



Guide to Submissions for NZPsS annual conference

All individual submissions (papers and posters) to be made via the online submission form on the NZPsS website:

<https://www.psychology.org.nz/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. 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”). **There are limited places for short paper presentations – they are reserved for academics/researchers.**
- **Papers are 20 minutes including Q & A**
- 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

- Twenty slides shown for 20 seconds each -**All student presentations need to be presented in this format.** These presentations are eligible for best student paper prize. 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 meter. Keep any drawings and charts clear and simple.
Student Subscribers presenting posters will be eligible for the Best Student Poster 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.

Mini-Workshops

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

See next page for the submission process

Submission Process

How to make a submission

1. Complete all sections of the **online** submission form - <https://www.psychology.org.nz/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 pd@psychology.org.nz

Individual papers, posters, PeArLS and mini-workshops submissions

1. Please use the on-line submission form
If your paper is part of a pre-organised symposium send your abstract to the symposium chair in a Word document.

Symposia submissions - instructions for organiser

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
- Details of presentations (as for individual papers: name, affiliation, email)
- Organiser to send all papers by email in one Word document to pd@psychology.org.nz

Forum submissions

1. Submissions for complete forums/panels can be sent to pd@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

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. Poster presenters please read the guidelines on page 1. 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

Can we assist you? Please make contact with
Heike Albrecht, Conference Coordinator on
pd@psychology.org.nz