Guide to Submissions

Closing date 1 May 2017 - International submissions can be reviewed earlier

All individual submissions (papers and posters) to be made via the online submission form on the NZPsS website:
http://www.psychology.org.nz/pd-events/annual-conference/abstract-submission-form

Individual papers and Symposia
• A symposium consists of several papers presented on a similar topic. The symposium organiser normally acts as chair of the symposium session(s). There may be one or more discussants to draw the symposium to a conclusion.
• Individual papers may be offered by any participants. Where thematically congruent, individual papers may be allocated to a symposium by the conference academic chair. Otherwise individual papers will be presented in conference sessions identified as “Individual Papers” and, where possible, with an additional indication of a general theme (e.g. “experimental psychology”)
• Papers are 20 minutes i.e. 15 minutes presentation and 5 minutes questions
• Symposia usually run from 1 to 3 hours
• Please talk in the first instance to the conference coordinator if you have ideas for a complete symposium

*****Short-paper stream - Psychology Snippets***** NEW
• Twenty slides shown for 20 seconds each - this is a new presentation feature aimed at students. All presentations will be shown in one stream and only these presentations are eligible for best student paper. Focusing on telling a coherent story that engages the audience by communicating effectively about your research project and findings and key psychological concepts.

Posters
• Provide an opportunity to present research findings as a visually stimulating poster
• The posters normally remain on display for the entire conference

Forum
• This is an interactive stream of presentations on a set theme by a panel of experts with a chair
• Panel members present on a set topic and questions follow the presentations
• Forums vary in length

Case Study Forum
• Applications are also invited for a Forum dedicated to a case discussion. It would be expected that the lead presenter would describe an actual client who represented a unique or challenging clinical/counselling case. The presenter would organise a small panel of people with relevant expertise to discuss the case and to make suggestions regarding assessment, formulation, and treatment ideas. Ideally the panel would represent a mix of experience, cultural perspectives, or theoretical orientations. The purpose would be to engage the audience in a meaningful exchange about real-life clients and how experts approach therapy.

PeArLS (Personally Arranged Learning Sessions)
• PeArLS are an excellent alternative to presenting a paper in the usual way. PeArLS offer a less formal presentation style which encourages interaction, the sharing of ideas and provides the audience with an opportunity to hear about the experiences and thoughts of others. PeArLS particularly suit topics “which are works/ideas in progress” such as new practice ideas, thinking about ideas for research and new initiatives etc. The presenter outlines the topic for ten minutes and then opens up the session for the views and thoughts of others. It is useful to have someone chairing the session to facilitate discussion amongst the participants and the presenter. These can be valuable and enjoyable experiences that suit a smallish group of 10-20 people.

Mini-Workshops
• Mini-workshops are 1-2 hours long and run concurrent with the conference programme
• They encourage active involvement of participants
Submissions Process

How to make a submission
1. Complete all sections of the online submission form - http://www.psychology.org.nz/pd-events/annual-conference/abstract-submission-form
2. Please make sure you provide a full and complete abstract
3. Please make sure you include current email and phone numbers and notify any changes in these
4. Please proof your submission for spelling and grammar
5. All submissions will be reviewed by the Academic Review Panel and you will be notified of the outcome of this process
6. If you encounter any difficulties with the online process please email your submission to conference@psychology.org.nz

Individual papers, posters, PeArLS and mini-workshops submissions
1. Please use the on-line submission form on www.psychology.org.nz
2. If your paper is part of a symposium send your abstract to the symposium chair in a Word document.

Symposia submissions
Please ensure that your submission for a symposium includes the following
- Symposium title
- Subject area
- Preferred time slot
- Full contact details for symposium organiser and chair (if known)
- Details of presentations (as for individual papers)
- Organiser to send all papers by email in one Word document (conference@psychology.org.nz)

Forum submissions
1. Submissions for complete forums/panels can be sent to conference@psychology.org.nz
2. The submission should include
   - Background information about the forum/panel topic
   - Preferred time slot
   - Full contact details of the forum organiser
   - Contact details for proposed presenters and forum/panel chair

Workshop submissions
1. Please contact the professional development coordinator on conference@psychology.org.nz for a submission form or download a workshop form from the website

Please note that all presenters will be required to register and pay for the conference for the day that they are presenting and any other days of attendance.
Presenters are asked to avoid reading their paper verbatim. Emphasis should be on interaction with the audience. All presentation rooms will offer screens & data projection and have PC laptops available with at least MS PowerPoint. If a presenter needs to use a Mac computer, then they need to bring their own laptop and also remember the VGA connector. Please bring your presentation on a USB stick - don't rely on internet connection to download your presentation at the venue.
Chairpersons will be supplied for all paper sessions. With symposia, the co-ordinator / lead author will occupy the chairing role.
Poster presenters please read the guidelines on the webpage (Information for presenters).
We look forward to receiving your submissions by 1 May 2017