PROPOSAL GUIDELINES

Important dates:

Proposal system opens on: 11 March 2019
Deadline to submit proposals on: Midnight GMT on 17 April 2019
Authors notified on: 17:00 GMT on 24 May 2019

Important to note:

At IOSH 2019 aims to promote thought leadership through presentations led by colleagues who can share their expertise with a broader audience for the purpose of educating, improving and adding value to OSH as a whole.

We wish to focus on:

1. Challenging the paradigms or ways of thinking and doing things, which need to be challenged if OSH is going to improve and grow to maturity.
2. Bringing forward new pieces of knowledge; fresh perspectives which are cutting edge and at the forefront of OSH.

In addition to aligning with the priorities of IOSH members, the proposals for the 2019 conference will be organised by topics which are:

- Topic 1: Business and leadership skills
- Topic 2: From compliance to competitive advantage
- Topic 3: Leading sustainability and human capital
- Topic 4: Collaborating with others
- Topic 5: What we can learn from OSH research
- Topic 6: Healthier workplaces
- Topic 7: Future risks, challenges and opportunities

Presentation types:

For the 2019 conference, IOSH will only accept presentation proposals under the following session categories:

- Workshop
- Conference Seminar
- Case Study
- Teach-in
- Discussion/debate

Remember too that getting your audience involved is key to a successful conference session so work out how to bring some excitement into it. You know the topics that you want to cover, but how will you make the information memorable for your audience and engage them? Remember that the best conference sessions are interactive so consider how you might do this.

Learning preferences/style:

We recognise that delegates have different learning preferences and to help us guide delegates to the right sessions we want to indicate on the programme which style(s) each session will appeal to. When completing the proposal form please selected one or all that apply of the following styles:

Activist These learners like to deal with new problems and experiences, often learning by trial and error. They like lots of activities to keep them busy and enjoy a hands-on approach. They love challenges and are enthusiastic.

Pragmatist These learners like to apply what they have learnt to practical situations. They like logical reasons for doing something. They prefer someone to demonstrate a skill first before trying it for themselves.

Theorist These learners need time to take in information, they prefer to read lots of information first. They like things that have been tried and tested and prefer reassurance that something will work.

Reflector These learners think deeply about what they are learning and the activities they could do to apply this learning. They like to be told about things so that they can think it through. They will also try something, think again about it, and then try it again.

Filling in your proposal

Section: About you and other presenters
Add a lead presenter, normally the person completing the proposal, and any other presenters (to a maximum of two) who have either confirmed they will participate, have been invited but have yet to confirm or have yet to be invited. These will need to be confirmed as soon as possible if your proposal is successful. Note the experience of the presenters in presenting to large audiences of at least 100 delegates.

Section: your proposal
Be clear about the topic area your proposal covers and the format it will take. There are 5 different formats:

Workshop (45 minutes)
A workshop will showcase a specific skill set needed by OSH professionals. The workshops should relate to one, or more, of the following: 1) organisational systems, 2) regulation, 3) influencing and profile raising, 4) partnerships and collaboration, and 5) personal and career development.

Conference seminar (45 minutes)
Conference seminars utilise research findings or "best practice". They will have clearly defined outcomes and evaluation data that shows the process, programme or activity achieved its targeted outcomes. Conference seminars should advance the field of OSH by introducing new, or newly interpreted, delivery models, management methods, technology, etc.

Case study (45 minutes)
Case study presentations will share the learning which has arisen from real life contexts and the reason for doing so. An incident or issue is described followed by an explanation of the strategies and methodology used to overcome them as well as the impact of doing so. The presentation will provide an overview and give participants an opportunity to learn how this learning can be transferred to their own contexts and workplaces.

Teach-in (45 minutes)
Teach-in's are practical, participatory, and action oriented. Presentations will focus on a particular area or topic and enable expertise to be shared with lots of discussion and questions from the audience. Some of the presentation might be controversial in nature in order to stimulate debate.

Discussion and debate (45 minutes)
These sessions will involve two or more presenters discussing a specific topic and inviting comments and questions from the audience. The session can take the form of an interview or a small-scale panel debate.

Session title

Think about an engaging and descriptive title which will resonate with delegates. Make it interesting, relevant and succinct.

What will be covered?

The description of your session is vital to ensure that those attending will choose your session over another; it must give an overview of your session and create interest and excitement. The word limit of 250 is not the challenge. It's choosing the right words to accurately describe the session, pull readers in and get them to commit to attending. Be clear on the benefits conference attendees will receive from attending your session and how it will challenge delegates' thinking. Concentrate on the three most important points in in your description. You could start with a compelling fact or statement, or a question. Think about what you want to focus on; what have you done or are doing that is really making a difference? Do you have some concrete, relevant and current examples to share? Go beyond presenting a simple story; emphasise lessons learned that can help colleagues go away with something they can implement in their own workplaces.

Remember that sessions are time limited so ensure you don't have too much contentp. We would suggest no more than five points to be covered, with the emphasis on three.

Presenting style

Remember that getting your audience involved is key to a successful conference session so work out how to bring some excitement into it. You know the topics that you want to cover, but how will you make the information memorable for your audience and engage them? Remember that the best conference sessions are interactive so consider how you might do this.

We will be using PowerPoint and will provide all presenters with an IOSH template to use but remember that 'less is more' and your slideshow should always be designed to reinforce what you are saying with visual images, and generally speaking, the amount of text should be limited.

Replication

It is important that all presentations at IOSH 2019 describe how what is covered can be interpreted or implemented in the workplace of those attending.

3 action points for delegates

These action points are more than just taking factual knowledge away. These should link a consequential and tangible action and identify the value/benefit that potentially results from taking that action.

All proposals should include a detailed justification of why the content is important as well as how the presenter:
(a)   Has successfully used the ideas/skills in their own workplace
(b)   Will cover the content within the given time frame
(c)   Will explain to delegates how they can replicate the content
(d)   Will enable delegates to learn more after the session.

Next steps

All proposals will go through a peer review process and you will be notified of the outcome approximately 8 weeks after the proposal deadline. Successful presenters will then be asked to complete a final planning template for their presentation, confirm any additional presenters (maximum of 2) and their details. On receipt of this planning template IOSH may contact presenters further with a view to refining the content to ensure it aligns with the conference theme and objectives.