

ABSTRACT GUIDELINES

If you would like to be on the program for the **National Equally Well Symposium**, providing an abstract is the first step.

The theme of the symposium is **Equally Well: Action and collaboration for hope and health**, and the program will focus on a wide range of topics linking to this theme, with a particular focus on implementation and innovations to improve the physical health of people living with mental illness.

To submit an abstract please address 4 subheadings in 300 words or less:

1. **Introduction** — Context, Issue, population group
2. **Method** — What did you do?
3. **Results and findings** — What did you find?
4. **Discussion** — What are the implications going forward and for other contexts?

If your abstract is selected for presentation to the Equally Well Symposium you will then be asked to submit either a:

- dot point summary, or
- short 500-1,000 word paper, or
- 3,000 word paper

for publication in the book of proceedings (please refer to paper timelines attached).

Questions about the abstract process may be directed to [Lee Cobb](#) or by phoning the symposium team on **02 6365 7630**.

Everything you need to know about the symposium can be found on the Equally [Well Symposium website](#).

Abstracts should be submitted to [Lee Cobb](#). Authors who are not able to submit their abstract online are asked to contact [Lee Cobb](#) on **02 6365 7630** to make alternative arrangements.

Potential topics

- Peer workforce
- Young people
- Smoking
- Lifestyle
- Substance use
- Older people
- Training and development
- Carers
- Improving access
- LGBTI
- Human rights
- Informed consent and informed consumers
- Comprehensive care
- Care coordination
- Aboriginal and Torres Strait Islander health
- Services and systems
- Translating research into practice

Abstract submissions close COB Monday, 03 May 2021

Note: The above list is to illustrate the breadth of possible topics relevant to the symposium. It is not a comprehensive list and is provided only as a guide to the current priority areas that abstracts (and then papers) might cover.

Categories

Abstracts are sought in the following categories:

- Social and clinical prevention
- Working in partnerships
- Converting policy into practice
- Consumer and carer partnerships
- Practical project reports
- Integrated care
- First Nations social and emotional wellbeing

Types of presentations

Abstracts may be submitted in one of three formats / types and authors are asked to indicate the type of presentation for which it is submitted.

- **General Presentation**
A general presentation is a 25-minute oral presentation presented in one of the concurrent sessions. In addition, confirmed presenters are asked to submit a written paper to be published in the symposium proceedings.
- **Soapbox Presentation**
A soapbox presentation is a 10-minute oral presentation presented in one of the concurrent sessions. Confirmed presenters are also asked to submit a written paper to be published in the symposium proceedings.
- **Poster Presentation**
The author(s) should be available at nominated times to discuss the poster's content with people at the symposium. Where possible, an electronic version of the poster (in pdf or jpg format) will be published in the symposium proceedings; if the poster is not available electronically, the submitted abstract will be published. Poster presenters may provide a supporting paper for inclusion in the symposium proceedings.

Note: *As there are only limited places available for general presentations you may be offered to present a soapbox or poster presentation as an alternative.*

Papers that demonstrate a partnership approach will be considered favourably.

Abstract submissions close COB Monday, 03 May 2021

Abstract review process

Submissions will be assessed by the Symposium Scientific Committee, chaired by Russell Roberts.

Authors will be contacted about the status of their abstract (refer to 'Criteria for the assessment of abstracts') by Friday, 04 June 2021.

Successful authors may be offered the presentation type of their choice or a soapbox or poster presentation.

Criteria for the assessment of abstracts

The criteria used by the Abstract Review Committee will be as follows:

- Symposium theme and topics: will offer something significant or unique relating to the symposium theme.
- Current and implementation focus: the presentation will have an emphasis on the implementation process and relevance to improving the physical health of people living with mental illness.
- Analytical: the presentation will provide more than a description of a program or service; it will draw out insights, what was learnt, recommend new policies and/or actions.
- Collaborative approach: will demonstrate effective partnerships with consumers, carers and other partners in design and implementation.
- Broadening health: may promote understanding of the range of factors and disciplines that impact on the physical health of people living with mental illness.
- Quality: of high quality scientifically and/or in other ways.

Note: *Abstracts written from a health consumer standpoint, or with a multi-disciplinary focus about service challenges being overcome, are particularly welcome.*

Submission methods

Abstracts should be submitted to lcobb@csu.edu.au. Authors who are not able to submit their abstract digitally are asked to contact Lee Cobb on 02 6365 7630 to make alternative arrangements.

Successful abstracts

Successful authors will be notified by **Friday, 02 July 2021**. Successful authors offered a place on the symposium program will be asked to:

- produce a full written paper for inclusion in the symposium proceedings and book of proceedings.
- submit a short **100 word bio** and **photograph** for each presenting author.
- register each presenting author by **16 July 2021**.

Abstract submissions close COB Monday, 03 May 2021

Abstract Guidelines & Conditions

An abstract should summarise the important points of the proposed presentation to the symposium and highlight the relevant content to be communicated. It needs to be concise yet informative, and contain an outline of the aims, process, relevance, results and conclusions of the work undertaken.

- Abstracts should be submitted electronically to [Lee Cobb](#) and be no longer than **300 words**.
- Abstracts should be submitted as a **Word document** (PDF files will not be accepted).
- Abstract titles should be descriptive and no more than **12 words**.
- Abstracts should not include tables, figures, photos or references.
- To be accepted abstracts must include a short biography (no more than **100 words**) and a photograph for each presenting author.
- Authors may submit abstracts for more than one presentation.
- Submitting an abstract is no guarantee of a place on the symposium program.
- Assistance with the presentation of an abstract is available, particularly to first-time presenters. Where appropriate, assistance can also be offered for the preparation of full papers and presentations.

Presentation Guidelines

- The length of all presentations will be confirmed once the program is set.
- A PowerPoint template will be provided for all presentations.
- Name your presentation file in the following format: Day # (1 or 2) Surname_ Firstname.pptx.
- PowerPoint presentations are to be submitted by **COB 09 August 2021** to [Lee Cobb](#).

Publication of symposium proceedings

The symposium aims to increase awareness of innovative practice and facilitate collaboration. In order to spread the word about issues discussed at the symposium to those unable to attend, Equally Well will collate a set of symposium papers (the proceedings) and publish it online after the event. Presenters are asked to provide a written paper for inclusion in the symposium proceedings (see written paper guidelines). If an author makes a particular case for submitting their paper for publication elsewhere, they will be asked to prepare a one-page summary of their presentation for inclusion in the symposium proceedings.

Abstract submissions close COB Monday, 03 May 2021

Abstract template

All abstracts must be submitted following the template below:

Abstract title: _____

Presentation type: _____ (General, Soapbox or Poster)

Author(s): _____

Abstract (300 words)

Introduction:

Methods:

Results and Finding:

Discussion:

Presenter(s) Biography:

Name (speaker 1)

Bio

Name (speaker 2)

Bio

Checklist

- Use template (above)
- Include biography (100 words) for each presenting author
- Include a photograph for each presenting author

Important dates (all submissions)

03 May 2021	Abstract submissions close
02 July 2021	Notification of abstract status
16 July 2021	All presenting authors to register for the symposium
09 August 2021	Email PowerPoint presentation to lcobb@csu.edu.au
19 September 2021	Submit 1st draft written paper for symposium proceedings
15 November 2021	Submit final written paper for symposium proceedings
15 November 2021	Submit revised abstracts

Abstract submissions close COB Monday, 03 May 2021