your session, please state the quantity required here.

Equipment is a complex logistical component of FILEX and whilst we do our best to source the equipment required for your session, it is not always possible. Please provide as much information as possible regarding your equipment requirements.

STEP 16: REVIEW YOUR SUBMISSION

Talk Submission — Preview

Start Terms and Conditions Categorisation Title Authors & Affiliations Content Presentation Details Presenter Bio, Qualifications & Presentation History Social Media Equipment Requirements **Preview** Confirmation

This is a preview of your abstract's appearance in the handbook.

Please ensure that the information below is correct and is displayed correctly.

FILEX 2018 Presentation Title (6519)

FILEX Presenter, **Alisha Smith**¹

1. Learning and Development, Australian Fitness Network, Sydney, NSW, Australia

Session synopsis

Finalise submission and return to Dashboard

You have reached the end of the application form! Here you will be asked to review some elements of your submission. To complete the application process, be sure to click the “Finalise Submission and return to Dashboard” button at the bottom of the page.

Step 17: DASHBOARD

You have successfully completed your submission. You will receive a submission confirmation email.

Talks Profile Bio Logout

FILEX 2018 Presentation Application

Your Submissions

FILEX 2018 Presentation Title

Status: **Complete**

Date submitted: 30th May 2017 9:16am

Last modified: 30th May 2017 9:16am

View submission

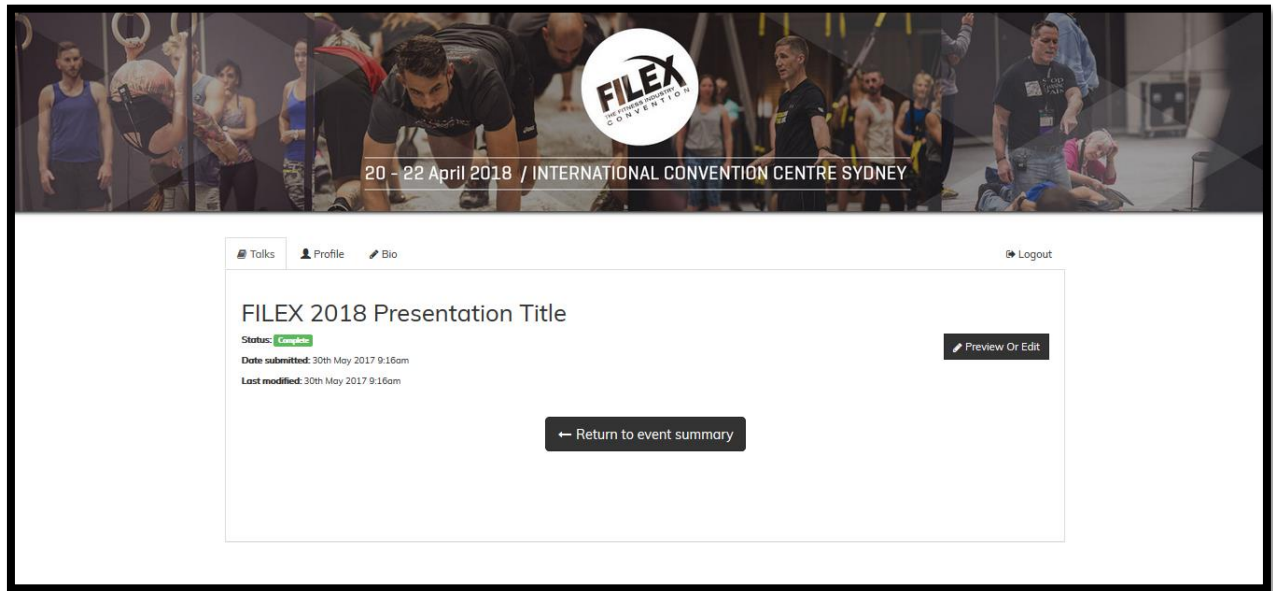
Submit a talk now

If you have submitted your application successfully, you will be redirected to the Dashboard where you will see your submission with the green ‘Complete’ tag.

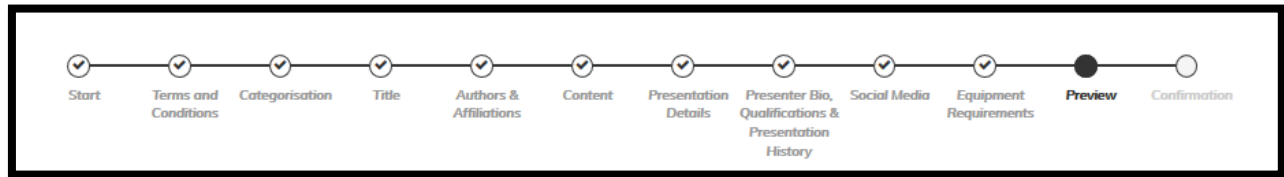
To submit another presentation, click on the “Submit a talk now” button, which will take you to the ‘Terms and Conditions’ page to begin the application for your next presentation submission.

If you would like to review or edit a ‘Complete’ or ‘Incomplete’ submission, click on the “View Submission” button on the right hand side.

STEP 18: PREVIEW AND EDIT



By clicking "View Submission", the system will show you the progress information for your submission. To edit, click the 'Preview or Edit' button and progress your way through the steps via the menu bar at the top of the page.



ANY QUESTIONS? CONTACT US:



FILEX 2018 CONVENTION SECRETARIAT

C/- The Association Specialists

P: +61 2 9431 8600

E: filex@theassociationsspecialists.com.au