



# For Presenters/Authors Written Paper Guidelines

## SPECIFICATIONS

- **Format:** Adobe PDF file
- **Content:** The paper MUST NOT exceed ten A4 pages
- **Font:** Arial
- **Pages:** A4 with no Company logos

- **Heading 1** Title of the Paper (18pt. Bold, justified to the left of the top of the page in upper and lower case – NOT UPPER CASE (same title as used for abstract)
- **Heading 2** Given and Surname of Presenter/s -no titles etc. (16pt. Bold, justified to the left of the page in upper and lower case – NOT UPPER CASE (same as used for abstract)
- **Heading 3** Given and Surname of Author/s - no titles etc. (16pt. Bold, justified to the left of the page in upper and lower case – NOT UPPER CASE (same as used for abstract)
- **Heading 4** Name of Organisation/s (16pt. Bold, justified to the left of the page in upper and lower case – NOT UPPER CASE (same as used for abstract)
- **Text** The rest of the text for the Paper must be in 12pt sentence case, single line spacing with double spacing between paragraphs

## Additional Information:

- The Concurrent paper must cover occupational health and safety issues within the Queensland Resources Industry
- The paper must reflect the content of the abstract and the oral presentation
- The paper MUST NOT be of a commercial nature or directly advertise or promote commercial products or services

It would be appreciated if you could forward your written paper via an email attachment by **Friday 27 August 2021** to the Conference Organiser - **E: [robertseaman@acclaimsemm.com.au](mailto:robertseaman@acclaimsemm.com.au)**

The paper will be published on the Conference website after the Conference.

**For any queries regarding your paper presentation, please contact the Conference Organiser,  
Robert Seaman T: 07 3254 0522 E: [robertseaman@acclaimsemm.com.au](mailto:robertseaman@acclaimsemm.com.au)**