

## **Review criteria, notification and programme placement**

To ensure a high-quality conference, all submissions will be reviewed by the IPNANZ conference Committee for merit and suitability of content. The Committee reserves the right to reject for presentation of any paper that does not meet content or presentation expectations. The decision of the Committee on whether to accept a presentation is final.

Authors will be notified of the acceptance or otherwise of their abstract(s) by email no later than Monday 18 May 2009. Full presentations will be required by Monday 21 September 2009.

## **Abstract submission instructions**

All abstracts are to be submitted online via the link provided. [www.ipnanz.org.nz](http://www.ipnanz.org.nz).

We encourage, where possible, the presenting authors to submit abstracts. During the submission process, you will be asked to list co-authors and confirm that you are the presenting author. If the presenting author changes, please advise Corporate Events & Marketing as soon as possible.

## **Preparation guidelines and abstract template**

1. Abstract should clearly state the aim of the paper, what the contents of the paper are and the main outcomes
2. Abstracts must be thoroughly checked for spelling and grammar before submission.
3. Abstracts are to be submitted in Microsoft Word 97–2003 Document format only.
4. Abstracts must be no longer than 300 words in length.
5. Abstracts may not include diagrams, tables or references.

**In consultation with the author the Committee will decide which of the five formats the presentation will be in the programme.** The conference programme has the following formats:

### **1. Symposia**

15-minute paper presentations that are grouped around a theme by the conference committee. A 20 minutes panel discussion with the four presenters will follow. (The theme may be discipline based)

### **2. Workshops**

1 hour activity and discussion based sessions. Delegate's workshop concepts

### **3. Description Case Study**

50 minutes first-person account of a project, initiative, or program from initial idea to end result. Proposals should detail the process, including what worked, what didn't work, and lessons learned. A key aspect of this approach is showing session participants how the content can be applied in their own workplaces.

### **4. Poster Presentation**

Visual presentation of abstracts to be displayed throughout the conference. A session will be scheduled in the programme during a lunch hour for conversations with the author of a poster.

### **5. Open Space Planning**

Open Space is a small set of rules that allow groups of people to interact in a simple, productive, organized way to create valuable dialogs that address the participants' most important issues.

The Fundamental "Rules" of the sessions that happen during Open Space conferences are:

- Whoever shows up is the right group
- Whatever happens is the only thing that could have
- Whenever it starts is the right time

### **Contact**

If you have any questions regarding abstract submission or are experiencing problems with the online abstract submission, please contact:

Justine Carr

Event Director | CORPORATE EVENTS & MARKETING LTD

PO Box 25477 | Wellington 6146 Level 2 | Agriculture House | 12 Johnston St | Wellington

P: +64 4 499 5703 | F: +64 4 499 5704 | C: +64 021 503 033 | E: [Justine@cem.co.nz](mailto:Justine@cem.co.nz)