



# The art of **collaboration**

**COMPLEXITY AND UNCERTAINTY**  
CAPABILITY AND A COLLABORATIVE ENTERPRISE  
COOPERATION AND COORDINATION WITHIN SOCIAL PROCESSES



## **THE 20<sup>th</sup> ANNUAL SIOPSA CONFERENCE**

24 - 26 July 2018 | CSIR International Convention Centre, Pretoria  
SIOPSA.ORG.ZA | 0860 SIOPSA (0860 746772)

## **Abstract Submission Guidelines**

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### **Introduction**

Welcome to the SIOPSA Abstract 'How to Guide'. Our aim with this guide is to help you with the process of completing and submitting an abstract for the conference. Please read this guide carefully to ensure you are familiar with all the guidelines and procedures required. In our aim for standardisation, you will note that we will be using the same abstract format for all presentation types this year. We hope that this guide will aid you in your submission process!

### **Submission arrangements**

- Submissions for conference presentations close **28 February 2018**.
- Final inclusion in the program will require registration by the presenting author.

### **Submission modus**

All abstracts are to be submitted online. Please direct your internet browser to [www.siopsa.org.za](http://www.siopsa.org.za) and follow the instructions on the Call for Abstracts link.

### **Scientific credibility and quality assurance**

All submitted abstracts will be subjected to an abstract evaluation process. A two-fold blind peer-review process will be implemented in order to evaluate the scientific quality of the submissions. Feedback to authors will occur via email after the evaluation process.

### **Resources**

SIOPSA provides an LCD projector, screen, and microphones (auditorium sessions only) for each session. Overhead projectors will no longer be provided. Please note that in order to use the LCD projector you will be required to bring your own laptop.

## Presentation/session types

The SIOPSA program has different session types. To submit a proposal, you will need to adhere to the proposal format requirements for that session type. That is, each of the session types has a specific proposal format associated with it.

- **Case Study (45 mins)**

A Case Study should offer practical, specific advice concerning how to conduct a particular type of research or practice, e.g., design of a situational interview, how to manage change, how to run a consultancy. Case Studies are ideal for practitioners who wish to share an aspect of their expertise or experience. However, they are not intended to be marketing opportunities. Submissions will undergo peer review.

- **Master Tutorial (45 mins)**

The primary purpose of the Master Tutorial is to develop and educate the audience about a focal I-O topic. As examples, tutorials might be developed to provide an update on a specified content area, discuss a new statistical technique, or describe how knowledge from another discipline can be applied to an I-O problem or topic. Topics that are not appropriate include descriptions of products that the presenter is marketing.

- **Panel Discussion (1 hour – 1 hour, 45 mins)**

In a Panel Discussion, the chairperson plays a very active role, serving as the moderator who asks questions of the panel members and ensures that all panel members (**three to five people**) have the opportunity to speak. Panel Discussions should generate spontaneous interaction among panel members and between panel members and the audience. Diversity among panel members is important to the success of the session. Further, all panel members must recognise the need for preparation. A Panel Discussion proposal should describe the questions that will be addressed by the panel, the underlying issues or themes to be discussed, and the structure or format of the session. **Submissions that do not have at least three presenters with different affiliations in the session (i.e., every presenter cannot be from the same institution) will not be accepted. Panel member information must be submitted with the submission (complete this online).**

- **Poster (45 mins)**

Poster sessions give participants opportunities to present individual papers. At each poster session, many authors simultaneously present their papers, primarily in a visual medium, with key excerpts from the papers displayed on large boards (8' x 10'). The audience circulates among posters and stops to discuss papers of particular interest with the authors. Papers submitted for poster presentation must represent completed work. Poster submissions will be peer reviewed, and there will be a prize for the best poster.

- **Research Paper (45 mins)**

Papers submitted for research presentations must represent completed, original (i.e. has not been published or presented elsewhere) work. Submissions will be peer reviewed. If there are more acceptable papers than slots available for oral presentation, then an offer will be made to present as a Poster.

- **Roundtable (1 hour)**

The typical approach for this session type is to have one or two experts on a focal scientific or practical I-O topic serve as hosts. Members of the audience are typically seated in a circle to facilitate their active participation in the discussion with the hosts and with each other. The purposes of this session type include helping attendees with problems they are currently facing, discussing the latest developments in an area, and/or developing contacts with people who have similar interests. Although the expert(s) may wish to make a short presentation to begin the session, the majority of time should be devoted to answering questions from the audience and/or promoting discussion and networking. **Panel member information must be submitted with the submission (complete this online).**

- **Workshop (half day only)**

There are a limited number of slots available for interested persons to present a workshop. A workshop provides an opportunity for interactive 4-hour sessions in which the workshop delegates will partake actively in the learning opportunity. Experiential learning, handouts, checklist, videos or audio are encouraged as useful tools to create interaction.

- **Symposium (1 hour, 45 mins)**

A symposium is a multi-presenter session. Any multi-presenter session proposing research, practice, theory, and teaching-oriented content should be submitted here. A symposium can also be presented by an Interest Group on a specialised/particular topic of interest. Participants in a symposium should include a chairperson and three to four presenters. A symposium often includes discussants, but it does not have to do so. We encourage submissions in which diverse and novel perspectives are presented, including sessions in which the audience plays the role of discussant and the chair facilitates the discussion.

### **Abstract format**

By submitting an abstract to the conference, you are indicating your personal commitment to deliver the presentation at the 2018 SIOPSA conference should it be accepted. Prior to submission, please consider any potential travel or funding constraints that would prevent you from delivering your presentation should it be accepted. By submitting a proposal, you are also indicating that you have the legal right to present and distribute the material in your proposal. Further, in order to ensure quality and consistency we would like to suggest that your abstract be proof read by a language editor before it is submitted for evaluation.

The general guidelines for the content of the abstract are available in the online submission platform.

Please check the accuracy of your abstract when submitting as there is no opportunity to amend or revise abstracts after you have submitted. All accepted abstracts will be published in the conference booklets and will be available online.

**Note: Details of all authors must be listed in the author/panel members/presenters section of the online system. No changes can be accepted after the closing date.**