



Sleep DownUnder 2026

11-14 November 2026
Brisbane Convention and
Exhibition Centre, Australia

SUBMITTING AN ABSTRACT

How to use the online abstract submission system

Important Information

Abstracts must be submitted in plain text. Tables, figures, symbols etc. will NOT be accepted.

If you are submitting more than one abstract, you can use the same email address and password for each abstract. Abstracts are required for all papers and posters. Abstracts MUST be submitted via the abstract portal.

Abstracts will not be accepted if they contain data which have been previously published in manuscript form prior to abstract submission.

Work that has previously been presented at other conferences and published as a supplement in the last 12 months prior to submission date (i.e. since 25th May 2025) may be submitted, however, abstracts will not be published in SDU conference proceedings to avoid infringing copyright.

Preparation of Your Abstract

Reviewers will be blinded as to the identifying features of an abstract during the selection process, for example, institution where research took place, authors or their place of employment. ASA values blind review. Every effort is made to eliminate any obvious conflicts of interest with reviewers.

No identifying features such as names of hospitals, medical schools, clinics, or cities may be listed in the title or text of the abstract. Do not include the names of authors either. The names of authors and their affiliations (institutions) will be submitted on-line when you submit the abstract.

The title should be as brief as possible but long enough to clearly indicate the nature of the study. The title should be in initial capital/lower case, not all capitals. e.g. Clinical equipoise and potential clinical trial targets in sleep surgery: Census of ENT surgeons.

Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work.

- Introduction: Clearly state the purpose of the abstract
- Methods: Describe your selection of observations or experimental subjects clearly
- Results: Present your results in a logical sequence in text only
- Discussion: Emphasise new and important aspects of the study and conclusions that are drawn from them

The Submission Process

Log in to the submission system when your abstract is completed and ready to submit. To log in, enter your email address and the password you chose when you registered with the system.

When you click the “log in” button you will be taken to a screen and asked to add the contact details of the presenting author by clicking on the Update Contact Information tab along the top. Additional tabs will appear once the contact information has been completed.

Click on the Abstract Submission tab along the top. Please read the instructions on this screen carefully. Submitting an abstract is a multi-step process. Each of the tabs on the left-hand side of the page will bring up a step in the submission process that needs to be completed. Each step asks several questions.

- Step 1: Enter the full title of your abstract and select the presentation type from the drop-down list.
- Step 2: Select the subject category that best describes your abstract from the drop-down list.
- Step 3: List the universities or other institutions with which the authors are affiliated and enter the names of all authors here – including yourself if you are an author – in the order in which you wish them to appear in the printed text. Names omitted here will not be printed in the author index or the final program.

Please ensure that the Affiliation Number next to the Author’s Name corresponds with the Affiliation Number listed above, i.e. all authors from the same affiliations should be numbered alike. If an author is from more than one affiliation, please separate numbers with a comma (no space).

- Step 4: Submit abstract via the Abstract Portal.
- Step 5: Please select any awards or travel grants you wish to apply for.
- Step 6: Review your submission. Any sections that are still required to be completed are noted in red.

All Steps: Some questions are marked “Required”. We cannot accept your abstract until these questions have been answered.

At any time in the process, you can click the Save As Draft button to save your incomplete submission and return to it at a later time.

Final Step: If all required abstract submission fields have been completed you will have the option to submit your abstract at the bottom of the page. If there are any remaining fields or sections to complete you will only have the option to save your submission as a draft until they are completed. You must agree to the Terms and Conditions before you can proceed.

Amending a Submission

If you would like to amend your abstract submission, please follow the below instructions:

Log in to the submission system.

You will see a list of the abstracts that you have submitted. Select “Edit” for the abstract that you wish to change.

The process of amending an abstract is the same as the original submission process. Please note that the submission form will be automatically pre-populated with the answers that you gave previously.

Once you have amended your abstract please press submit. You will then receive confirmation of this amendment via email.

Affirmation of original work

You will be required to confirm that your submission is your own original work, all submissions may be assessed by plagiarism technology.

Notification of acceptance

Authors will be notified of their abstract outcomes in August 2026

Withdrawing an Abstract

If you want to withdraw an abstract, please contact the Meeting organisers by email sleep@theconferencecompany.com or phone +64 9 360 1240 if calling within New Zealand, or 1800 193 405 if calling within Australia.

Application for Student Travel Awards and/or New Investigator Award

Every year ASA offer a number of awards associated with the Sleep DownUnder conference. For more information about these awards please go to the Abstracts page on the [Sleep DownUnder](#) website.

Registration

Speakers and Poster Presenters are required to be registered. Please register via the registration page on the [Sleep DownUnder](#) website.