

TEFMA Conference 2024 Call for Abstract Guidelines

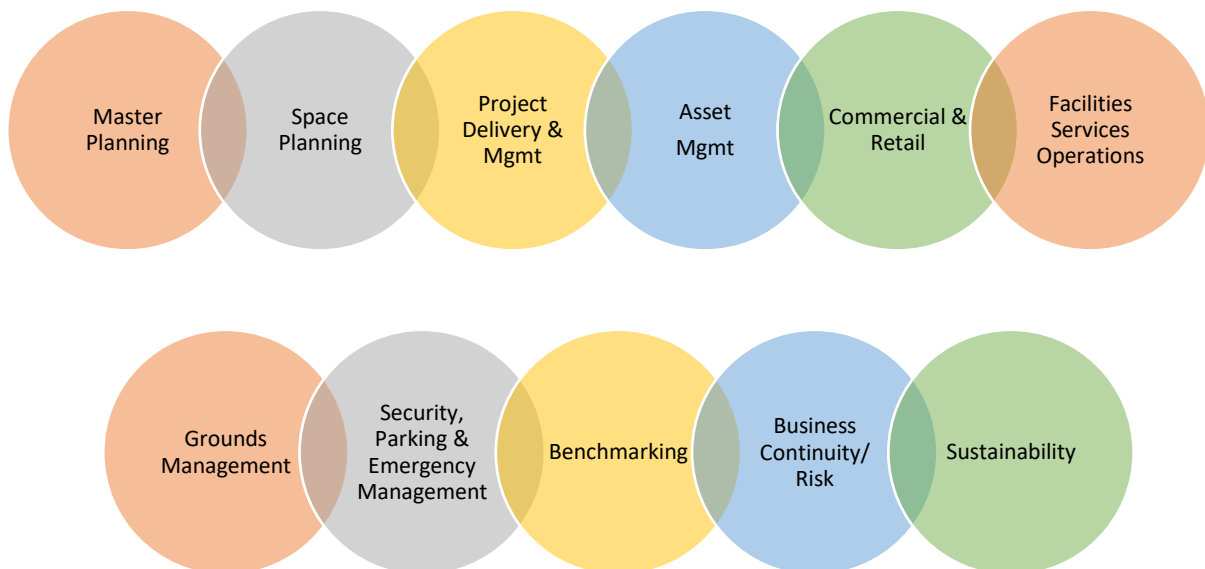
TEFMA's purpose is to guide and influence the transformation of the higher education built environment into a vibrant and sustainable community.

On the back of a successful inaugural TEFMA23 conference, TEFMA is forging ahead with its commitment to its members in providing opportunities/forum where we inspire each other to continuously grow and mature in our core service functions impacting progressively on the strategic directions of the tertiary education sector.

The TEFMA24 conference theme is *The Fellowship of Ideas: Envisioning Tomorrow*.

- *Fellowship* conveys our sense of community, collaboration, and shared purpose.
- *Ideas* are the essence of creativity and innovation, and the building blocks of progress, change, and solutions development.
- *Envisioning* awakens your imagining, conceptualising, and a forward-looking perspective that goes beyond the present.
- *Tomorrow* symbolises the future, the uncharted territory that lies ahead.

The 'Fellowship of Ideas' aspires to catalytically enhance the key service areas that TEFMA and its members focus on:



TEFMA24 will endeavour to provide enlightenment in these areas:

- Envisioning tomorrow
- Agility to respond
- Continuous Improvement
- Sustaining sustainability
- Being Compliant

We are one of the key enablers for the tertiary education sector in the pursuit to deliver high quality teaching, learning and research. This reinforces the importance of the Health, Safety and Wellbeing of our cohort, which enables us to transform ideas into reality.

This year's sub-themes continue to cover TEFMA's key service areas as we did in last year's conference, acknowledging the strong influence by sustainability, climate change and health, safety and wellness factors:

- ***Property, Planning & Development***

The dynamic strategic direction influenced by the post pandemic new norm in the tertiary continues to demand an agile response from the universities' enablers like us. Planning and development, and management of the built environment functions needed to adopt these new directions.

- ***Engineering & Maintenance***

Lifecycle management of each university's built environment is a key in ensuring continuous delivery of teaching, learning and research activities and enriching the student experience on campus. Engineering & Maintenance sub-theme covers majority of the 'cradle to grave' looping activities of the buildings and its related services with infused technological elements. What continuous improvement initiatives have the sector implemented in response to that dynamic strategic direction and the key stakeholders' needs?

- ***Campus Services***

Provision of beautiful, safe, secure and student centric campuses is a key component of facilities management. Enhancing this part of our services contribute greatly towards the staff as well as student experience.

- ***Strategy, Partnership and Leadership***

Strategy, partnership and leadership forms cornerstone of success and efficiency, in particular in the planning, development and lifecycle management of the tertiary built-environment. Navigating the complex landscape of maintaining and optimizing physical spaces demands a cohesive approach that integrates these three pillars seamlessly.

Universities are increasingly looking to partner with governments, other universities and tertiary institutions, research organisations and commercial organisations to formulate a clear strategy, cultivate meaningful partnerships, and exhibit strong leadership order to deliver infrastructure and services in new and innovative ways. Abstracts that fall within this stream may cover topics, such as:

- Precincts (health, education, innovation, community)
- Government City Deals
- Industry Partnerships
- University Alliances
- Commercial Sector Student Housing
- Retail Operations

Call for Abstract Process

Abstracts must be submitted through the abstract submission portal. Topics considered should come under the above sub-themes, but areas outside of this and of interest to attendees will be considered.

Following the Call for Abstract Deadline, all abstracts will be anonymised prior to review by the TEFMA24 Program Committee.

The Conference Convenor's will serve as the head of the TEFMA24 Program Committee and will take the final decisions for abstracts.

Following the review period all applicants will be notified via email as to the status of their abstract.

Submission Instructions

- Whilst you can come back to your submission/s at any time (before the submission deadline ends), once you have finished entering all details, please ensure you proceed all the way to the end to COMPLETE your submission. Otherwise, your abstract will not be reviewed.
- The submission portal used is 'Currinda'.
- Amendments can be made to your abstract until the submission deadline. Simply log into your existing Currinda profile, select the abstract to amend and navigate through the top tabs to the sections you wish to change.
- An automatic acknowledgement email will be sent once your abstract submission is complete.
- Please note that the title must not be written in all caps, but in sentence case only.
- Log in or create a Currinda account [here](#)
- Select the abstracts tab at the top of the dashboard
- Select the submit an abstract now button

[SUBMIT YOUR ABSTRACT HERE](#)

Guidelines

Abstracts must meet the following guidelines to be considered:

- At least one author/presenter must be a University representative
- Abstracts must be submitted in English
- The abstract should be no more than 500 words
- The abstract should follow the layout of the below sections with each section being no more than 100 words:
 - Context
 - Relevance and focus

- Method
- Analysis
- Learning objectives
- Each abstract must be supported with:
 - Full name, job title and organisation of proposed presenter/s
 - Bio of proposed presenter/s
 - You can upload supporting documents or images if required, but these must not be the abstract itself.
- Presentations at the TEFMA Conference will be for 30 minutes, this includes a recommended 10 minutes for Q&A.
- All abstracts that have been submitted recently to other conferences should not be submitted here. If your abstract is on a subject you have presented at previous TEFMA conferences, it must focus on new developments since then.
- You can return and edit your abstract any time before the submission end date of 22nd May 2024, end of day.

To assist first-time submitters/presenters or even seasoned presenters, a guidance document on how to develop/structure an abstract, selection criteria and presentation tips can be accessed on the website [HERE](#).

Call for Abstract Timeline

Call for Abstracts close – 22nd May 2024

Review by Program Committee – May-June 2024

All abstracts notified of their status – Mid-Late June 2024

Questions

For any questions, please contact the conference organiser at events@tefma.com.