



The Professional Staff Conference provides a platform to interact, share the diverse experiences and learnings, collaborate, showcase our achievements and celebrate the role of professional staff at the University of Melbourne. In 2020 the conference will be virtual and our focus will be on the key theme of Building Resilient Futures.

The program will include plenary sessions, workshops and panel sessions and together these will address success stories, challenges, opportunities, tangible action items and takeaways on the themes mentioned.

The 2020 Committee warmly invites submissions from professional staff of all backgrounds and is committed to creating an inclusive and welcoming event featuring a diverse range of speakers. Submissions from individuals or teams of presenters are welcome. Greater consideration will be given to submissions that demonstrate collaboration across disciplines, functional areas or with external organisations. Pitch your idea – sell it to us!

2020 Professional Staff Conference

Presenter Submission Guidelines

Sub-themes

While exploring Building Resilient Futures, we have focused on two sub-themes for this year's conference:

Building Capability

The University of Melbourne is a large and diverse organisation, as such our Professional Staff have broad and unique skill sets. Therefore, the term "Building Capability" means something different for each member of our community; our conference will target this through a comprehensive approach by emphasising:

- Self-reflection and self-awareness
- Importance of networking
- Upskilling, reskilling and cross skilling
- Motivation to seek out opportunities
- Building the CV
- Helping others reach their potential
- Vision and purpose
- Mentoring and coaching
- Skills swap

This stream seeks to inspire us into action to enhance our individual capability for future competitiveness and we seek submissions that align with this.

Adapting to Change

2020, the year of change! This year our PSC will address how you can adapt, embrace and respond to change. Change is inevitable, progress is optional. By learning to anticipate and manage change effectively, it will help you to not just survive but thrive through complex and unprecedented situations. We are currently seeking knowledgeable and engaging speakers who will approach the topic from a unique perspective which includes the following:

- Pre-empting change
- Opportunities in unprecedented change
- Navigation through complexities
- Forward planning
- Embracing change
- Contributing to the conversation
- Leading through transformation
- Empathy towards others negatively impacted by change

After the conference we hope attendees will have the skills and knowledge to adapt to the next "normal" whatever that will be.

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Things to Consider

Submissions can be based on opportunities that you have capitalised on or innovative ideas that you have explored. It can be best practice guidance, subject matter expert “guided tour”, case studies, review of a critical project and discussion of a current or hot topic.

The Format

The format of your presentation is central in ensuring a successful interaction with your audience. It is important to consider what type of format would best suit the content that you are presenting. Please take a moment to read the ‘Types of sessions/presentations’ section below to familiarise yourself with the session that you might like to deliver. During the submission process you will be prompted to identify what you believe is the best format(s) for your content and how you will engage with a virtual audience. If you are unsure of what format would best suit your submission, a member of our team is happy to discuss this with you once your submission has been received.

The Themes

The 2020 Professional Staff Conference themes play a pivotal role in helping the conference and its sessions remain relevant to the audience. All potential presenters are asked to consider how their content relates to one of the conference themes.

The Presentation Length

Each presenter will be given a 30-minute slot to use. This can include presentation, Q&A, workshop or more. If you believe your session would benefit from a longer time slot, our team will be happy to discuss this.

Types of sessions/presentations

Below are the types of conference sessions on offer; however, if you have an extraordinary or unique session idea, we would love to hear about it within your submission.

	Format	Topic ideas	Presenter’s Role
Workshop	Interactive between presenter and attendees with hands-on activities	<ul style="list-style-type: none">• Teach a skill or usage of system or tool• Demonstrate a technique, problem solving methodology	<ul style="list-style-type: none">• Design and lead an interactive session with attendee participation• Provide material, handouts etc
Showcase or demonstration	Short presentation	<ul style="list-style-type: none">• Describe a project, innovation, program or research that you have been involved in	<ul style="list-style-type: none">• Design and deliver a presentation.• Answer questions from attendees
Lecture or presentation	Traditional lecture style	<ul style="list-style-type: none">• A topic that incorporates the theme with sufficient depth and complexity to be of interest to a large audience	<ul style="list-style-type: none">• Design and present a talk

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Presenter Submission Guidelines

Key dates – Presenter submissions

The Professional Staff Conference organising committee will continue to be in contact with all potential presenters who submit their interest in participating in the conference. Please be aware of the following key dates and deadlines when submitting your interest.

All presenters must attend one of the trial sessions leading up to the conference. This will be an opportunity to familiarise yourself with sharing your screen, documents, camera use and microphones.

Activity	Key Dates
Call for Submissions Opens Staff from all levels and areas across the University are invited to submit their interest in delivering a presentation or session at the 2020 Conference. Submissions must be made via the online form at https://melbourneuni.au1.qualtrics.com/jfe/form/SV_01BJQWgQHxkEHYx only.	Monday 20 July
Call for Submissions Deadline	Sunday 9 August
Consultation Period A member of the Professional Staff Conference committee will be in contact to discuss your submission	Monday 10 – Friday 14 August
Outcomes of Submissions All potential presenters will be notified if their submission has successfully been included in the program	Monday 17 August
Presenter Trial Sessions	Monday 24 August – Wednesday 2 September

Submission Form

Submissions are now open via the online form only.

https://melbourneuni.au1.qualtrics.com/jfe/form/SV_01BJQWgQHxkEHYx

Submissions close 11:59pm Sunday 9 August.

Questions

Please forward your queries to the Professional Staff Conference Committee and a member of the team will be in contact with you shortly. Email: psc-info@unimelb.edu.au.

Privacy Collection Notice

The information on this form is collected by the 2020 Professional Staff Conference Committee. You can contact us on psc-info@unimelb.edu.au. The information is being collected for the purpose of developing, promoting and administering the 2020 Professional Staff Conference. You may be contacted in relation to your participation in the Conference. The information will be used by authorised staff for the purpose for which it was collected and will be protected against unauthorised access and use. You may access personal information collected about you at any time.