



# Guide to Submissions

**Closing date 30 April 2019**

International submissions can be reviewed earlier

**All individual submissions (papers and posters) to be made via the online submission form on the NZPsS web-site:**

**<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

- *Rapid Communication Poster Sessions:* These sessions offer presenters an opportunity to display research findings in an exciting and visually stimulating format. Presenters speak for 5 minutes about their poster and leave 5 minutes for questions from the audience. The posters will be displayed for the duration of the whole conference to provide presenters with maximum exposure.
- *Guidelines*  
Poster submissions should be made in the same way as paper presentations, using the abstract submission form available here (this includes a ‘tick box’ for poster identification.) The maximum space allocation per poster is: 1200mm wide x 1500mm  
Include a section at the top containing the poster title, name/s of author/s and their affiliation/s. Ensure the poster material is large enough to be viewed from a distance of one metre. Keep any drawings and charts clear and simple.  
Student Subscribers presenting posters will be eligible for the Best Student Paper Prize.

## 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](mailto: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](http://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](mailto:conference@psychology.org.nz))
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## Forum submissions

1. Submissions for complete forums/panels can be sent to [conference@psychology.org.nz](mailto: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](mailto: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.

Poster presenters please read the guidelines overleaf. Further information about the design will be emailed to you when the abstract has been approved.

We look forward to receiving your submissions by **30 April 2019**

**Can we assist you?** Please make contact with  
Heike Albrecht, Conference Coordinator on  
[conference@psychology.org.nz](mailto:conference@psychology.org.nz)