



Sleep DownUnder 2025

8-11 October 2025
Adelaide Convention Centre
Australia

HOW TO SUBMIT YOUR PROPOSAL

Proposal submissions will be accepted online using Microsoft Forms.

Click on the link below for the type of proposal you wish to submit:

[Plenary / Symposium](#)

[Short Course](#)

Complete the form with the required information as set out below:

Plenary/Symposium proposal form

- **Section 1:** Provide your contact details as the proposer.
- **Section 2:** Provide the proposed session details
 1. Session type – plenary or symposium
 2. Select one area of interest (topic/theme) from the list of 8 options:
 - Insomnia
 - Physiology and Chronobiology (including human and basic science)
 - Sleep, health and behaviour (including exercise, diet, OHS)
 - Neuroscience, Sleep and breathing (including surgery, airways, dental)
 - Other clinical sleep disorders (including hypersomnolence, parasomnia and movement disorders)
 - Paediatrics
 - Measurement, Technology & AI.
 3. Select the type of type of session you are proposing:
 - Suitable for clinical stream: ≥50% of speakers are clinicians (e.g. physicians, surgeon, dentists advanced trainees, nurses, psychologists, clinical researchers)
 - Suitable for clinical physiologist stream: ≥50% of speakers are clinical physiologists/sleep scientists
 - Suitable for Sam Robinson Memorial Symposium (Upper Airway Surgery) 15th Anniversary
 - Suitable for a New Zealand focused session
 - E Equity & Inclusion session – career inequity, healthcare access inequity, socioeconomic determinants of health, and health/societal disparities in sleep health (e.g. indigenous sleep health, career inequities for women in research)
 4. Select your target audience from the list provided.
 5. Enter your session title.
 6. Provide a short description (max 150 words) of the session you are proposing.
 7. Provide a description of the content that will be covered during the session highlighting the purpose and rationale, overview of each presentation.
 8. Provide details on how your proposal supports the goals set out in the [ASA's Diversity and Inclusion Policy?](#)
 9. List 3-4 learning objectives for your proposal.
 10. Explain how this session will contribute positively to the conference and the broader sleep community.
 11. Provide the details of each proposed speaker. The details required are: Full name, institution/organisation, email, role (session chair, speaker, panel member), presentation title, and indicate if are they confirmed.
 12. Indicate if you are applying for funding for one of your speakers. If yeas, provide details of the requirements and the reasons why.
- **Section 3:** Declaration of conflict of interest. The Conflict of Interest Form MUST be filled in and submitted at the same time as the proposal. Please complete this section even if you have no conflict of interest to report. If this section is not completed, the proposal will not be considered.

Short Course proposal form

- **Section 1:** Provide your contact details as the proposer.
- **Section 2:** Provide the proposed session details
 1. Select up to two areas of interest (topic/theme) from the list of 8 options:
 - Insomnia
 - Physiology and Chronobiology (including human and basic science)
 - Sleep, health and behaviour (including exercise, diet, OHS)
 - Neuroscience, Sleep and breathing (including surgery, airways, dental)
 - Other clinical sleep disorders (including hypersomnolence, parasomnia and movement disorders)
 - Paediatrics
 - Measurement, Technology & AI.
 2. Provide your short course title.
 3. Provide a description of the target audience for your short course.
 4. List 3-4 learning objectives for your short course.
 5. Provide a short description (max 150 words) of the session you are proposing.
 6. Provide a course outline of the content, presenters, presentation topics and times, and clear purpose.
 7. Provide details on how your proposal supports the goals set out in the [ASA's Diversity and Inclusion Policy?](#)
 8. Explain how this session will contribute positively to the conference and the broader sleep community.
 9. Provide the details of each proposed speaker. The details required are: Full name, institution/organisation, email, role (session chair, speaker, panel member), presentation title, and indicate if they are confirmed.
 10. Indicate if you have any special audiovisual requirements for your course.
- **Section 3:** Convenor Responsibilities Statement and Declaration of conflict of interest. These MUST be filled in and submitted at the same time as the proposal.

FAQs

Can I start my submission, save it and come back to it later?

Unfortunately you will not be able to save and exit part way through (this is a limitation with Microsoft Forms). We recommend you collate the required information (as outlined in the previous section) before starting your proposal.

Can I edit my responses?

Yes, you can edit responses after submitting. You can put in dummy answers if required in order to get to the end to then select Submit on the last page.

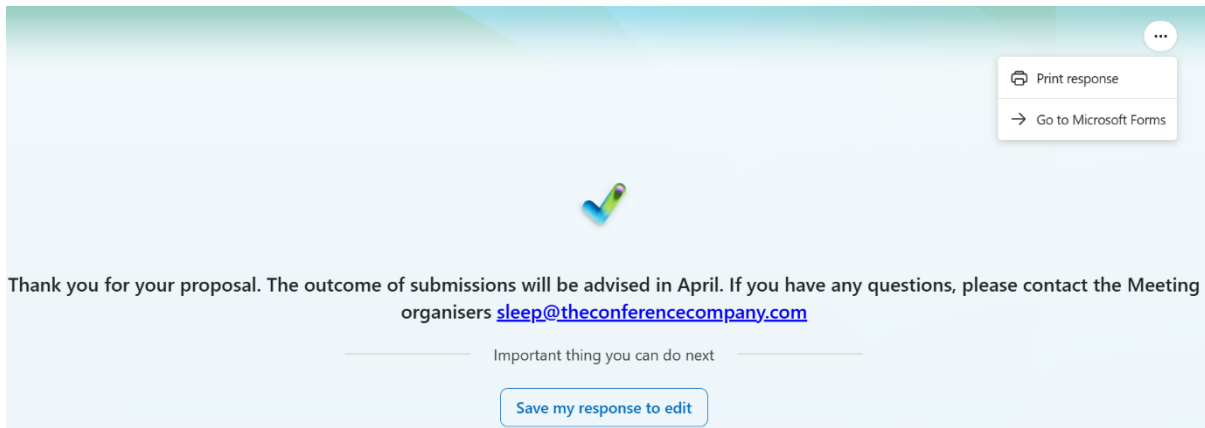
You can print a copy of your answer after you submit

Back

Submit

Page 3 of 3

On the next screen, select *Save my response to edit*. On this screen you can also print your responses by clicking on the 3 dots on the top right of the page and selecting Print response (see image below).



The form will be saved to your Microsoft 365 account where you can access it and edit your responses as required. You will then be required to submit the updated version before the 3rd March deadline.

Who can I contact if I have any questions?

Please contact the conference organisers at sleep@theconferencecompany.com