

# Call for Papers and Proposals for Presentations

NOTA Annual International Conference

Queens Hotel, Leeds

4th - 6th May 2022

## Sharing knowledge to improve practice – Supporting professionals to prevent sexual abuse

Thank you for considering submitting a Proposal to present at NOTA Conference 2022. Workshops and seminars have been the backbone of our Conferences for many years and we welcome the opportunity to provide a forum for ideas and knowledge to be shared.

The following is guidance regarding the content and format that the Conference Committee requires in order to be able to consider proposals:

1. Breakouts may be of 90 minutes or 3 hours duration. Those requesting a 3 hour session should highlight why this length of presentation is required.
2. This year there is another opportunity to make a presentation of Research or Practice . These will be shorter presentations (approx. 15 minutes) grouped together to form a 90 minute Breakout session. The presentation should focus on key messages and learning.
3. Symposium: 90 minute or 3 hour presentation of related selection of papers organised around a central theme or topic. We welcome these and proposals should specify a Topic title, Chair for the session (who may also be a presenter), speakers and individual presentation titles.
4. Poster Presentations. The poster presentation format is a dedicated slot in the conference programme where presenters have the opportunity to discuss their work with conference delegates and gain feedback.

Poster presentations are an ideal opportunity for those who are more comfortable with visual presentation methods to present preliminary work or to display complex findings.

Poster presenters will be provided with a space on a display board that will accommodate one poster of A1 size (594mm x 841mm), of landscape orientation. NOTA is able to provide a facility to print posters at cost price for presenters who have difficulty printing a poster in this format.

**All presentation titles** should adequately indicate the presentation content, as this will stand alone in some Conference media and may therefore be the primary information potential breakout attendees will access. It is generally considered preferable to avoid framing a title as a question.

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The needs of NOTA members vary widely, so abstracts which emphasise research outcomes, skills training, current issues or theories are all equally welcome.

Submissions, which merely describe a project without these extra dimensions are unlikely to be accepted.

We try to include a range of presentational styles, so it is helpful for you to describe whether your presentation would be didactic or more experiential in nature.

Please use plain English where possible and explain any acronyms.

## GUIDELINES FOR SUBMISSION OF ABSTRACTS

### SUBMISSION DEADLINE – MONDAY 17 JANUARY 2022

- Submissions are invited for the following formats:
  - **SEMINAR:** 90 minute or 3 hour presentation to an audience, with time for questions, but without any other involvement from the group.
  - **WORKSHOP:** 90 minute or 3 hour session in which participants are actively involved in discussion or skills based exercise.
  - **SYMPOSIUM:** 90 minute or 3 hour presentation of related selection of papers organised around a central theme or topic.
  - **RESEARCH PRESENTATION:** 15 minute presentation of your research, focussing on key findings. Submissions will be grouped together into a 90 Minute time slot with other similar presentations.
  - **PRACTICE PRESENTATION:** 15 minute presentation of your Practice. focussing upon innovation and outcomes. Submissions will be grouped together into a 90 Minute time slot with other similar presentations.
  - **POSTER PRESENTATIONS:** Empirical findings are appropriate for this format. The sessions will be simultaneous and allow for one to one discussion between presenter and delegate. The session will involve the presentation of data, graphs, illustrations and/or text on display boards or other media.

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- Submissions should be made direct by email to **conference@nota.co.uk**
- Presenters should confirm with budget holders, prior to submission, that their attendance at Conference will be supported.
- Presenters should ensure that have full permission to use research findings etc. for the conference presentation.
- Presenters intending to use PowerPoint or other media are requested to provide their own laptop and to supply the Conference administration with an electronic copy of their presentation media in advance of Conference. This information will, unless otherwise agreed, be made available to delegates via the NOTA Website.
- Notification of acceptance of a proposal by NOTA Conference Committee will be made within 4 weeks of the closing date.

## THE SELECTION PROCESS

Proposals will be considered by the Conference Committee based on their relevance to delegate requirements for information or training; objectivity; originality and quality of abstract submission.

## DISCOUNTS FOR PRESENTERS

NOTA understand that preparing for a 90 minute presentation or longer can involve a good deal of work and as a token of acknowledgement will discount the total cost of the delegate fee for these presentations by 10%. No other discounts are available to presenters.

We very much look forward to receiving your proposal. Should you wish to discuss your ideas prior to submission, please feel free to make contact at **conference@nota.co.uk**

**NOTA Conference Committee Chair**