



APPLICATION FORM – PRESENTED PROJECT

Please provide this form to the College at least 6 weeks before the date of the Forum at which you wish to present your project, so that adjudication can be arranged.

1. TRAINEE INFORMATION

Trainee Name: \_\_\_\_\_ ACEM ID: \_\_\_\_\_

2. FORUM DETAILS

Please select which forum you wish to present at:

- ACEM Annual Scientific Meeting
ACEM Winter Symposium

3. REQUIRED DOCUMENTATION

Please provide the following documents to the College with this application 6 weeks prior to the Forum:

- A full copy of the publication, including:
- Abstract: as submitted to the forum including title and names of all authors
- Written paper: a document of 4000 words or less describing the project
Supervisor's Confirmation Form completed by the DEMENT/Supervisor of the project addressing the following:
- study design & planning
- data analysis
- study work
- writing up
Ethics Approval
Any additional documents as applies to the paper:
- Any tables or figures as relevant
EQUATOR checklist – fully completed checklist appropriate to the study type: EQUATOR Network
This checklist can be used to design and write the paper. Adjudicators will use this checklist as one of the ways to confirm you have followed the criteria when assessing your project.

3. ACKNOWLEDGEMENT & SIGNATURE

- I have read the document 'Research Project Assessment Form' and understand that my TRP must meet all of the listed criteria for it to pass at adjudication.

Submit this application form in one of the following ways:

- Email to trainee.research@acem.org.au
Mail to College postal address – 34 Jeffcott Street, West Melbourne VIC 3003

Faxes will not be accepted. Please ensure that you adhere to all submission dates as listed on the ACEM website.

Notes:

- 1. Trainees are required to submit two separate applications –
a) An application to the manager/organiser for inclusion in the appropriate session in the meeting/conference program (note the cut-off date for the meeting/conference may be different from the College cut-off date); and
b) An application to the College for adjudication of the paper.
2. The application as well as all documents relevant to the TRP must be received in full at the College by close of business six weeks prior to the forum at which you wish to present – regardless of when the calls for abstracts may close or acceptance of presentations is notified. When the cut-off date falls on a weekend or public holiday, the application must be received by close of business on the previous work day.
3. Cut-off dates will be strictly applied. Applications for adjudication must be submitted complete. No material will be accepted after the cut-off date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_