



TheMHS Learning Network Inc  
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 E: info@themhs.org  
 F: +61 2 9810 8733  
 www.themhs.org  
 ABN: 53 621 201 979

## LOCAL COMMITTEE TIMELINE – BY TASK

TheMHS CONFERENCE TIMELINE – arranged by job, i.e. not strictly chronologically

### COMMITTEE

| DATE  | TASKS – OVERALL  | TASKS FOR LOCAL / PROGRAM COMMITTEE   |
|---|--|---|
| Previous year to conference<br>March 2018       |  | Host Organisation/s established; Local Committee is formed.   |
| Mid-September 2018                              |  | Local Committee <i>supply listing of names and contact details</i> for all Local Committee members, to Conference Director.   |
| Mid-September 2018                              |  | Pre-Conference Forum (Consumer and Carer) Convenor/s, as well as Program Convenor are decided upon by Local Committee and Conference Director is advised.           |
| October 2018                                    |  | Determine whether a working party is required for specific forum/strands of the conference; as well as timelines, e.g. Indigenous, Transcultural                    |
| October 2018                                    |  | Begin formation of the Consumer, Carer and Indigenous Forum sub-committees.   |
| Late November or Early December 2018            | Site visit and meeting with Local Committee in host city: TheMHS Director, TheMHS Events Manager, TheMHS Communications and Development Manager & TheMHS Board Liaison.  |   |
| Current year of conference<br>Mid February 2019 |  | Local Committee supplies <i>names and contact details</i> of program committee to the TheMHS office - (6–10 people). These people will review 30-50 abstracts each. |
| Early August 2019                               | Conference Director begins organising list of chair people – this is taken from previous years chairs, suggestions from Local Committee, and list of people already registered. TheMHS office to contact chairs and confirm. | Local Committee to send a list of potential chairperson's to the Conference Director, along with their area of expertise and available days.                        |



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|--|--|---|
| Monday of week of conference             |  | Meeting of <b>Local Committee</b> and sub-committees, TheMHS Director, TheMHS staff and TheMHS Board on site at venue – meeting and walk around conference venue. |
| Friday of week of conference (breakfast) |  | Meeting of past, present and future TheMHS local committees – handover, celebration of the current conference, ideas for improving future events etc.             |

### CONFERENCE TITLE AND LOGO

| DATE  | TASKS – OVERALL | TASKS FOR LOCAL / PROGRAM COMMITTEE  |
|---|-----------------|--|
| <b>Previous year to conference</b><br>July 2018 |                 | <b>Local Committee</b> to decide on a conference title, theme and promotional paragraph about the conference ready to send to TheMHS office, for inclusion in the Conference Handbook. |
| End October 2018                                |                 | Conference Logo design is completed for digital marketing and Call for Abstracts Brochure. <i>Please refer to logo brief provided by TheMHS.</i>                                       |

### KEYNOTES / CALL FOR ABSTRACTS / PROGRAM

| DATE  | TASKS – OVERALL  | TASKS FOR LOCAL / PROGRAM COMMITTEE   |
|---|--|---|
| <b>Previous year to conference</b><br>Mid-September – November 2018 | Local Committee prepares a preliminary list of keynote speakers for discussion with Conference Director. | <b>Local Committee</b> 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.<br><br>Keynote Speaker/s details & contacts to be given to Conference Director (as soon as available), who will write letters to them giving details of what we provide. |



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| 1 <sup>st</sup> week of November 2018                            | TheMHS Communications Manager/Conference Director will liaise with the Program Convenor regarding content for the Call for Abstracts Brochure  | Content includes: <ul style="list-style-type: none"> <li>▪ Keynote names, photos and positions</li> <li>▪ Presentation formats</li> <li>▪ Paragraph on theme</li> <li>▪ Questions to prompt abstract authors on theme</li> </ul> |
| November - December 2018   | TheMHS office writes formal letter of invitation to keynote speakers – re airfares, hotel, per diem, asks for biography and title of talk.   |  |
| Mid November 2018  | TheMHS office sends Call for Abstracts brochure text to Graphic Designer in Sydney.  |  |
| Early December 2018  | Graphic Designer sends proofs of Call for Abstracts to TheMHS Office and, in turn, the Local Committee.  | <b>Local Committee</b> to <i>review proofs</i> and send back to TheMHS Office ASAP.<br>NOTE: short turnaround time for comments  |
| 1 <sup>st</sup> week December 2018                               | TheMHS office sends Call for Abstracts brochure to printer.  |  |
| 2 <sup>nd</sup> week December 2018                               | Online submission of abstracts available through TheMHS website  |  |
| 2 <sup>nd</sup> week December 2018                               | Call for Abstracts brochure mailed out from Sydney.  |  |
| Current year of conference<br>1 <sup>st</sup> week February 2019 |  | <b>Local Committee</b> & TheMHS Board to decide on 3 Featured Symposia each.   |
| 1 <sup>st</sup> week February 2019                               |  | <b>Local Committee</b> start working on the programs and promotional paragraphs for Consumer Forum, Carer Forum, Indigenous Forum & Featured Symposia.   |
| Beginning March 2019   | <i>Deadline for abstract submission.</i> 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 (approx. 4 weeks)                  | TheMHS Office supplies Program Committee with the online review instructions.  | <b>Program Committee reviewers</b> receive approx. 20 – 30 abstracts to review (total number of abstracts is approx. 200 - 350).<br><br><b>Program Committee</b> review abstracts online.  |



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| Mid-Late March 2019 | Late abstracts added to review portal  | <b>Program Committee</b> review and rate abstracts late abstracts as per instructions from the Events Manager   |
| Mid- April 2019     | Meeting in (venue city) to select abstracts and construct program. -<br>-- Abstracts have been read, and a draft of the program is prepared. TheMHS Board may suggest program changes if necessary (e.g. some "dignitaries" may not be known to Local Committee and for "political" or other reasons should be included in program). The Conference Director and Board Liaison return to Sydney with the first draft of the program. Presentations can be 20 minute papers, 10 minute brief papers (snapshots), posters, workshops, symposia or invited symposia. See Presenters Guidelines for details – for special invited symposia see separate information. Each presentation will be allocated a number – using the unique paper number identifier is the best way of communicating about the abstracts. | <b>Program Committee</b> , Board Liaison, and TheMHS Conference Director, meet, review all abstracts and plan the program. This will take a full 2 days to complete |
| Late April 2019     | All program changes & session titles to be finalised<br>Some "planned gaps" are left in the program – e.g. for special invited symposia, for government update symposium.<br><br>Once the program is finalised by program committee no major changes are to be made, except if papers are withdrawn by authors, or if there are "planned" gaps in the program.   |   |
| Late April 2019     | Letters of acceptance emailed to presenters by TheMHS Events Manager.  |   |



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|--------------------------|---|---|
| End April/Early May 2019 | Final draft of program launched via TheMHS website.   | <b>Program Committee</b> , Conference Director and Board Liaison finalise program. <b>Program Convenor</b> or nominated representative is available for consultation about changes to program that will inevitably occur during next few weeks. |
| Late July 2019           | Program ready for print in Conference Handbook  |   |
| Mid-August 2019          | Printed program (in Conference Handbook) dispatched to satchel packers (or may be distributed separately to delegates as they register) |   |

## REGISTRATION BROCHURE

| DATE  | TASKS – OVERALL  | TASKS FOR LOCAL / PROGRAM COMMITTEE   |
|---|--|---|
| <b>Current year of conference</b><br>Early March 2019 | Online registration available via TheMHS website.<br><br>Soft launch via broadcast email & social media.   |   |
| 1 <sup>st</sup> week March 2019                       | Information for Registration Brochure needed from Local Committee. TheMHS office begins preparation of Registration Brochure as part of TheMHS marketing strategy.               | <b>Local Committee</b> to supply information as per direction from TheMHS office.   |
| 2 <sup>nd</sup> week of March 2019                    | Graphic Designer sends first draft of Registration Brochure to TheMHS. This is reviewed, corrected and finalised – all communication with Graphic Designer is via TheMHS office. | <b>Local Committee</b> reviews keynote speaker information on brochure, other program highlights, and information about local city. |
| 4 <sup>th</sup> week of March 2019                    | Final proof of Registration Brochure to Conference Convenor & Program Convenor   | <b>Conference Convenor</b> and <b>Program Convenor</b> proof final draft of Registration brochure.                                  |
| 4 <sup>th</sup> week of March 2019                    | Registration Brochure ready and sent to printer  |   |
| 1 <sup>st</sup> week April 2019                       | Mail out of Registration Brochure from mailing house   |   |
| 16 July 2019  | Early-Bird registration deadline.  |   |



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## CONFERENCE HANDBOOK

| DATE  | TASKS – OVERALL  | TASKS FOR LOCAL / PROGRAM COMMITTEE   |
|---|--|---|
| <b>Current year of conference</b><br>Mid June | TheMHS office assembles copy for the Conference Handbook.<br><br>Local Committee supply local information to Events Manager / Conference Director. | <b>Local Committee</b> supply information to TheMHS Office for Conference Handbook, e.g. local city highlights, social events and highlights of conference program; local GP, pharmacy and mental health contact details as per request from TheMHS office. |
| Late July                                     | Conference Handbook copy sent to Graphic Designer.<br>Reviews to be done within short turn around.   |   |
| Mid-August                                    | Conference Handbook send to printer.   |   |
| 1 week prior to conference                    | Printed Conference Handbooks are dispatched to venue.  |   |

## OTHER

| DATE  | TASKS – OVERALL   | TASKS FOR LOCAL / PROGRAM COMMITTEE   |
|---|---|---|
| <b>Current year of conference</b><br>March - July | TheMHS begin organising tasks that relate to what will happen during the conference (including but not limited to): <ul style="list-style-type: none"> <li>▪ Chairing</li> <li>▪ Opening/closing sessions</li> <li>▪ Indigenous welcomes</li> <li>▪ Reception</li> <li>▪ Complimentary registrations mental health workers who provide services at the conference</li> <li>▪ Ministers invitations</li> <li>▪ Exhibition booths</li> <li>▪ Keynote “minders”</li> </ul> | <b>Local Committee</b> will be consulted on some of these items.                                    |
| 1 week prior to conference                        | Final email to presenters & delegates.  | <b>Conference and Program Convenors, plus Forum Convenors</b> to proof email before it is sent out. |