National Conference 2025: *The Law and More*

EOI submission guidelines for breakout sessions and posters

CLCs Australia is seeking expressions of interest (EOI) from individuals, organisations, networks and peaks across the community legal sector to develop a breakout session at the 2025 National Community Legal Centres Conference (National Conference 2025). Submissions received will be used to construct breakout sessions in the conference program.

In 2025, individuals, organisations, networks and peaks can also apply to display a poster onsite during the conference. Please read these guidelines on the EOI process and how to prepare and submit your EOI for a breakout session or a poster presentation before submitting your application.

Key dates

- Acceptance of EOI submissions opens **Monday 3 February 2025**.

- Acceptance of EOI submissions closes **Friday 21 February 2025**.

- Authors will be notified of the **outcome of their breakout session submission in the week of 7 April 2025**. All communications about your EOI submission(s) will be sent to the email address you provide when submitting your application online.

- Authors will be notified of the **outcome of their poster submission in May**. We will prioritise assessing breakout session EOIs in March and early April so that we can release a draft program to the sector before conference registration opens.

- We will release a **draft conference program to the sector by mid-April.** Early-bird registration will open soon after.

Other important information

- Applications will be submitted via an online form you can access from the CLCs Australia website: https://clcs.org.au/conference/eoi/. The form has strict character limits. You will not be able to exceed the set limits. We encourage all applicants to plan your submission carefully.

- We are committed to using National Conference 2025 to provide platforms and spaces to hear from people with lived experiences of legal systems, and of community legal sector services. We encourage applicants to consider the conference byline, *walking with people and communities to improve access to justice,* and include perspectives from lived experience in submissions.

- If an EOI submission is incomplete it may impact your chances of selection.

- All presenters must register and pay to attend National Conference. *Submitting an EOI does not automatically register you as a delegate*.

- In 2025, the National Conference will also include a poster exhibition. If you would like to display a poster rather than present a breakout session, you can use the same

process as submitting an EOI for a breakout session.

- Applicants who submit an unsuccessful breakout session EOI can also indicate interest in presenting their session concept as a poster. At the start of the submission form, you will be asked to choose between the following options:
    - I am only making a submission for a breakout session; I don't want to create a poster presentation if I'm not offered a breakout session
    - I am only making a submission for a poster presentation
    - I am making a submission for a breakout session but am open to creating a poster presentation if I am not offered a breakout session slot.
- Choose option 3 if you are open to turning your breakout session idea into a poster presentation if it is not selected for the conference program. You will be asked two extra questions about how you would change your session idea into a poster presentation if it is not selected for the conference program.
- If you are submitting more than one session **or** poster EOI, you will need to submit a separate form for each submission and complete **all** the relevant sections.

Plan your EOI submission

We suggest you **do the following before you start filling out the online submission form.**

1. **Read** about our conference breakout session streams, identify which stream your EOI submission falls within, and think about how you will demonstrate the connection between your session idea and the selected stream in your EOI submission.
2. **Pre-prepare** your EOI submission. In 2025, submissions will be made via an online form. The character limits set out below are strict, i.e. the form will not allow you to go over them.

EOI Breakout Session submission requirements

A. **Contact information.** Name, email address, and organisation, of the primary contact for the EOI submission.
B. **Breakout session title (max. 200 characters).** The proposed title should make clear the breakout session idea within the word limit. Any sub-title must be included in this field and within the word limit.
C. **Breakout session outline (max. 1500 characters).** Outline your session idea. At a minimum, this should include the topic and key themes your session will explore and the format for your session (for example panel presentation, interactive workshop). Please do not use tables or figures.
D. **Conference theme (max. 500 characters).** Outline how your breakout session idea relates to the conference theme, *The Law and More,* and the conference byline, *walking with people and communities to improve access to justice*.
E. **Conference stream (dropdown menu).** You will be prompted to choose one of four breakout session streams your session idea falls within from a dropdown menu.
F. **Conference stream (max. 500 characters).** Outline how your breakout session idea relates to your chosen stream.

G. **Breakout session target audience (max. 200 characters):** Identify the target audience/s for your breakout session (lawyers, social and community workers, advocacy and communications staff, CLE workers, leadership or governance teams, operations personnel etc.).

H. **Proposed presenters**. Include the following details for ALL proposed speakers/presenters:

- o   Name
- o   Email address
- o   Centre/organisation (if applicable).

I. **Engagement of delegates (max. 200 characters):** Explain how the breakout session will engage delegates, including opportunities for interaction.

J. **Breakout Session takeaway (max. 200 characters):** Summarise the skills or knowledge delegates will take away from this breakout session.

K. **Submission confirmation (check box).** By selecting the check box, you will confirm that in making your submission you agree to work with Community Legal Centres Australia and other centres and presenters to develop a joint breakout session if your EOI is successful.

Poster presentation submission requirements

If you are submitting a concept for a poster, it is essential that the poster meets the following requirements.

A.   **Contact information.** Name, email address, and organisation, of the primary contact for the poster submission.

B.   **Poster submission – Title (Max 200 characters).** The proposed title should make clear the poster idea within the word limit. Any sub-title must be included in this field and within the word limit.

C.   **Poster submission – Overview (max. 1000 characters).** At the submission stage, you do not need to submit your poster. In this section, please provide an overview of the service, program, campaign etc. that the poster will present.

D.   **Poster submission – visual and design elements (max. 500 characters).** Outline What visual and design elements you will use to ensure your poster is visually engaging.

E.   **Poster submission – Theme (max. 500 characters**). Outline how your poster relates to the conference theme, *The Law and More,* and byline, *walking with people and communities to improve access to justice.*

F.   **Poster submission – Conference stream (drop down menu)** You will be prompted to choose one of four streams your poster idea falls within from a dropdown menu.

G.   **Conference stream (max. 500 characters).** Outline how your poster idea relates to your chosen stream.

H.   **Poster submission confirmation (check box).** By selecting the check box, you confirm that if selected to develop a poster you understand that final posters must be submitted in accordance with specifications set by CLCs Australia, including:

a.   Portrait orientation
b.   A3 size
c.   Word limit: 800 words

Selection criteria

The Conference Advisory Group will apply the following criteria when assessing EOI breakout session submissions and posters for selection as part of the conference program.

1. Relevance of topic/issue to sector.

2. Whether topic/issue is emerging/new/novel.

3. Whether/how the session includes perspectives/expertise from lived experience.

4. Whether format/mode of presentation/design concept is innovative and engaging.

5. Profile of proposed speakers/presenters (both well-known and an opportunity to provide a platform for less well known) **(breakout session submissions only)**.

6. How the topic complements the rest of the proposed breakout sessions – i.e. ensuring there is a spread of sessions to suit different roles in the sector who will be attending the conference **(breakout session submissions only)**.

Any questions?

Please contact conference@clcs.org.au for any questions about the EOI submission process.