



TheMHS CONFERENCE 2019 TIMELINE & TASKS

DATE	ITEM	TASKS	RESPONSIBLE		
PREVIOUS YEAR TO CONFERENCE - 2018					
March 2018	COMMITTEE	Host Organisation/s established; Local Committee is formed.	LC		
July 2018	CONFERENCE TITLE & THEME	Local Committee to decide upon a conference title, theme and descriptive paragraph for inclusion in 2018 Conference Handbook, and send to Conference Director.	LC		
August 2018	MARKETING	Information about conference is included in Conference Handbook of previous year's conference.			TO
September 2018	MARKETING	Social media and broadcast emails focus on upcoming conference. These continue on regular timetable through to the conference.			TO
Early-September 2018	KEYNOTE SPEAKERS	Local Committee prepares a preliminary list of keynote speakers for discussion with Conference Director. Once discussed and approved by the Conference Director, a soft approach may be done by the Convenor's or Program Convenor to determine availability of the speakers.	LC	CD	
Mid-September 2018	COMMITTEE LIAISON	Names and contact details of Local Committee members to be sent to TheMHS office by Convenor/s.	LC	CD	TO
Mid-September 2018	SUB-COMMITTEE CONVENORS	Pre-Conference Forum (Consumer and Carer) Convenor/s, as well as Program Convenor are decided upon by Local Committee and Conference Director is advised.			

Local Committee (LC) • TheMHS Board (TB) • TheMHS Office (TO) • Conference Director (CD)

[Information Sheet L2](#)



October 2018	SPECIAL AREAS	Determine whether a working party is required for specific forum/strands of the conference; as well as timelines, e.g. Indigenous, Transcultural	LC		
Mid October 2018	CONFERENCE LOGO	2019 Conference Logo design is completed for digital marketing and Call for Abstracts Brochure. Please refer to logo brief provided by TheMHS.	LC	CD	TO
October 2018	FORUM COMMITTEES	Begin formation of the Consumer, Carer and Indigenous Forum sub-committees.	LC		
1 st week of November 2018	KEYNOTE SPEAKERS	Keynote speaker/s contact details to be given to Conference Director for formal invitation letters.			
1 st week of November 2018	CALL FOR ABSTRACTS	TheMHS Communications Manager/Conference Director will liaise with the Program Convenor regarding content for the Call for Abstracts Brochure	LC	CD	TO
Mid November 2018	CALL FOR ABSTRACTS	TheMHS office sends Call for Abstracts Brochure text to Graphic Designer.			TO
Late November or Early December 2018	COMMITTEE LIAISON	Site visit and meeting with Local Committee in host city: TheMHS Director, TheMHS Events Manager, TheMHS Communications and Development Manager & TheMHS Board Liaison.	LC	CD	TBL
November 2018 to July 2019	COMMITTEE LIAISON	Monthly Teleconferences with TheMHS Director and TheMHS Board Liaison.	LC	CD	TB
November - December 2018	KEYNOTE SPEAKERS	TheMHS office writes formal letter of invitation to keynote speakers re: airfares, hotel, per diem, biography, title of talk, paper request for e-Book of Proceedings.		CD	TO



Early December 2018	CALL FOR ABSTRACTS	Graphic Designer sends proofs of Call for Abstracts to TheMHS office, and in turn to Local Committee for review. <i>NOTE: Short turnaround time for comments</i>	LC	CD	TO
1 st week December 2018	CALL FOR ABSTRACTS	TheMHS office sends Call for Abstracts Brochure to printer			TO
2 nd week December 2018	CALL FOR ABSTRACTS	Call for Abstracts Brochure mailed out from Sydney.			TO
2 nd week December 2018	CALL FOR ABSTRACTS	Online submission of abstracts available through TheMHS website.			TO
CURRENT YEAR OF CONFERENCE - 2019					
1 st week February 2019	MARKETING	Direct emails to targeted groups.			
1 st week February 2019	PROGRAM	LOC & TheMHS Board to decide on 3 Featured Symposia each.	LC	TB	CD
1 st week February 2019	PROGRAM	Start working on the programs and promotional paragraphs for Consumer Forum, Carer Forum, Indigenous Forum & Featured Symposia.	LC		
Mid February 2019	ABSTRACT REVIEW	Local Committee supplies names and contact details of <u>Program Committee</u> to TheMHS office. The Program Committee consists of 6 – 12 people who each review 30-50 abstracts. The Program Convenor and TheMHS Board Liaison each read <u>every</u> abstract.	LC		
Early March 2019	REGISTRATION	Online registration available via TheMHS website.			TO



First week March 2019	ABSTRACT REVIEW	Deadline for abstract submission. Often half the abstracts arrive a week after the deadline but this is not generally advertised. Total number of abstracts is usually 200 – 300.			
Early-March – Late March 2019	ABSTRACT REVIEW	Abstract review is online. TheMHS office randomly allocates abstracts to reviewers. The online review criteria and process are easy to follow by reviewers	LC		
1 st week March 2019	REGISTRATION BROCHURE	Information for Registration Brochure needed from Local Committee. TheMHS office begins preparation of Registration Brochure as part of TheMHS marketing strategy.	LC		TO
2 nd week March 2019	REGISTRATION BROCHURE	TheMHS office sends Local Committee a draft of the Registration Brochure for comment.	LC		TO
3 rd week March 2019	REGISTRATION BROCHURE	TheMHS office sends final text of Registration Brochure to Graphic Designer.			TO
4 th week March 2019	REGISTRATION BROCHURE	Final proof of Registration Brochure to Conference Convenor & Program Convenor			TO
4 th week March 2019	REGISTRATION BROCHURE	Registration Brochure sent to printer.			TO
1 st week April 2019	REGISTRATION BROCHURE	Mail out of Registration Brochure from mailing house.			TO
Mid – late April 2019 DATE TBD: 16-17 April 2019	ABSTRACT REVIEW	TheMHS Director and Board Liaison go to Brisbane for abstract review meeting. This is a 2 day meeting. On the first day, abstracts are accepted or not. On the second day the program is constructed.	LC	CD	



		TheMHS office prepares all necessary resources to support this process.			
19 – 22 April 2019	EASTER LONG WEEKEND				
Late April 2019	PROGRAM	TheMHS office sends emails re: acceptance or otherwise, of all abstracts.			TO
Late April 2019	PROGRAM	All program changes & session titles are finalised. Featured Symposia or other special sessions are included in the program. Once the program is finalised by the Program Committee no major changes are to be made, except if presentations are withdrawn by authors, or if there are “planned” gaps in the program.	LC	CD	TB
End April/Early May 2019	PROGRAM	Final draft of program launched via TheMHS website. As the program is electronic, it will always be the most up to date version.			TO
Mid-June 2019	CONFERENCE PUBLICATIONS	TheMHS office consults Local Committee about host city information pages for Conference Handbook.	LC		TO
June 2019	COMMITTEE LIAISON	TheMHS begin organising tasks that relate to what will happen during the conference (including but not limited to): <ul style="list-style-type: none"> ▪ Chairing ▪ Opening/closing sessions ▪ Indigenous welcomes ▪ reception ▪ Complimentary registrations mental health workers to provide service at conference Ministers invitations ▪ Exhibition booths 			TO



		<ul style="list-style-type: none"> ▪ Keynote "minders" <p>Local Committee will be consulted on some of these items.</p>			
Mid July 2019	COMMITTEE LIAISON	TheMHS office organises the chair people for paper sessions – this is taken from previous years chairs, suggestions from Local Committee, and list of people already registered. TheMHS office to contact chairs and confirm.	LC	CD	
16 July 2019	MARKETING	Early-Bird registration deadline.			TO
Late July 2019	CONFERENCE PUBLICATIONS	TheMHS office sends final text of Conference Handbook to Graphic Designer.			TO
Mid-August 2019	CONFERENCE PUBLICATIONS	Conference Handbook (including full program) sent to printer.			TO
1 week prior to conference	CONFERENCE PUBLICATIONS	Conference Handbook dispatched to venue.			TO
1 week prior to conference	MARKETING	Final email to presenters & delegates.			TO
Monday of week of conference	COMMITTEE LIAISON	Meeting of Local Committee and sub-committees, TheMHS Director, TheMHS staff and TheMHS Board on site at venue – meeting and walk around conference venue.	LC	CD	TB
Friday of week of conference (breakfast)	TheMHS CONFERENCE CONNECTIONS MEETING	Meeting of past, present and future TheMHS local committees – handover, celebration of the current conference, ideas for improving future events etc.	LC	CD	TB