Submission Guidelines

Please ensure that you read these guidelines carefully before submitting your work.

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2. Conference Theme
3. Types of Session
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Appendix B – Evaluation Criteria

1. TIMELINES

Authors are strongly advised to register on the on-line submissions system and begin preparing their submissions well in advance of the following deadlines:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2017</td>
<td>On-line submissions system opens</td>
</tr>
<tr>
<td>Mid-day on 2 August 2017</td>
<td>The deadline for all submissions, including MSc/PhD students and recent graduates</td>
</tr>
<tr>
<td>October 2017</td>
<td>Notification of submission outcomes</td>
</tr>
<tr>
<td>Midnight on 1 November 2017</td>
<td>Early Bird Conference booking deadline</td>
</tr>
<tr>
<td>10-12 January 2018</td>
<td>DOP Conference 2018</td>
</tr>
</tbody>
</table>
2. CONFERENCE THEME
Evolution +/or Revolution

This year’s theme celebrates the value that we offer as Occupational Psychologists: Either by generating new, insightful research, and translating this into practice, or by building on what already exists to strengthen what is already an impressive body of evidence and practice. We champion both evolutionary practice and revolutionary ideas and approaches: Submissions are particularly invited in the areas of emerging technologies, change management, OP in a VUCA world, moving with the times, making a difference and changing paradigms.

The DOP Conference 2018 will showcase the ongoing excellent work in psychological research and practice, and will, as always, provide an opportunity for discussion and debate regarding how we can utilise our knowledge and skills to continue to make a meaningful impact in the world.

3. SUBMISSION CATEGORY

Session proposals should be submitted under one of the six conference categories listed below. These will be available for selection from the drop-down list on the on-line submissions system. You should choose a category that best reflects the topic of your session. Each session will be colour-coded in the conference brochure to show which category it relates to. At the discretion of the DOP Conference Working Group, sessions may be reallocated to another category if they are felt to be better suited to an alternative category than originally selected by the author. The choice of category will not affect the chances of your submission being accepted.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>EXAMPLES OF TOPICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning, Training and Development</td>
<td>Training cycle • careers guidance • workplace counselling • individual performance • coaching • continuing professional development • teaching occupational psychology • learning theories</td>
</tr>
<tr>
<td>Leadership, Engagement and Motivation</td>
<td>Leadership • participation and engagement • awards and recognition • organisational citizenship • psychological contract • job crafting • employee relations</td>
</tr>
<tr>
<td>Well-being and Work</td>
<td>Employee well-being • work-life balance • occupational health • redundancy and unemployment • conflict resolution • workplace stress • emotions in the workplace • positive psychology</td>
</tr>
<tr>
<td>Work Design, Organisational Change and Development</td>
<td>Managing change • large group interventions • organisational development • organisational culture • teamwork • inter-organisational collaboration • globalisation • physical work environment • ergonomics • workplace safety • risk management</td>
</tr>
<tr>
<td>Psychological Assessment at Work</td>
<td>Psychometrics • job analysis • job design • individual differences • attracting and managing talent • diversity and inclusion • online testing • selection methods</td>
</tr>
<tr>
<td>Research Design, Analytical Techniques and Practical Applications</td>
<td>Research directions • methods and technologies • analytical techniques • meta-analyses and literature reviews • theoretical perspectives • evidence-based practice • research excellence • getting published • obtaining funding • ethics and standards • consultancy cycle • presenting and sharing findings • press and public relations</td>
</tr>
</tbody>
</table>
3. TYPES OF SESSION

When making your submission, you will also need to consider the type of session you intend to offer. The following seven types are available for 2018. Appendix A contains full details of each type and further guidance on what to include in your submission. Please note that this year, the length of a Standard Paper has been increased to 30 minutes.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Recommended word count of submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Standard Paper</td>
<td><strong>30 minute</strong> presentation to include 5-10 minutes for questions and discussion</td>
<td>750 to 1,500</td>
</tr>
<tr>
<td>2 Poster</td>
<td>Visual display exhibited in a designated area throughout the conference and attended by the presenter at specified times. Supported by Poster Snapshot Session (see Appendix A – Types of Session for details)</td>
<td>500 to 1,000</td>
</tr>
<tr>
<td>3 Symposium</td>
<td>Chaired presentation and discussion of several Standard Papers on interrelated topics lasting up to 2 hours</td>
<td>1,500 to 2,000</td>
</tr>
<tr>
<td>4 Bite-Size Symposium</td>
<td>Chaired presentation and discussion of several Bite-Size Papers on interrelated topics lasting 20 or 40 minutes</td>
<td>1,500 to 2,000</td>
</tr>
<tr>
<td>5 Workshop</td>
<td>Interactive session of up to 3 hours aimed at the development of professional skills and expertise</td>
<td>1,500 to 2,000</td>
</tr>
<tr>
<td>6 Discussion</td>
<td>Town-hall meeting, round table, panel discussion or other form of debate lasting up to 60 minutes</td>
<td>1,000 to 1,500</td>
</tr>
<tr>
<td>7 Other</td>
<td>Conference session, activity or fringe event not covered by types 1 to 7</td>
<td>1,000 to 2,000</td>
</tr>
</tbody>
</table>
4. USING THE ON-LINE SUBMISSIONS SYSTEM

Submissions must be made through the BPS on-line submissions system. **You will need to log into the Society website** using your regular BPS account details. **If you have not already set up an account you will need to do this first.** Visit [www.bps.org.uk](http://www.bps.org.uk) and click on ‘Sign Up’ on the top right hand corner of the screen.

1. In your browser enter [http://www.bps.org.uk/dop2018](http://www.bps.org.uk/dop2018) and click on the submissions tab.

2. Under Create a New Submission, either select ‘submit a single item’ or ‘submit a symposium’. Please note if you are submitting a Bite-Size Symposium please add “BITE-SIZE SYMPOSIUM” at the start of your abstract.

3. Complete the form ensuring all sections are completed.

4. Submitted abstracts will be automatically acknowledged by email.

5. You will be able to make any necessary amendments to your submission up until the deadline date, **Mid-day 2 August 2017**. After this date, no amendments can be made.

**Submitting a Single Item**

- **Title**: This is the title of your submission that will appear in the conference timetable (no more than 10 words)

- **Abstract**: Summary/ Short overview of your session to include in the final programme booklet and the Conference Proceedings (maximum of 150 words). Ensure that this is accurate and gives a faithful representation of your session. **Bear in mind this is your advertisement for your session.**

- **Authors**: All authors’ title, first name, surname, place of work/study and BPS member number if applicable. Please note that all fields except BPS member number are mandatory. Only the first author will be listed in the conference timetable, but all authors will be in the conference programme and the online abstract book.

- **Code of Ethics and Conduct**: Please tick the box that states the session convenor and authors/co-authors understand and adhere to The British Psychological Society Code of Ethics and Conduct.

- **File upload**: Please upload a Word document of your full submission. Please ensure that your name does not appear in this document as these are blind reviewed. This document can include charts. **The submission should not exceed 2000 words – please refer to page 3 for the recommended word count per type of session.**

- **Submission Category**: Please choose the conference category that best suits your submission.

- **Submission Type**: Select from the list the type of session you are submitting.

- **Conflict of Interest**: Please declare whether or not you have a conflict of interest. If yes, please provide a short description of the nature of your conflict of interest with this
Submission Guidelines for 2018

submission (e.g., co-authoring the submission with a member of the Conference Working Group). If unsure whether or not you have a conflict of interest please share details and advice will be given.

- **PR and Communications Team:** Every year a number of papers are selected by the Society’s PR and Communications team for press release at the conference. Please select whether or not you would be happy for your work to be considered for media attention.

- **Supervisor/Principle Investigator:** If you are a student, please select whether or not your supervisor and/or the Principle Investigator is aware of your submission. If you are not a student, please select ‘no’ and make a note at the bottom of your abstract to reflect your status.

- **Click Save.**

**Submitting a Symposium (also applicable to a Bite-Size format)**

**Step 1:** First enter the details of the symposium before adding the details of the individual papers
- **Title:** This is the title of the overall symposium.
- **Convenor:** Enter the details of the convenor. Please note the convenor will be the main point of contact for the whole symposium.
- **Abstract:** Please enter an overall summary of the symposium.

**Step 2:** Add the details of the individual papers within the symposium. Press the **Add new paper** link for each individual paper. Please ensure the title of the Symposium is included within each individual paper as a footnote or title.

Now complete the steps for submitting a single item, for each paper. See above.
5. WHAT TO INCLUDE IN THE BODY OF YOUR SUBMISSION

Overall, submissions should be a maximum of 2000 words, including references. Please note that if you are adding graphs/charts and references you should still only use up to four pages in length. Only your abstract will be included in the Conference Programme. However, your full submission will be included in the printed conference proceedings which will be available on line.

The recommended submission length will vary according to the type of paper and the nature of the work you are submitting. Please refer to page 3 for the recommended word count per type of session.

Your submission must give a clear overview of the paper or session, making clear the relative proportions of theory, research and practical application contained in it. Do not submit the full text of your talk or the paper on which it is based – submissions in this format cannot be accepted.

- Submissions with a strong scientific focus are expected to contain an introduction stating the research objectives, a design section with methodology, data analysis and results, and a discussion with conclusions.

- Submissions with a strong applied element should state clearly the nature and purpose of the session (e.g., practitioner case study), give an outline of the agenda and summarise the key messages and insights you intend to communicate.

- Please explain any ethical considerations applicable to your research and/or paper and explain how these have been addressed.

In all cases, submissions should also address the following questions:

1. What are the main psychological theories, models and research underpinning your session?
   Note - references can be included if desired but must be within the maximum word limit.

2. How do you see your proposal linking with the main conference theme of Evolution +/or Revolution?

3. Why do you think the submission appropriate for the particular category you have chosen?

4. What do you consider to be the most novel or innovative aspects of the ideas being presented?

5. Why do you think conference delegates will find the paper or session stimulating and useful?

6. What might the public or media find interesting about your paper or session?

7. What materials, if any, do you intend to make available to conference attendees and what format will these take? (e.g., printed hand-outs, electronic copies of slides)

Certain additional details are required depending on the type of session. The following table indicates which questions to answer for each type of session and further guidance may be found in Appendix A. Submitters are requested to organise their responses under suitable sub-headings. This will make it easier both for them and for the reviewers to see that they have addressed all the necessary points.
<table>
<thead>
<tr>
<th>QUESTIONS ONLY APPLICABLE TO CERTAIN TYPES OF SESSION</th>
<th>SESSION TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your preferred duration for the session (this must be within the range specified for the session type)?</td>
<td>✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>How will the session be structured (provide an agenda or outline timetable where appropriate)?</td>
<td>✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>What is the minimum, optimum and maximum number of attendees?</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>What are the physical requirements for the session – e.g., preferred room layout, equipment required?</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>What are the learning objectives and outcomes for attendees?</td>
<td>✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>How many papers of each type (bite-size/standard) do you intend to include? (a complete submission for each individual paper must be provided)</td>
<td>✓ ✓</td>
</tr>
<tr>
<td>How will the time for questioning and discussion be utilised?</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>What key points would you put into a 60 second opening ‘pitch’ for your poster?</td>
<td>✓</td>
</tr>
<tr>
<td>What proposals if any do you have to augment or enliven the basic poster display?</td>
<td>✓</td>
</tr>
<tr>
<td>What specific content is to be taught in the workshop?</td>
<td>✓</td>
</tr>
<tr>
<td>What teaching and learning methods will be used (include details of any practice sessions)?</td>
<td>✓</td>
</tr>
<tr>
<td>What is your target audience (e.g., postgraduates, practitioners, researchers)?</td>
<td>✓</td>
</tr>
<tr>
<td>At what level of expertise will the workshop be aimed (e.g., basic, intermediate or advanced)?</td>
<td>✓</td>
</tr>
<tr>
<td>Will participation lead to any recognised certification or accreditation (if yes, please specify)?</td>
<td>✓</td>
</tr>
<tr>
<td>What form will the discussion take – e.g., town hall meeting, panel discussion, debate, roundtable (describe the process in detail)?</td>
<td>✓</td>
</tr>
<tr>
<td>What topics are to be debated and what do you see as the major questions to be raised and points to be argued?</td>
<td>✓</td>
</tr>
<tr>
<td>How and by whom will the discussion be facilitated?</td>
<td>✓</td>
</tr>
<tr>
<td>Who will be the main discussants and what is their experience and general perspective on the topic?</td>
<td>✓</td>
</tr>
<tr>
<td>At what time of day and where in relation to the main conference sessions do you envisage this taking place? (e.g. for a Fringe event)</td>
<td>✓</td>
</tr>
<tr>
<td>What, if anything, is novel about your proposal that differentiates it from the other session types?</td>
<td>✓</td>
</tr>
</tbody>
</table>
6. IMPORTANT POINTS ABOUT SUBMISSIONS

- **The submission should be anonymous**

Please help us to maintain the robustness of the reviewing process by ensuring that the summary and body of the submission DO NOT include authors’ names and affiliations. Reference lists should also not make the authorship obvious. Should you need to upload a supporting document, please ensure that these details are NOT included here either (e.g., in the name of a Word document). Submissions that do not follow these instructions may be removed from the review process.

- **Code of Conduct**

Authors of all material submitted must confirm adherence to the British Psychological Society’s Code of Ethics and Conduct. Particular attention should be made to the section on *Integrity* and the importance of sub-sections 4.1iii and 4.1vi. Copies of the Code may be obtained from the Leicester office.

Submissions must not contain sexist language and should avoid making sex-stereotyped assumptions about people, their abilities, attitudes and relationships.

- **An individual may be a presenter in NO MORE THAN THREE sessions**

This is in order to keep the programme diverse. This restriction will be observed at the time of submission. It is the responsibility of the individual making the submission to ensure that individuals have not agreed to present in more than three sessions. Presenters are defined as follows:

- First author of a Standard Paper
- First author presenting a paper in a Symposium or a Bite-Size Symposium (if you are also the session convener this only counts as one presentation)
- Presenter/panellist in a Roundtable or Panel Discussion, Debate or Workshop
- Participation as a discussant or moderator
- Symposium convener (if you are also the first author of a paper in the same Symposium/ Bite-Size Symposium this only counts as one presentation)

Invited sessions do NOT count towards the ‘rule of three’.

- **Scheduling of sessions**

Scheduling of sessions will be at the discretion of the DOP Conference Working Group. If there are any constraints on when your session can take place please make these explicit in your submission. We will endeavour to accommodate such requests, although no guarantee can be given.

- **Commercial content**

Presenters should be sensitive to the potential commercialisation of products and/or services discussed in the context of their sessions. Presentations focusing on the commercial intent of a product or service rather than on OP science and practice are not permitted.
If you wish to promote a particular product or service, you may want to become a sponsor of the conference or an exhibitor. Several options are available - please contact the Conference Office for further information on 0116 2529555.

- **Conference registration**

Please note that the acceptance of a submission **does not** confer a place at the conference and presenters will also need to register for the conference and pay to attend it. At the discretion of the Conference Working Group, an exception may be made for non-psychologists representing a client organisation and co-presenting a practitioner case study alongside a registered conference delegate. In this case, the unregistered co-presenter would not be permitted to attend any sessions other than the one they are presenting at.

Registration details can be found at [www.bps.org.uk/dop2018](http://www.bps.org.uk/dop2018)

**7. THE REVIEW PROCESS**

Each submission will normally be assessed independently by two reviewers – one from an academic or research background and the other with practitioner experience. First they will screen the submissions to ensure they:

- Are complete – we have no choice but to reject submissions with substantial omissions.
- Adhere to the British Psychological Society’s Code of Ethics and Conduct.
- Exclude authors’ names and affiliations from the summary and body of the submission.
- Focus on the science and practice of Occupational Psychology and not the commercialisation of a product or service.

Submissions satisfying these initial checks will then be evaluated using the following criteria to ensure a rigorous and consistent process (see Appendix B for details):

- CONTRIBUTION TO SCIENCE
- CONTRIBUTION TO PRACTICE
- ORIGINALITY
- METHODOLOGICAL THOROUGHNESS
- RELEVANCE TO CONFERENCE THEME AND SELECTED CATEGORY
- AUDIENCE AND PUBLIC INTEREST
- WRITTEN QUALITY
Appendix A – Types of Session

Please note that this refers to the format of the session - not to its subject matter. Seven types of session are being offered for 2018. These are described below together with the information required when submitting under each type.

Type 1 - Standard Paper

Length of session: 30 minutes

Structure: The presentation should last 20/25 minutes, allowing 5/10 minutes at the end for questions and discussion.

Suitable for: Research presentations, including MSc/PhD research projects, and short practitioner case studies.

Making your Submission: No special requirements.

Type 2 - Poster

Length of session: Duration of conference

Structure: As well as a conventional wall-mounted poster, this refers to any type of primarily visual display that can be put on permanent exhibition in a designated area throughout the conference. The person submitting each poster will have the opportunity to present a 60 second ‘taster’ of their work in the plenary Poster Snapshot Session. During the dedicated Poster Session, they will be expected to make themselves available by their posters in order to discuss and answer questions about their work. Further information regarding the dimensions of the poster boards and how to display materials will be supplied to presenters who have their posters accepted. More information will also be available from the Presenters Zone on the conference website.

Suitable for: Case Studies, Thought Leadership and Research. Posters are ideal for MSc/PhD research. They provide a more intimate forum for informal discussion than the standard oral presentations and offer an opportunity to showcase your work for the full duration of the conference.

Submission Requirements: Accepted Poster submissions - you will be asked to prepare a Poster Summary Slide for the plenary Poster Snapshot Session. Additionally, you are encouraged to provide an A4 or A3 printed copy of your Poster at the conference. Clear contact details on your poster enables conference delegates to request an electronic, PDF version of your Poster post-conference. Further details will be supplied to presenters who have their Posters accepted.
Type 3 - Symposium

Length of session: Maximum 2 hours

Suitable for: Symposia provide an opportunity for inter-related presentations of a particular topic.

Structure: A Symposium usually consists of a selection of Standard Papers from different authors on a linked topic. After the presentations, the convenor of the symposium provides an overview of the main issues and facilitates a discussion of the topic by the audience and authors.

Examples of academic/practitioner symposia submissions including several papers are:

- Implementing Occupational Psychology (OP) techniques or addressing OP matters in organisations, including challenges and solutions
- Discussing empirical work or a combination of empirical and theoretical work pertaining to a common question
- Discussing new teaching and learning methods and techniques, e.g., on MSc courses
- Discussing collaborative work of academics and practitioners. For example, linking an MSc paper, an academic’s paper and a practitioner’s paper, followed by a discussion of the impact for research and practice respectively.

Submissions: The Symposium submission must (a) include an overview (300 words) plus a completed submission for each presentation, and (b) ensure coverage of practice aspects of the symposium theme. The submission must include information on the number of papers to be included and how the time will be used for questions. All the submission abstracts for the Symposium must be collected by the symposium convenor, who submits them together on the on-line system.

Type 4 – Bite-Size Symposium

Length of session: 40 minutes, 30 minutes or 20 minutes

Please highlight in your Symposium summary if you are submitting for a 20 minute or 40 minute symposium

Suitable for: Symposia provide an opportunity for inter-related presentations of a particular topic. We are particularly looking to showcase young talent coming through on OP degree courses across the nation via research forums. We are seeking interesting research from individuals working on related subjects within one university (be that PhD and/or MSc students, with or without an academic from the university) to be presented together as a mini-symposium.

Structure: A Bite-Size Symposium would consist of a selection of Bite-Size Papers of 10 minutes from different authors on a linked topic. At the beginning of the symposium, the convenor will provide a quick summary of the full symposium and who is presenting. It is also the responsibility of the convenor to ensure that the symposium is completed within the allocated time given. After the presentations, the convenor of the symposium provides an overview of the main issues and facilitates a discussion of the topic by the audience and authors.
Examples of academic/practitioner Bite-Size Symposia submissions including several Bite-Size papers are:

- Implementing Occupational Psychology (OP) techniques or addressing OP matters in organisations, including challenges and solutions
- Discussing empirical work or a combination of empirical and theoretical work pertaining to a common question
- Discussing collaborative work of academics and practitioners. For example, linking an MSc paper, an academic’s paper and a practitioner’s paper, followed by a discussion of the impact for research and practice respectively.

**Submissions:** The Bite-Size Symposium submission must (a) include an overview (300 words) plus a completed submission for each presentation, and (b) ensure coverage of practice aspects of the symposium theme. The submission must include information on the number of papers to be included and how the time will be used for questions. All the submission abstracts for the Symposium must be collected by the symposium convenor, who submits them together on the on-line system.

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**Type 5 – Workshop**

**Length of Session:** Up to 3 hours. Wednesday morning and Friday afternoon’s programme will be dedicated to CPD workshops requiring advance sign-up. Please note that longer workshop submissions with a professional development focus are likely to be scheduled during these times, and other shorter workshops within the body of the conference programme.

**Structure:** Flexible as necessary to enable delegates to develop a critical aspect of their expertise and professional skills as an occupational psychologist.

**Suitable for:** Sessions can be aimed at specific audiences, such as postgraduates, practitioners, researchers, etc.

Examples are:

- Business development skills
- How to win research funding
- Consultancy skills
- DOP ‘Learning a Living’ tasters
- Career stories, guidance and development
- Accreditation in psychometric tests
- Practical research techniques

**Submission Requirements:** Proposals for workshops should describe the specific content to be taught and indicate whether the coverage of the material will be basic, intermediate or advanced. Learning objectives, the method of facilitation and the structure of the workshop should be clearly specified. Indicate whether there is a minimum and/or maximum number of participants that can be
accommodated and advise on the intended duration. Reviewers need to see clearly how the workshop will be of value to participants and achieve its intended outcomes.

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**Type 6 - Discussion Session**

**Length of Session:** 60 minutes

**Structure:** The defining characteristic of this type of session is that the vast majority of the time is given over to the exchange of views and debate. There may be some short informational input, but only in order to stimulate the discussion. There are many ways in which discussion sessions can be structured, for example:

- **Town Hall meeting:** Informal public meeting to discuss key/current OP topics. The submission must include the topic to be discussed and the main points for facilitated discussion, information on the individual appointed to chair the session and information on their background and suitability for this role. Although the expert(s) may wish to make a short presentation to begin the session, the majority of time should be devoted to raising questions and opening up discussion. Examples for potential topics are ‘Developing our identity as a profession’, ‘Opportunities and threats in an insecure world’, ‘Increasing our influence on public policy-making’.

- **Roundtable discussion:** Session on a focal scientific or practical OP topic hosted by one or two experts, aimed at discussing latest developments in an area, providing a platform for networking and/or helping audience members with currently experienced problems. By arranging seats in a circle, active audience participation is encouraged. The submission must include the topic to be discussed alongside a justification of its suitability for a roundtable discussion; information on one or two experts that could serve as host(s) should also be provided. Although the host(s) may wish to make a short presentation to begin the session, the majority of time should be devoted to raising questions and opening up discussion.

- **Panel discussion:** Session actively moderated by a chair, who asks questions of the panellists - a diverse group of 3 to 5 individuals, prepared in advance for the discussion. Spontaneous interaction amongst panellists and between panellists and the audience should be encouraged. The submission must include issues or themes to be discussed, examples of questions to the panel and the session structure or format.

- **Debate:** The purpose of a debate, which can vary in format and participant composition, is to present opposing views about a selected topic. A moderator may start the debate on a controversial topic in OP by stating a position, followed by each debating side (1 to 2 individuals each) presenting arguments for and against the proposition. The moderator may allow time for audience questions and may sum up main points at the end of the session. The submission must include a topic to be debated, information about the debaters (e.g., their expertise, general perspective on the topic) and the session format. Descriptions of major points likely to be argued by each debating side or questions for debaters should also be provided.

**Suitable for:** Discussion Sessions have been included to enable more focused discussion around current issues in Occupational Psychology.
Submission Guidelines for 2018

Submission Requirements: The submission will need to make clear what room layout would be most suitable so this can be accommodated if possible. Please also include the maximum number of delegates.

Type 7 - Other

Length of Session: Flexible

Structure: Flexible to include early morning, lunch-time or evening Fringe events.

Suitable for: Activities not covered by any other type of session. Events that will enrich the overall delegate experience and contribute to the conference theme of Evolution +/- Revolution. Possibilities include practical demonstrations, artistic performances, exercise classes, relaxation sessions, ice-breakers, live research activity, webinars, quizzes and competitions.

Making your submission: The Conference Working Group welcomes proposals in this category and would be pleased to have informal discussion about ideas in outline prior to a more detailed submission being prepared. When making a proposal for a new type of session, please indicate the time and space required and explain the session type and its novelty clearly in your submission.
Appendix B – Evaluation Criteria

These are the criteria that Reviewers are asked to use when evaluating submissions.

<table>
<thead>
<tr>
<th>CONTRIBUTION TO SCIENCE</th>
<th>To what extent does the paper or session advance psychological knowledge, understanding and research methods (e.g., by having a strong evidence base)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRIBUTION TO PRACTICE</td>
<td>Does it contain ideas, tools and techniques and/or build practical and professional skills with clear application to the world of work, organisations and/or wider society?</td>
</tr>
<tr>
<td>ORIGINALITY</td>
<td>Are the ideas, methods, subject matter and/or is the mode of presentation fresh and inventive? Does the paper show thought leadership? Will it extend the variety and diversity of the conference programme?</td>
</tr>
<tr>
<td>METHODOLOGICAL THOROUGHNESS</td>
<td>Are the methods employed ethically sound, scientifically robust and/or appropriate for the exploration of the research questions and/or topics in the submission?</td>
</tr>
<tr>
<td>RELEVANCE TO CONFERENCE THEME AND SELECTED CATEGORY</td>
<td>Is the submission positive and forward-looking, with a clear link to the Conference theme. How well does it fit into the proposed category? (Reviewers may recommend a more relevant category where they consider this to be appropriate).</td>
</tr>
<tr>
<td>MEDIA AND PUBLIC INTEREST</td>
<td>Would delegates attending this session find it particularly interesting and thought-provoking? Is it easily accessible to people who are not specialists in the topic area? Is it potentially newsworthy for the public/media?</td>
</tr>
<tr>
<td>WRITTEN QUALITY</td>
<td>Is the submission suitably structured, clear, succinct, complete, well-expressed, free of errors and inappropriate (e.g., sexist) language. Is it grammatically correct and free of spelling errors? (Poorly written Abstracts in particular, as they are printed in the Conference Programme and are also available online, reflect poorly not only on the Presenter, but also on our profession).</td>
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