



13th Industrial and Organisational Psychology Conference Submission Guidelines

[Presentation types](#)

[The submission process](#)

[Submission conditions](#)

[The review process](#)

[Continuing professional development](#)

Presentation types

Individual research papers (oral) – 20 minutes

Individual research paper presentations allow a quick transmission to a large and diverse number of people, covering topics of central importance to the theory and practice of psychology. Individual research papers are of general interest to a wide range of delegates.

Proposals for individual research papers (oral) must include:

- Title (approx. 12 words)
- Stream/sub-theme most appropriate to the presentation
- Name and institutional affiliation of each author (first author, followed by co-author/s)
- Name/s of the presenter/s
- Abstract (max. 800 words) that includes:

For empirical papers:

- **Aim:** *State the primary objective and the research question posed or the major hypothesis tested*
- **Design:** *Describe the design of the study and the rationale for the procedures adopted*
- **Method:** *Describe the number of participants, how they were selected and methods of data collection and analysis.*
- **Results:** *Include numerical/textual data*
- **Conclusion:** *State conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate and any key limitations of the study.*

For review/theoretical papers:

- **Background:** *Provide a concise statement which places the presentation in context*
- **Aims/objectives:** *State the aim or primary objectives of the paper*
- **Method:** *Provide details of the procedures adopted and their rationale/key arguments and theoretical positions*
- **Conclusion:** *State conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate and any key limitations of the study*

For case study papers:

- **Issue/Challenge:** Provide a short statement which summarises the issue addressed
- **Solution:** Provide a brief description of the solution adopted to address/treat the issues/challenges
- **Approach:** Provide a brief description of the approach taken implement the solution
- **Evaluation:** Outline the approach adopted for evaluating success
- **Impact:** Describe the impact of the approach, key learnings and reflections and outline potential steps
- **Conclusion:** State conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate and any key limitations of the approach used.

For instructional ('how to') papers:

- **Background:** Provide a short statement which places the technique/instruction in context, including any assumptions of prior knowledge
- **Aims/objectives:** State the aim, objectives and learning outcomes of the technique/instruction
- **Implications:** Describe the implications of applying the technique/instruction presented, including theoretical, methodological, or applied/policy implications as appropriate
- **Conclusion:** State ways in which the technique/instruction contributes to practitioners' practice, including and any key limitations of the approach used.

Individual research papers (posters)

Poster presentations provide for interactive discussion between the author and delegates with special interest in the topic. Presenters must be prepared to be in attendance at their poster for the entire session in which the poster presentation is scheduled.

The poster format (electronic or paper) will be confirmed upon notification of acceptance.

Poster presentations are linked thematically and showcased during dedicated poster viewing sessions scheduled across the program. In addition, presenters will have the opportunity to nominate for the APS Annual Conference Poster Prize which recognises innovative psychological research undertaken by delegates presenting a poster at the Conference.

Proposals for individual research papers (posters) must include:

- Title (approx. 12 words)
- Stream/sub-theme most appropriate to the presentation
- Name and institutional affiliation of each author (first author, followed by co-author/s)
- Name/s of the presenter/s
- Abstract (max. 800 words) that includes:

For empirical papers:

- **Aim:** State the primary objective and the research question posed or the major hypothesis tested
- **Design:** Describe the design of the study and the rationale for the procedures adopted
- **Method:** Describe the number of participants, how they were selected and methods of data collection and analysis.
- **Results:** Include numerical/textual data
- **Conclusion:** State conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate and any key limitations of the study.

For review/theoretical papers:

- **Background:** Provide a concise statement which places the presentation in context

- **Aims/objectives:** *State the aim or primary objectives of the paper*
- **Method:** *Provide details of the procedures adopted and their rationale/key arguments and theoretical positions*
- **Conclusion:** *State conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate and any key limitations of the study*

For case study papers:

- **Issue:** *Provide a short statement which summarises the issue addressed*
- **Approach:** *Provide a brief description of the approach taken to address/treat the issue*
- **Key findings:** *Describe the results/outcomes of the case*
- **Implications:** *If applicable, briefly describe any implications of the case or treatment approach*
- **Conclusion:** *State conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate and any key limitations of the approach used.*

For instructional ('how to') papers:

- **Background:** *Provide a short statement which places the technique/instruction in context, including any assumptions of prior knowledge*
- **Aims/objectives:** *State the aim, objectives and learning outcomes of the technique/instruction*
- **Implications:** *Describe the implications of applying the technique/instruction presented, including theoretical, methodological, or applied/policy implications as appropriate*
- **Conclusion:** *State ways in which the technique/instruction contributes to practitioners' practice, including and any key limitations of the approach used.*

Further information regarding the format for posters and suggestions for poster layout, are supplied to presenters upon acceptance of their posters.

'How to' sessions – 40 and 80 minute sessions

'How to' sessions are 'mini workshops' that offer fast-tracked learning and are intended to offer specific practical advice and guidance on particular aspects of practice of relevance to delegates. 'How to' sessions demonstrate skills or techniques, permit audience participation, and are ideal for practitioners to share an aspect of their professional expertise/learning. 'How to' sessions provide a forum for presenting work of an applied nature on any topic relevant to psychology. They are not marketing opportunities for particular products or services, and submissions of this nature will not be considered.

Proposals for 'how to' sessions must include:

- Title (approx. 12 words)
- Stream/sub-theme most appropriate to the 'how to' session
- Presentation length (either 40 or 80 minutes)
- Name and institutional affiliation of each author (first author, followed by co-author/s)
- Name/s of the presenter/s
- Biography of presenter/s (max. 200 words)
- Abstract (max. 400 words) that includes:
 - **Background:** *Provide a concise statement which places the 'how to' session in context including any assumptions of participants' prior knowledge*
 - **Aims/objectives:** *State the aim and objectives of the session and a statement of learning outcomes*

- in the form of knowledge, skills, techniques/competencies participants should be expected to acquire*
- **Approach:** Provide details of appropriate, active, participatory learning approaches and any learning materials supplied to augment the learning activity
 - **Conclusion:** State how the learning outcomes of the session will contribute to participants' continuing professional development
- Brief session plan that includes:
- A breakdown of key topics covered
 - Indication of audience engagement activities (e.g. group discussion, paired activity etc.)
 - Breakdown of time allocation across activities (please note: all How-to sessions must follow the 70:30 rule – 70% audience engagement and activity, 30% presenting information)
 - List of practical resources and handouts

Professional Forum – 40 and 80 minute sessions

Forums allow for extended discussion of contemporary issues relevant to psychologists. Typically, they involve a panel of speakers who present for a short period, followed by discussion and debate. A forum may be sponsored or organised by an APS member group to showcase new ideas, discuss new trends, brainstorm ideas, or develop a position or an outcome. Professional practice forums are not marketing opportunities for particular products or services, and submissions of this nature will not be considered.

The Conference Committee welcomes submissions that provide opportunities for public forum, where issues of interest to the general public are discussed and explored.

Proposals for fora must include:

- Title (approx. 12 words)
 - Stream/sub-theme most appropriate to the forum
 - Presentation length (either 45 or 90 minutes)
 - Name and institutional affiliation of each author (first author, followed by co-author/s)
 - Name/s of the presenter/s
 - Biography of presenter/s (max. 200 words)
- Abstract (max. 350 words) that includes:
- **Background:** Provide a concise statement which places the forum in context
 - **Aims/objectives:** State the aim and scope of the forum
 - **Method:** Provide details of the format used to present and discuss the topic
 - **Conclusion:** State conclusions that can be drawn from the discussion, including theoretical, methodological, or applied/policy implications as appropriate

Symposia – 40 minutes or 80 minutes

Symposia allow a group of people to present papers on a theme, and are especially suitable for state-of-the-art, cutting edge developments that inform Australian psychologists. They are interesting, in-depth and thought-provoking on a special area of major importance. The individual papers must be carefully integrated so that registrants leave with an understanding of the fundamental purpose of the symposium. The 2017 program will include invited and open symposium submissions.

A symposium contains 3 to 4 individual papers, linked thematically around a topic of research. The symposium convener, who also Chairs the session, makes a single submission on behalf of the presenting authors.



Individual symposium presenters do NOT submit their own abstracts.

Proposals for symposia must include:

- Title of symposium (approx. 12 words)
- Stream/sub-theme most appropriate to the symposium
- Summary and rationale of the symposium (max. 350 words), describing the theme, objectives and relevance of the individual contributions to the symposium
- Name and institutional affiliation of the convenor (who will also Chair the session)
- For **each** presentation within the symposium:
 - Title of each presentation
 - Name and institutional affiliation of each author (first author, followed by co-author/s)
 - Name/s of the presenter/s
 - Abstract for each presentation (max. 800 words) that includes the following:

For empirical papers:

- **Aim:** *State the primary objective and the research question posed or the major hypothesis tested*
- **Design:** *Describe the design of the study and the rationale for the procedures adopted*
- **Method:** *Describe the number of participants, how they were selected and methods of data collection and analysis*
- **Results:** *Include numerical/textual data*
- **Conclusion:** *State conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate and any key limitations of the study.*

For review/theoretical papers:

- **Background:** *Provide a concise statement which places the presentation in context*
- **Aims/objectives:** *State the aim or primary objectives of the presentation*
- **Method:** *Provide details of the procedures adopted and their rationale/key arguments and theoretical positions*
- **Conclusion:** *State conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate and any key limitations of the study*

Workshops – half-day

Workshops provide participants with new knowledge and skills through involvement in interactive learning activities. The 2019 program will include invited and open workshop submissions.

Half-day workshops are three and a half hours in duration, including a morning tea and a 1 hour networking lunch.

Proposals for workshops must include:

- Completed workshop proposal form, including:
 - Workshop title (approx. 12 words)
 - Name and institutional affiliation of each author (first author, followed by co-author/s)
 - Name/s of the presenter/s
 - The purpose, learning outcomes, content and target audience of the workshop.



3 Minute (3M) Thesis

The 2019 IOP Conference 3M competition is entirely independent of existing university competitions and therefore does not guarantee entry to existing 3M programs. This competition may rather be considered a dress rehearsal for university-based competitions, with the opportunity to be awarded a prize for the highest quality presentation from both Masters and PhD students. For more information regarding presenting a three minute thesis, rules, judging criteria or examples of 3M presentations, please refer to the UQ website: <https://threeminutethesis.uq.edu.au/home>

Please note there are no marketing opportunities for particular products or services, and submissions of this nature will not be considered.

To enter the Industrial and Organisational Psychology Conference first 3M Thesis competition, please submit an abstract with the following information:

1) Required Information

3M thesis Presenters are required to submit the following information:

- Title (maximum 12 words)
- Name of the presenter (one presenter only)
- Institutional affiliation
- Eligibility confirmation (i.e. psychology students currently enrolled (or recently graduated) in an APAC accredited institution at the level of Masters or PhD. See IOP website for further details).
- Abstract (max. 500 words) that includes:
 - **Background:** *Provide a statement which places the presentation and 'problem/issue' being addressed in context*
 - **Aims/objectives:** *State the primary objective and the research question posed or major hypothesis tested*
 - **Design:** *Describe the design of the study and the rationale for the procedures adopted*
 - **Method:** *Describe the number of participants, how they were selected and methods of data collection and analysis.*
 - **Results:** *broad results information only*
 - **Conclusion:** *State conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate of the study.*



The submission process

Contributors submit their proposal online through the IOP Conference website. The online submission gathers the following information:

- A contact point for the submission (unless otherwise advised, this is assumed to be the main presenter)
- A short presenter biography (max. 200 words)
- Details of the presentation including title, presentation type, presentation theme, author/s and affiliation/s
- Any scheduling constraints
- Media involvement
- Permission to record the presentation and use the abstract/s and presentation slides.
- A document containing the abstract/s or workshop proposal for the submission (Microsoft Word format only). All abstracts/proposal forms must be prepared as per the submission templates available from the IOP Conference website (www.iopconference.com.au), and within the submission portal.

It is essential that all sections of the online form are completed.

Upon confirmation of submission details and agreeing to the Terms and Conditions, contributors receive a login detail that allows access to their presenter portal and submission information. Please record your login details for future reference. The presenter portal allows contributors to submit multiple presentations. Submissions can be added, deleted, changed or replaced until **midnight (AEDST), Sunday 27 January 2019**, when the call for submissions closes.

It is essential that all sections of the online form are completed.

Upon confirmation of submission details and agreeing to the Terms and Conditions, contributors receive a login detail that allows access to their presenter portal and submission information. Please record your login details for future reference. The presenter portal allows contributors to submit up to two (2) presentations.

Submissions can be added, deleted, changed or replaced until 27 January 2019 when the call for submissions closes.

Submission conditions

1.1 Number of Submissions

- An individual may present a maximum of two presentations across the Conference program. This includes presenting a paper or poster session, serving as a presenter/panellist in a symposium, 'how to' session, forum or workshop.
- Exceptions to this rule include session chairs who do not present, symposium discussants, non-presenting co-authors, AGM or business meetings, presidential addresses, awards ceremonies, keynote or invited speakers and other APS non-program functions.

1.2 Licensing of Content

- In anticipation of the publication of abstracts, the APS requires that you grant the Society a non-exclusive right to publish, reproduce, distribute, display and store the abstract worldwide in all forms (including on the Society's website), formats and media now known or as developed in the future, including print, electronic and digital forms. You will retain copyright of



your abstract, in addition to the moral rights you are entitled to as author of the abstract.

- You will be asked to agree to the Terms and Conditions in this license when you submit your abstract for review. Please kindly review the [License to use Copyright](#).

1.3 Membership Status

- You do not have to be a member of the APS to submit an abstract or present at the Conference.

1.4 Presentation Scheduling

- Accepted individual papers will be scheduled together with other thematically related individual papers. Any time constraints relating to the presentation date/time must be brought to the attention of the Conference Committee when submitting the proposal. Changes cannot be accommodated once the presentation has been scheduled.

1.5 Previously Published or Presented Papers

- *The Australian Code for the Responsible Conduct of Research* (NH&MRC, 2007) states that it is not acceptable to publish the same research findings repeatedly. Therefore, the material submitted must be substantially different from any previous presentation to another Conference or publication outlet. This is an international convention for psychology conferences and ensures delegates gain exposure to new, fresh material that has not been presented before.

1.6 Code of Ethics and Conflict of Interest Disclosure

- All research reported at the Conference must adhere to the [APS Code of Ethics](#) and *The Australian Code for the Responsible Conduct of Research*. All presenters must also disclose any possible conflict of interest, in order to allow the audience to form their own opinions on the information being presented. The disclosure of the conflict will vary depending on the situation, and advice can be sought from APS staff.

1.7 Conference Registration

- Final acceptance will be dependent on the confirmed registration of all presenters, discussants and panel members. Presenting authors are required to register for the Conference prior to the early bird registration closing date.

1.8 Media Involvement

- Some presentations may be selected to be the subject of a media release, and you will be asked to nominate an author to be the media contact when making your submission online.

1.9 Audio-visual Materials

- Laptop computers and data projector/screens are standard in all rooms. For any additional audio-visual equipment, please email conferences@psychology.org.au **no later than 22 May 2019**. Additional audio-visual requests will be at the discretion of the Conference management team.



Review process

All submissions are subject to blind review by at least two expert reviewers, with respect to the scientific quality/relevance to practice. The results of the review process and the decision of the Conference Committee are final and there are no appeals. Due to the number of submissions received, individual feedback may not be possible.

Continuing professional development (CPD)

The Conference provides an opportunity for Australian psychologists to give members access to recent research and the scientific underpinnings of psychological practice, while assisting them to complete their annual CPD obligations, prior to the Psychology Board of Australia annual cycle CPD deadline 30 November 2019.