

Abstract Submission Form Guideline



Hosted by SIOPSA

Interest Group in Coaching and Consulting Psychology (IGCCP)

Please review the following information carefully in order to complete the Abstract Submission Form, available for download at www.siopsa.org.za

We welcome and encourage submissions about the research and professional practice of Coaching Psychology. Submissions are accepted from psychologists and non-psychologists. All submissions will be considered on their merits however, the Organising Committee wishes to encourage submissions relating to:

- the theoretical and practical exploration of issues that are impacting the coaching profession, or
- focus on exploring the practical applications/skills training of evidence-based research, a coaching model or technique.

The quality of the scientific programme depends on your submissions. The keynote speakers and Invited speaker sessions that will make up the rest of the programme will be announced on the IGCCP weblink (Hosted on the SIOPSA Website www.siopsa.org.za).



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Please note that all submissions need to be in by the 31st January 2011

Submissions to be made by email only to Rosalie@siopsa.org.za

If you have any queries do not hesitate to contact the SIOPSA Office at 0860 SIOPSA (746 772)

Receipt of your submission will be provided.

Notification of the Abstract Committees decision on the submissions will be provide early 2011 via email.

For up-to-date information about the conference, please go to www.siopsa.org.za

Please note that any costs associated with registrations, travel or accommodation will be for your own account, whether attending as a speaker/presenter or delegate

PLEASE NOTE. All speakers presenting at the Conference are requested to complete an Abstract Submission Form whether their presentation is an individual paper, or poster.

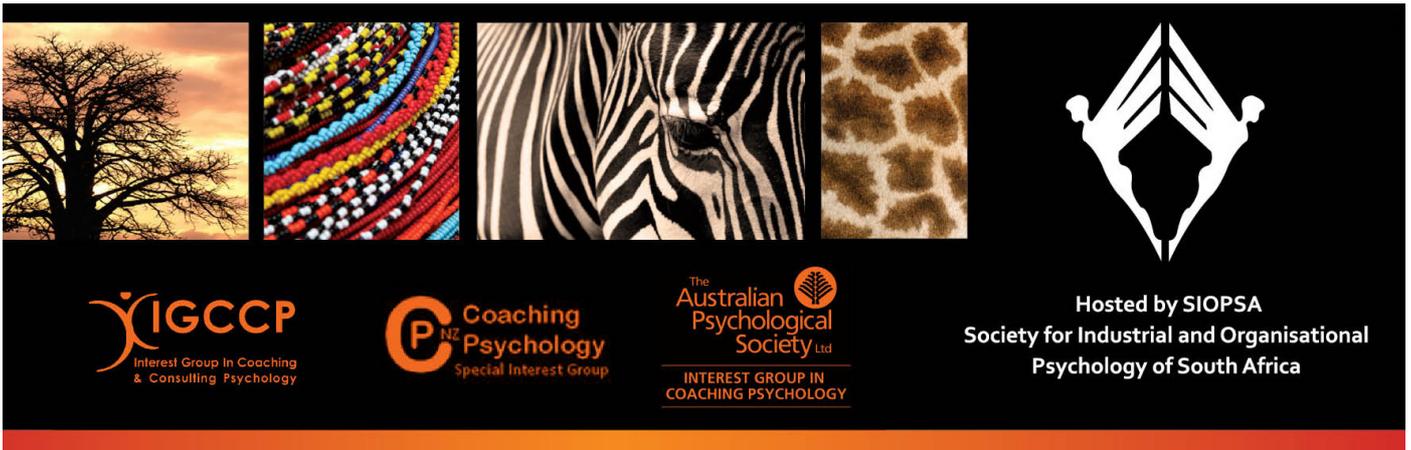
PRESENTATION OPTIONS

A. Paper Presentations: Research OR Professional practice paper (35 minutes)

Papers submitted for research or professional practice must represent completed work. If there are more acceptable papers than slots available for oral presentation, then an offer will be made to present as a Poster. Research papers should adhere to proper scientific guidelines.

Individual papers will be themed where possible into 3 paper presentations per stream. After the presentations, the Chair will provide an overview of the main issues and will facilitate a general discussion of the topic by the audience and authors.

Time limit: 25 minutes for each paper. An additional 10 minutes overall for questions and discussion may be scheduled where possible.



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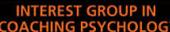
Research paper outline:

- Title:** Title of the submission
- Author(s):** Name, professional designations (e.g. Dr. C. Jones) and affiliation
- BIO(s):** Short summary (250 words)
- Objectives:** State the primary objective of the paper and the major hypothesis tested (if appropriate)
- Description:** Describe the background to the study and the rationale for the study.
- Methods:** Describe the approach, design or method used to investigate the issues involved.
- Results:** State the analytic strategies employed and the main results of the study. Numerical data may be included but should be kept to a minimum.
- Conclusions:** State the conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate. Describe how the results of your work can be used by other practitioners in the field.

Professional Practice paper outline:

- Title:** Title of the submission
- Author(s):** Name professional designations (e.g. Dr. C. Jones) and affiliation
- BIO(s):** Short summary (250 words)
- Objectives:** State the primary objective of the paper. What do you want to achieve in presenting the information?
- Content:** Describe the philosophical / professional practice themes presented and the rationale for these.
- Methods:** Provide details of illustrative methods presented in the paper e.g. case study or literature review.
- Results:** State the analytic strategies employed and the main discussion points of the paper. Describe how the results of your work can be used by other practitioners in the field.
- Conclusions:** State the conclusions that are drawn in the paper, including theoretical, methodological, or applied/policy/best practice implications as appropriate.

B. Poster Sessions: Poster on completed research OR new research postgraduate studies (30 minutes)



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At each poster session, many authors simultaneously present their posters, primarily in a visual medium, with key excerpts from the papers displayed on large boards. The audience circulates among posters and

stops to discuss papers of particular interest with the authors. Papers submitted for poster presentation must represent completed research OR new research postgraduate studies.

This form of presentation potentially provides a more intimate forum for informal discussion than the standard oral presentation. Further information regarding the dimensions of the poster boards and suggestions of how to display poster material will be supplied to presenters who have their posters accepted.

Completed research poster outline:

Title: Title of the submission

Author(s): Name, professional designations (e.g. Dr. C. Jones) and affiliation (work or study place)

BIO(s): Short summary (250 words)

Objectives: State the primary objective of the poster and the major hypothesis tested (if appropriate)

Description: Describe the design of the study and the rationale for the procedures adopted.

Methods: State the selection and number of participants, materials employed, and the procedures followed.

Results: State the analytic strategies employed and the main results of the study. Numerical data may be included but should be kept to a minimum.

Conclusions: State the conclusions that can be drawn from the study, including theoretical, methodological, or applied/policy implications as appropriate.

New research postgraduate poster outline:

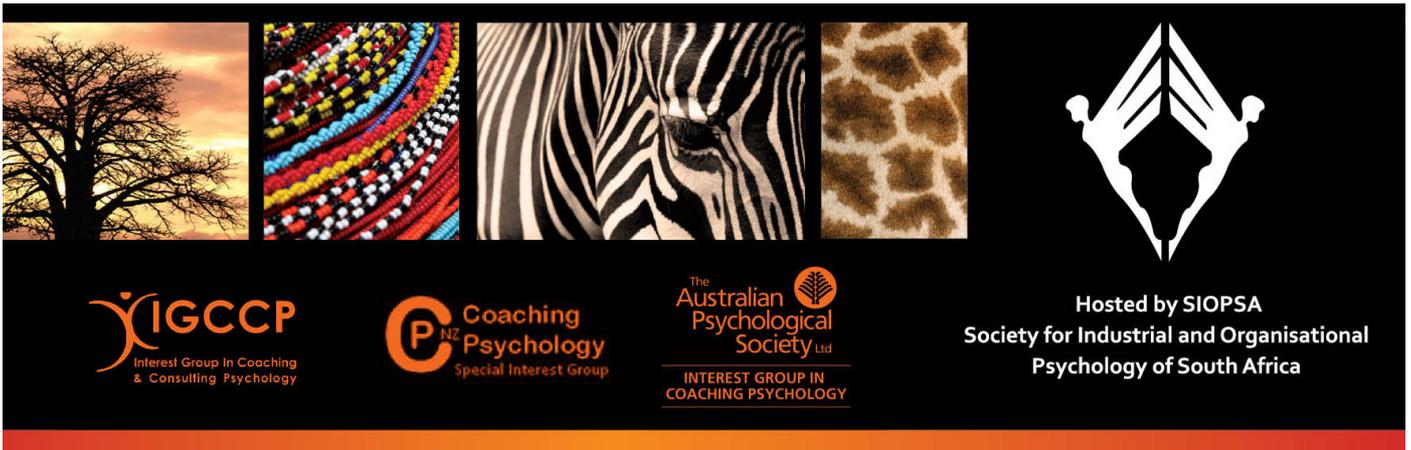
Supervisor's confirmation is required for submission of posters for post-graduate new research.

Title: Title of the submission

Author(s): Name, professional designations (e.g. Dr. C. Jones) and affiliation (study place)

BIO(s): Short summary (250 words)

Supervisor(s): Name professional designations (e.g. Prof, Dr., C. Jones) of Supervisor or Head of Department



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Background: Description of the context or setting of the problem/issue to be researched. Provide information on the current level of knowledge on the problem/issue.

Objectives: State the primary objective and motivation of the proposed study

Design: Describe the design of the study and the rationale for the procedures adopted.

Contribution: Describe the expected theoretical, practical and/or methodological contribution(s) of the proposed study.

c. Skills Session/ How to session/Case study: (45 minutes)

Skill sessions are designed to introduce delegates to a new skill that they can take away. 'Case Study' or 'How To Session' should offer practical, specific advice concerning how to conduct a particular type of research or practice.

These Sessions are ideal for practitioners who wish to share an aspect of their expertise or experience. However, they are not intended to be marketing opportunities.

Skills Session paper outline:

Title: Title of the submission

Author(s): Name professional designations (e.g. Dr. C. Jones) and affiliation

BIO(s): Short summary (250 words)

Objectives: State the primary objective of the skills session

Content: Describe the philosophical / professional practice themes presented and the rationale for these.

Methods: Provide details of illustrative methods presented in the paper e.g. case study or literature review.

Results: State the analytic strategies employed and the main discussion points of the paper.

Conclusions: State the conclusions that are drawn in the paper, including theoretical, methodological, or applied/policy/best practice implications as appropriate.

d. Half-day Workshop/Masterclass: (3 hours)



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Special Interest Group

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Half-day Workshop/ Masterclass is about knowledge/skills transfer from someone considered to be an expert/ master in their field - There are a limited number of slots available for interested persons to present a Workshop/Masterclass. These sessions provides an opportunity for interactive 3 hour session in which the delegates will partake actively in the learning opportunity. Experiential learning, handouts, checklist, video's or audio are encouraged as useful tools to create maximum interaction.

Workshop/Masterclass outline:

Title: Title of the submission

Author(s): Name professional designations (e.g. Dr. C. Jones) and affiliation

BIO(s): Short summary (250 words)

Objectives: State the primary objective of the workshop/masterclass

Content: Describe the philosophical / professional practice themes presented and the rationale for these.

Methods: Provide details of illustrative methods presented in the paper e.g. case study or literature review.

Results: State the analytic strategies employed and the main discussion points.

Conclusions: State the conclusions that are drawn, including theoretical, methodological, or applied/policy/best practice implications as appropriate.

INSTRUCTIONS FOR PREPARATION OF ABSTRACTS

Complete the author and abstract details on the abstract submission form for **each** presentation.

Abstracts must be typed, font size either 10 or 11, standard Calibri font, and include;

- **Authors:** First name(s) followed by surname(s) – underline, **BOLD** or *Italic* presenting author.
- **Institute of affiliation:** Affiliations with universities and/or organisations are acceptable.
- **Title:** Full title as you would like it to appear on the programme.
- **Content:** Abstract length is 250 words *only*.



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Please ensure that you have thoroughly proof-read your abstract submission form, as errors will possibly delay the review process and there will be no opportunity to revise abstracts following submission.

PROMOTIONAL MATERIAL

As an ICCP member network, IGCCP is focused on the development of *Coaching Psychology*, guided by all participating professional bodies' code of ethics for the appropriate application of psychology in practice. Presenters at ICCP events must abide by conference guidelines that state that, unless previously agreed in writing, we request no explicit promotion of events of other professional bodies, nor that the promotion of marketable products occurs.

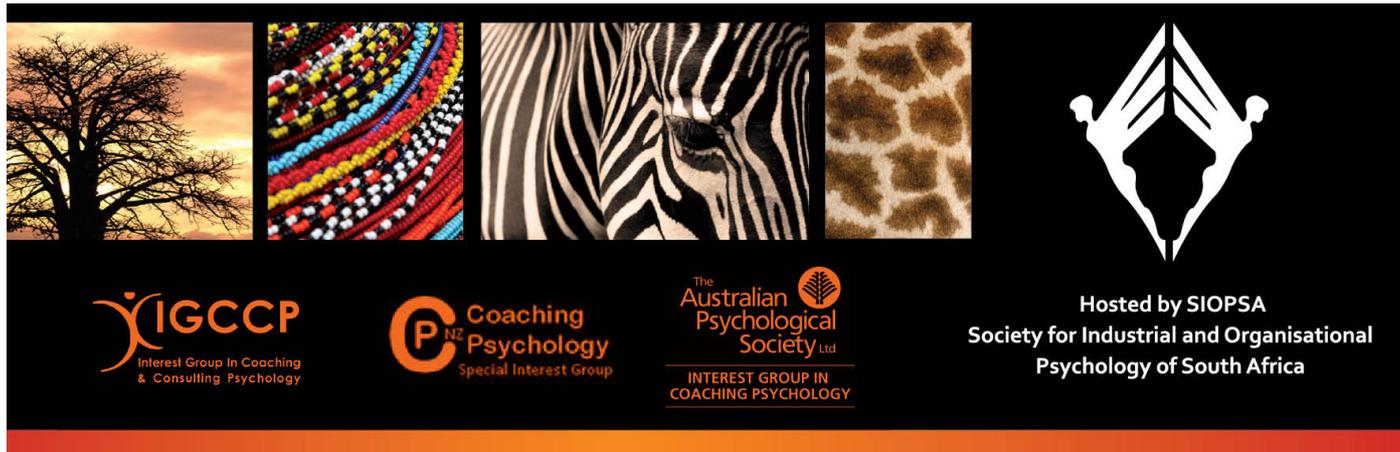
Please see the IGCCP SA web link at www.siopsa.org.za for opportunities for exhibition and sponsorship options available at the conference.

HOW ARE ABSTRACTS ASSESSED?

The ICCP International Congress Scientific Board assesses submissions on the following;

- Submissions are received on time and in the required format (see instructions for preparation).
- The abstract content is presented in the appropriate mode (see presentation modes above).
- Submissions of empirical research, both qualitative and quantitative, include analyses and a summary of findings, or an outline of how this will be carried out. **Note: work in progress will be considered within the programme as long as the results are available to present at the conference and it is apparent that the theory, or qualitative or quantitative method applied has been operationalised.**
- The submission has not been published.
- The abstract content is explicitly linked to an aspect of coaching psychology research and professional practice.
- The submission satisfies ethical requirements as outlined in the Health Professions Council of South Africa (HPCSA) Code of Conduct for Professional Psychologists (downloadable from www.siopsa.org.za).

All submissions meeting these criteria will be considered for inclusion in the scientific programme. The IGCCP SA will judge which submissions to include as oral or poster presentations, balancing the ideal programme with the abstracts submitted. Receipt of your submission will be provided via email.



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Notification of the Abstract Committees decision on the submissions will be provide early 2011 via email.

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 IGCCP Conference programme and website.

Further details of the Southern Hemisphere event can be found at www.siopsa.org.za
Details of all the events can be found at www.coachingpsychologycongress.org

