

11TH BIENNIAL  
**Australia and New Zealand  
Falls Prevention Conference**

23-25 November 2025  
Sofitel Sydney Wentworth Hotel, Sydney  
[www.anzfpconference.com.au](http://www.anzfpconference.com.au)

**Bridging the gap**  
RESEARCH TO IMPLEMENTATION

## **Guidelines for Pre-conference Workshop / Round Table Submissions**

- All submissions must be received by the Conference Managers no later than Friday 28<sup>th</sup> March 2025. Email submissions to [jayne@eastcoastconferences.com.au](mailto:jayne@eastcoastconferences.com.au)
- Submissions to include the following information:
  - a) Title of proposed workshop or round table
  - b) Names and qualifications of organiser and all presenters
  - c) Contact details of all contributors to include:
    - i. Full name, organisation / institution, city and country as you would wish it to appear in the completed program
    - ii. Email and phone number
    - iii. Brief biography (up to 50 words for each presenter)
  - d) Equipment required and room set up suggestions (projector and screen, lectern, flipcharts and markers can be provided by conference. Any other equipment must be supplied by facilitators).
  - e) Overview of the workshop content (maximum of 300 words). This will be used in promotional materials and should include:
    - i. Workshop / round table aims and objectives
    - ii. Target audience
    - iii. Description of workshop / round table content and activities
- Funding is not available for workshop presenters or organisers. All presenters must cover their own travel and accommodation expenses. Honoraria will not be provided for course organisers or presenters.

### **Important Dates**

Submission Deadline                      Friday 28<sup>th</sup> March 2025  
Notification of Outcome                  Friday 18<sup>th</sup> April 2025

### **Contact Details**

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