

# 2019 Professional Staff Conference

## Presenter Submission Guidelines



### Background

The Professional Staff Conference is an opportunity to interact, share experiences and learnings, collaborate, showcase our achievements and celebrate the role of professional staff at the University of Melbourne. In 2019 our focus will be on the key theme of **People: Our Most Important Asset**. We work in an incredibly diverse institution encompassing stakeholders from schools, departments, faculties, shared service providers, Chancellery, and students and alumni. We invite you to an interactive and conversational space to share and learn more about our collective ecosystem and explore the many differing ways we can grow and flourish through connections of all kinds.

### Theme

The 2019 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 or more of the conference sub-themes. When making your submission please highlight how your presentation aligns with the theme and one or more sub-themes.

You are invited to explore the theme of **People: Our Most Important Asset** in whichever way sparks your creative energy or prompts the flow of ideas. Submissions for presentations that address the key theme **People: Our Most Important Asset**, and/or one of the following four sub-themes are invited. You will find more information about each sub-theme on the next page.

- Harmony & Success
- The Importance of Being Us
- Future World
- Career Evolution

The program will include plenary sessions, workshops and panel sessions and together these will address success stories, challenges, opportunities, and tangible action items on a variety of topics.

Staff from all levels and areas across the University are invited to submit their interest in delivering a presentation or session at the 2019 Conference. 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.

We want your presentation to have maximum impact and encourage you to highlight three key takeaways for delegates.

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### Sub-themes

Themes	Description
<b>Harmony &amp; Success</b>	<p><b>Realising your own potential, coping with stresses of life and working productively within the University.</b></p> <p>Have you brought people together to share experiences, challenges and learnings? How has a collaborative project or skill development resulted in personal or professional harmony for you? Do you have personal experiences where failure has taught valuable lessons?</p> <p>Your proposed submission may include such topics as our diverse campus life and experience; contributing to student experience and success; navigating change and resilience; healthy workplaces and mindfulness; bouncing back from failure.</p>
<b>The Importance of Being Us</b>	<p><b>It's not you, it's me – celebrating individuality, diversity and inclusion in the UoM workplace.</b></p> <p>Do you have a story to tell? How do you combat conscious and unconscious bias in your daily life? Do you feel empowered?</p> <p>Can you demonstrate positive or negative outcomes from a connection being made through a personal or professional experience?</p> <p>Do you have experience working with teams from all of the University's geographically diverse locations?</p>
<b>Future World</b>	<p><b>How do we work with all the new platforms - will this make our lives easier?</b></p> <p>What role does Artificial Intelligence, Robotics, and emerging technologies play in our changing workplace? Does technology provide us with the skillsets to future proof work?</p> <p>We invite you to share your experiences with technological or methodological tools to solve problems or create more efficient or effective outcomes.</p>
<b>Career Evolution</b>	<p><b>Where to next in your career?</b></p> <p>We invite you to present your own experience and case studies on opportunities you have sought or been provided in your career. Do you have any practical examples of how you have exploited networking, shadowing, secondments or mentoring? Have you had any surprising career transitions? How have leaders supported you in your journey?</p>

Submissions do not have to be confined or restricted to a single theme and can cut across multiple themes or additional areas of interest. 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.

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### Things to Consider

#### Types of sessions/presentations

##### The Format

The format of your presentation is central in ensuring a successful interaction with your audience. Not all presentations require the same delivery mode or length. 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 types of sessions 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, as well as a suitable duration. 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. 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"> <li>Teach a skill or usage of system or tool</li> <li>Demonstrate a technique, problem solving methodology</li> </ul>	<ul style="list-style-type: none"> <li>Design and lead an interactive session with activities, which requires participation from attendees</li> <li>Provide material, handouts etc</li> </ul>
Showcase or demonstration	Short presentation	<ul style="list-style-type: none"> <li>Describe a project, innovation, program or research that you have been involved in</li> </ul>	<ul style="list-style-type: none"> <li>Design and deliver a 20-40 minute session</li> <li>Answer questions from attendees</li> </ul>
Lecture or presentation	Traditional lecture style	<ul style="list-style-type: none"> <li>Any relevant topic that incorporates the theme with sufficient depth and complexity to be of interest to a large audience</li> </ul>	<ul style="list-style-type: none"> <li>Design and present a 20 – 40 minute session</li> </ul>
3 Minute Thesis (3MT)	Short presentation of no more than 3 minutes	<ul style="list-style-type: none"> <li>A combination of the topic ideas of a showcase, demonstration, lecture or presentation</li> </ul>	<ul style="list-style-type: none"> <li>Deliver your presentation in 3 minutes or less</li> </ul>
Pecha Kucha	20 slides are shown for 20 seconds each	<ul style="list-style-type: none"> <li>Keeps presentations concise and fast-paced</li> </ul>	<ul style="list-style-type: none"> <li>Develop powerful slides with imagery</li> <li>Stay on time</li> </ul>

- Note that depending upon the number and type of submission received, the exact type and duration of sessions may change.*

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### 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, deadlines and requirements when submitting your interest. *The dates may be subject to change.*

Key dates	Key Dates
<b>Registrations Open</b>	<b>25 June 2019</b>

Activity	Key Dates
<b>Call for Submissions Opens</b> Staff from all levels and areas across the University are invited to submit their interest in delivering a presentation or session at the 2019 Conference. Submissions must be made via the online form only.	<b>25 June 2019</b>
<b>Call for Submissions Deadline</b>	<b>Friday 12 July</b>
<b>Consultation Period</b> A member of the Professional Staff Conference committee will be in contact to discuss your submission.	<b>Monday 1 – Friday 12 July</b>
<b>Outcomes of Submissions</b> All potential presenters will be notified if their submission has successfully been included in the program.	No later than <b>Friday 26 July</b>

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### Key dates – Following confirmation of your selection to present

#### Public speaking with Simon Clews

These days the ability to stand in front of an audience and have them hang off your every word is not only a highly prized skill, it's almost a prerequisite for success. An ever-popular facilitator, [Simon Clews](#), Director of the Melbourne Engagement Lab, will present two sessions on developing your public speaking and presentation skills. Based on a lifetime of what Simon simply calls 'standing and talking,' and his extensive experience in training Three Minute Thesis competitors around the world, this session is aimed at those interested in boosting their skills in this fast-paced style of presenting.

Activity	Key Dates
<b>Presenter Information session</b> All presenters are asked to attend a mandatory information session that will assist them in their preparation for the conference.	<b>w/c 29 July</b> 2 sessions will be available <i>One session only must be attended</i>
<b>Presentation skills workshop – 1</b> All presenters will have the opportunity to attend sessions to assist in their development – these may include public speaking/presenting, hearing from successful conference presenters, training in writing content, PowerPoint skills.  An ever-popular facilitator <a href="#">Simon Clews</a> , Director of the Melbourne Engagement lab, will present two sessions on developing your public speaking and presentation skills, as well as discussing his extensive experience in training 3 Minute Thesis participants.	<b>14 &amp; 15 August</b> <i>One session only must be attended</i>
<b>Presentation skills workshop – Follow Up</b> It is also expected that presenters attend a follow up session. These sessions are an opportunity for presenters to practice and gain feedback. <i>* Note that presenters will be able to present a portion only of their presentation, up to 5 minutes</i>	<b>26 August</b> <i>A second session may be on offer on 27 August if the first session fills</i>
<b>Additional information sessions</b> May be held to provide extra support for presenters if required	<b>TBC</b>

### Submission Form

Submissions are now open via the [online form](#). Submissions close on 12 July 2019.

### 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](mailto:psc-info@unimelb.edu.au)

### Privacy Collection Notice

The information on this form is collected by the 2019 Professional Staff Conference Committee. You can contact us on [psc-info@unimelb.edu.au](mailto:psc-info@unimelb.edu.au). The information is being collected for the purpose of developing, promoting and administering the 2019 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.