The Professional Staff Conference is a platform for professional staff to connect, share learnings and diverse experiences, promote collaboration, showcase achievements, and celebrate our role at the University of Melbourne.

The program will include keynote speeches, panel discussions, workshops, and networking opportunities. These sessions will focus on success stories, challenges, opportunities, and takeaways relating to this year’s conference theme: How We Drive Progress: Now and for the Future. It’s time to take a step back and look at where we’ve been and where we’re going as professionals.

The 2024 Committee warmly invites submissions from professional staff of all backgrounds and is committed to delivering an inclusive and welcoming event featuring a diverse range of speakers. Please note:

- Submissions from individuals or teams of presenters are welcome.
- Submissions that demonstrate collaboration across disciplines, functional areas or with external partners and organisations are strongly encouraged.
- Submissions focusing on the University’s strategic priorities such as sustainability and Indigenous knowledge systems are also strongly encouraged.
- Pitch your idea – sell it to us!
Sub-themes
To help guide presenters and attendees alike, we’ve developed three sub-themes for this year’s conference:

**Now**
*The Now stream is the place to showcase and share practical solutions that can help others today.* What are we already doing well? How can we improve ourselves and our work to tackle today’s challenges? What are the tools and technologies we could use today to be more efficient and effective? We are seeking presentations who can contribute to our growth and efficiency, topics which might include the following:

- Learning from each other to make the most of what we already have, by highlighting successful initiatives and best practices within the University that we can all learn from.
- Building a strong local team culture and sharing strategies and experiences of how you did it.
- Developing tools, templates or processes that help make your role easier or more efficient.
- Sharing valuable resources or programs that others could benefit from if they were more widely known.

**New**
*The ‘New’ stream is the place to showcase and share discoveries that will help others prepare for tomorrow.* Sessions in the ‘New’ stream will focus on what’s just around the corner, to help staff understand and prepare for immediate upcoming changes, developments, and opportunities. Examples of topics that contribute to our preparedness can include:

- Will AI impact the way we work?
- What new possibilities and capabilities can we do once Workday and Cayuse are in place?
- Understanding how will the ARC reforms and new independent board affect us?
- Perhaps you’ve been trying new ideas, approaches, and technologies that others may be able to adopt.
- Maybe you’re in the University’s early adopter trials of an AI tool and want to show off how it’s helped you.

**Future**
*The ‘Future’ stream is the place to showcase and share strategy and solutions with long-term benefit or impact.* Sessions in the ‘Future’ stream set their focus over the horizon on how we’re setting ourselves up for long-term success. Examples of topics that contribute to our long term success can include:

- Strategies to build a better future.
- Insights on building and maintaining successful long-term partnerships.
- How can we be more sustainable? What skills should I be developing for the future?
- Tips on reusing equipment to save money and reduce environmental impact.
- Or maybe you have a vision for a collaboration and want to find like-minded champions.
Things to Consider

Submissions can be based on opportunities that you have capitalised on or innovative ideas that you have explored. This could include best practice guidance, a subject matter expert “guided tour”, case studies, a review of a critical project, or discussion of a current or hot topic. Attendees come from all areas of the University and sessions should be relevant to most staff. Any questions, please email us at psc-info@unimelb.edu.au

Sustainability considerations

- We are aiming for digital-based sessions, please use digital handouts through the conference app or any visual aids that can be shared electronically with the participants. This approach reduces paper waste and enables attendees to access the content conveniently.
- Minimise printing and paper: please avoid using butchers’ paper and sticky notes for workshops and presentations. Consider using whiteboards (if you need any equipment in your session, please let us know). If printing is necessary, please use double-sided printing and reduce the number of copies. Avoid laminating paper as this can’t be recycled.
- Consider mentioning aspects of holistic sustainability (social, environmental and financial) in your presentation.

The Format

The format of your presentation is central to ensuring successful audience engagement. It is important to consider what type of format will 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 delivery options. During the submission process you will be prompted to identify what you believe is the best format for your content and how you will engage with the audience. If you are unsure of what format would best suit your content, a member of our team is happy to discuss this with you once your submission has been received.

The Themes

The 2024 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 themes.

The Presentation Length

Most sessions will be allocated a 25-minute timeslot. This might include a presentation with Q&A, or a short interactive workshop.

There is potential for some sessions to be allocated a 50-min timeslot, if required. This might be in the form of workshop and panel discussions.

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.

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Format</th>
<th>Topic ideas</th>
<th>Presenter’s Role</th>
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<tbody>
<tr>
<td></td>
<td>Interactive between presenter and attendees with hands-on activities.</td>
<td>Teach a skill or usage of system or tool. Demonstrate a technique, problem</td>
<td>Design and lead an interactive session with attendee’s participation. Provide</td>
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<td></td>
<td></td>
<td>solving methodology.</td>
<td>material, handouts</td>
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<tr>
<td>Showcase / demonstration / presentation</td>
<td>Short presentation with key learning outcomes attendees can takeaway and implement into their own work.</td>
<td>Share and describe a project, innovation, program or research that you have been involved in.</td>
<td>Design and deliver a presentation. Answer questions from attendees.</td>
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<tr>
<td>Panel discussion</td>
<td>Interactive between panel members and attendees.</td>
<td>A topic that incorporates the theme with sufficient depth and complexity to be of interest to a large audience.</td>
<td>Design and moderate the discussion.</td>
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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 and deadlines when submitting your interest.

All presenters must attend one of the presenter workshops leading up to the conference. If presenting in a group, one member should attend but all are welcome. For many, this will be the first time in a long time presenting to a room full of people so it will be a great opportunity to learn hints and tips on how to best engage your audience in a face-to-face setting. Dates will be announced shortly.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Key Dates</th>
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<tr>
<td><strong>Call for Submissions Opens</strong></td>
<td>Thursday 6 June</td>
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<tr>
<td>Staff from all levels and areas across the University are invited to submit their interest in delivering a presentation or session at the 2024 Conference.</td>
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<td>Submissions must be made via the online form on the PSC website only.</td>
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<tr>
<td><strong>Call for Submissions Deadline</strong></td>
<td>Sunday 7 July</td>
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<td><strong>Consultation Period</strong></td>
<td>Monday 8 July – Tuesday 16 July</td>
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<td>A member of the Professional Staff Conference committee will be in contact to discuss your submission</td>
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<td><strong>Outcomes of Submissions</strong></td>
<td>Late July</td>
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<tr>
<td>All potential presenters will be notified of the outcome of their submission.</td>
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<tr>
<td><strong>Presenter Workshop</strong></td>
<td>Mid-Late August</td>
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Submission Form

Submissions are now open via the online form on the PSC website only.
Submissions close at 11:59 pm on Sunday 7 July.

Attendance Fee

As a presenter for acknowledging your valuable contribution to the conference, there will be a ticket cost of $240.00. The ticket will provide you with access to all sessions, meals, networking events and will help the PSC to cover venue and catering services.

Questions

Please forward your queries to the Professional Staff Conference Organising 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 2024 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 2024 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.