



TheMHS Learning Network Inc  
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www.themhs.org  
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# Guidelines for the Submission of Abstracts to TheMHS Conference

## Submission Process

Your abstract should be submitted online via [www.themhs.org](http://www.themhs.org). After filling in your personal details, you will be required to submit the following items:

- Your abstract (200 words max for snapshots, papers, roundtables, debates and e-Posters, 800 words max for symposia and workshops, not including references or learning objectives)
- At least 3 key words to help describe your paper (see a list of keywords below)
- 2 academic references\* (to support your abstract, relevant to the topic of the abstract)
- 2 learning objectives (see below)
- A personal biography for each presenter (50 words approximately)

See below for more detailed instructions on preparing and submitting your abstract.

\* *References are not compulsory.*

## Abstracts are accepted on the following conditions:

ALL PRESENTERS MUST REGISTER & PAY FOR AT LEAST THE DAY OF THE CONFERENCE ON WHICH THEY ARE PRESENTING.

- Papers must be presented by the authors. Proxies will not be permitted except in an emergency such as illness or misadventure.
- The committee reserves the right to accept or refuse any paper, symposium, workshop, or e-Poster.
- The committee reserves the right to allocate a session time or presentation type, which differs from that applied for.
- Wherever possible, ensure that a range of stakeholders including consumers, are included as presenters in symposia, workshops, debates, roundtables.
- Do not include tables, diagrams or graphs in the abstract.

PLEASE NOTE that only the first author will be advised in writing with regard to the acceptance or otherwise of the abstract submission. The first author (as given in application) will be the main contact for correspondence about the presentation, however please also ensure that all co-authors/presenters' email addresses are supplied.

## Length of Abstract

- Abstracts for all papers, snapshots and ePosters should be a maximum of 200 words (excluding learning objective and references).
- Abstracts for symposia and workshops should not exceed a total of 800 words (excluding learning objective and references).



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## Content of Abstract

The abstract:

- Should be as informative as possible and truly represent the intended presentation.
- Will be used both for selection purposes and if selected will be used in the online program.
- Should include a statement of the aims of the presentation; sufficient information to allow a delegate to learn what may be gained by attending the presentation; a strong concluding sentence in summary of the abstract.

## Key Words

When you are submitting your abstract online, please select the most appropriate 3 key words from the given list. These key words assist the abstract review committee to place the abstract into the most appropriate session in the conference program

- Advocacy
- Attitudes, Stigma, Discrimination
- Challenges
- Clinical Issues
- Communities
- Comorbidity
- Culture & Society
- Funding, Government Policy
- Innovation, Quality
- Lifespan – young people, adults, older people
- Lived Experience
- Mental Health Literacy in the Workplace
- Mental Health Service Reform
- New Pathways to Care
- Promotion, Prevention and Early Intervention (PPEI)
- PTSD
- Research & Evaluation Informing Practice
- Resilience and Grief
- Self-Harm
- Service Delivery, Implementation
- Service Systems and Programs
- Social Justice, Social Inclusion
- Suicide Prevention
- Technology, Online Services & Information
- Trauma-Informed Care
- Veterans and the Defence Force
- Wellbeing
- Workforce

## Learning Objectives

- Every abstract must be accompanied by two learning objectives.
- **Learning objective (1)** answers the question: "What will people in the audience gain or learn from attending this presentation?" (Don't say what you are going to teach, but what they are going to take away from the session.)
- **Learning objective (2)** answers the question: "How is this topic/issue relevant to mental health services and mental health issues?"
- **Failure to include these two learning objectives will result in the abstract not being accepted for review.**



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## References

- This section is preferred, however it is not compulsory.
- Please enter 2 references to support your abstract.
- Please note that these are academic references, not character or personal references.
- References may be formatted in your preferred academic style. If in doubt, TheMHS Learning Network recommends using the APA referencing style:

e.g. For a journal:

Surname, J.S., & Surname, A.D. (2011). Article title. Journal Title, 10(4), 299-300.

e.g. For a book:

O'Donoghue, T., & Clarke, S. (2010). Leading learning: Process, themes and issues in international contexts. London: Routledge.

## Types of Presentations

Please note that time limits for speakers will be strictly enforced so that there is adequate time for discussion of papers and for other speakers in the session to have their full allocated time.

**Snapshots (Brief Papers)** provide brief updates about particular service issues, descriptions of innovative programs, personal stories or ideas about strategies for the future. The session will be 90-120 minutes in length. Each presenter speaks for 10 minutes. After all speakers have finished, there will be time for audience discussion. Maximum number of presenters per paper: 2 (Abstract - 200 word limit).

**Papers** – 20 minutes + 10 minute discussion. A paper describes innovations, research and evaluation programs, outcomes, effective practice, creative services, as well as personal stories about mental illness and mental health. The paper is grouped with 2 or 3 other papers by topic, and presented in a 60 minute, 90 minute or 120 minute session conducted by a chairperson who is selected by the program committee. Maximum number of presenters: 2 (Abstract - 200 word limit).

**Symposia** – 60 or 90 minutes inclusive of discussion time. A brief plan is to be submitted by the applicant, containing a description of the unifying theme(s) as a whole, followed by an abstract of each individual paper within the symposium. The symposium is designed to take a more formal approach to the selected topic that is relevant to clinical issues, system of care, program or specific mental health related topic. At least 20% of the total allotted time must be devoted to questions and answers, or to group interaction. The applicant arranges the chairperson. Maximum number of presenters: chairperson and 3 – 5 presenters (Abstract - 800 word limit).

**Workshops** – 60 or 90 minutes inclusive of discussion time. A brief plan is to be submitted by the applicant. The workshop focuses on a particular issue or topic relevant to mental health services and maximises audience participation. At least 25% of the total allotted time must be devoted to questions and answers, or to group interaction – remember this is NOT a lecture. The applicant arranges the chairperson. Maximum number of presenters: chairperson and 1 – 3 presenters (Abstract - 800 word limit).



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**Debates** – 60 or 90 minutes. A current/controversial topic in mental health is debated by experts in the field. This format gives the opportunity for delegates to hear both affirmative and negative views about important, interesting and timely concerns. Someone who has expertise in the topic area facilitates each debate. The applicant arranges the facilitator. A portion of the time is devoted to questions and answers. Please note that a strictly limited number of debates will be accepted into the conference program. Maximum number of presenters: facilitator and 3 – 6 presenters (Abstract - 200 word limit).

**e-Poster** is a slide presentation (maximum of 1 information slide) that will be available on digital touch screens in the Exhibition Area at the conference, and on the conference mobile app. (Abstract - 200 word limit).

**Roundtable Discussions** focussed on a specific topic, question or piece of research/evaluation, are designed for a small audience where there is maximum opportunity for dialogue and debate. Presenters give a very brief overview of the territory for dialogue and then facilitate the discussion. No audio-visuals will be available as the room is intimate. (Abstract - 200 word limit).