

Application Instructions

22nd Annual Research Conference

A System of Care for Children's Mental Health: Expanding the Research Base

Conference Mission

The overall mission of the Annual Research Conference is to present cutting-edge research findings regarding children with serious emotional disorders and their families. This research aligns with the values and principles contained within the systems of care model.

Overview of Guidelines

Each submission must include a **presentation summary of up to 1,000 words**. These summaries will serve two purposes: (a) their quality will determine acceptance for the conference, and (b) if accepted, summaries will be printed *in full, as submitted*, in our agenda book. We may require revisions if format requested differs from format accepted. The expanded agenda book will take the place of our previous conference proceedings, and offer conference attendees in-depth information about sessions as they participate in the event. We hope this approach brings research findings to the field with increased speed and efficiency.

Considerations: When preparing your submission:

- Please follow the outline for your proposed format (i.e., poster, paper, topical discussion, symposium).
- Include tables or figures *only* if they are essential to reporting your findings (limit 2).
- Word counts do include references, so only include references critical to the content of your proposal. References should be formatted in accordance with the Publication Manual of the American Psychological Association (APA), 5th edition.
- Submissions in the form of PowerPoint presentations will not be considered.

Conference Tracks

This year, our agenda will assemble presentations into tracks that address critical areas of inquiry related to developing and implementing effective systems of care. You will be asked to choose the track that best fits your topic.

- Implementation of effective systems of care
- Implementing evidence-based practices in the systems of care context
- Use of public health approaches to develop systems of care
- Creating culturally competent systems to reduce disparities
- Family-driven, youth-guided systems planning
- Role of public sector agencies in SOC
- School-based services and the system of care
- Facilitating youth transition to adulthood and independence
- Implementing wraparound services in systems of care
- Innovative methodologies for research and evaluation of complex systems
- Integrating evaluation and performance measurement
- Designing, conducting, and disseminating research to maximize its impact

Submission Procedures

Please review the overview and outlines carefully. We strongly recommend that you prepare all materials before accessing the on-line applications system.

What you will provide:

1. Choice of **presentation format** (e.g., paper, poster, symposium, topical discussion).
2. **Complete contact information** for all presenters and contributing authors.
3. **Abstract** (75 words maximum) for on-line agenda.
4. **Summary** (maximum 1000 words) for peer review, and if accepted, publication in agenda book.
5. Choose the **Track** that best describes the content of your presentation (select from list).

Peer Review

Our peer reviewers will rate your presentation summary according to: (a) the interest level of the topic; (b) state-of-the-art methodology and approach to your topic; (c) overall quality of the submission (i.e., clearly conveyed summary of material to be presented, according to the guidelines below); and (d) relevance to the overall mission of the conference and this year's topics of interest.

Submission

A key contact person should be identified for each submission. All submissions must be completed on-line at: <http://rtckids.fmhi.usf.edu/rtcconference/call/> by 5:00 PM EST **October 31, 2008**.

Notification

All proposals will be acknowledged upon receipt, and contact persons will be notified of final decisions regarding acceptance and scheduling by mid-December 2008.



Questions?

Frequently asked questions can be found on-line at <http://rtckids.fmhi.usf.edu/rtcconference/call/help.cfm>

For more information or consultation, please contact Catherine Newman at cnewman@fmhi.usf.edu or 813-974-8429.

For help with your online application, contact Jonathan Wilson, jwilson@fmhi.usf.edu, 813/974-6139.



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Preparing Your Summary

(required for all formats – paper, poster, symposia, and topical discussions)

Preparing for the Agenda

Proposals for all presentation formats require a summary of up to 1000 words. You will be uploading a word processing document containing this summary via our on-line application system. If your proposal is accepted, the summary you have prepared will be published in full, as submitted, in the conference's agenda book. To ensure that your information is of maximum benefit to the field, please follow these guidelines carefully.

Paper and Poster Outlines

Paper presentations and posters address the same goal: to present important findings and conclusions from a specific project. Papers are allotted 30 minutes, and are scheduled with complementary presentations. Poster presentation sessions are more casual in nature, and allow in-depth conversation regarding the experiences of the investigators. Please use the following headings for your summary (see attached sample), and subheadings where helpful:

Introduction

- Purpose of the presentation, how the information presented will benefit the field.
- Briefly address the problem addressed by the work, and the research questions the project was designed to address.

Methodology

- Include details re: the selection of participants including *N*s, demographic characteristics, and location of the study/project.
- Analysis tools and procedures re: quantitative or qualitative methodology.
- Instruments and procedures used for data collection, outcome and/or relevant measurements.

Findings

- Findings relevant to research questions/project purposes: include your **most significant findings only**.
- Reports of statistically significant findings should be accompanied by relevant scores (Note: use APA format for statistics and equations, i.e., $t(N) = 7.300, p < .01$).
- If your data have not been analyzed at the time of submission, please discuss anticipated results.

Conclusion

- Conclusions drawn from the data/findings
- Implications for the field, further research/projects, etc.

Reference List

- Throughout the summary, you may provide citations to direct the readers to supporting literature.
- Please cite authorship of instruments in text and provide an APA style reference.
- The reference list should include only those works cited in the text.

Symposium Outline

Symposia are typically allotted 60 minutes (90 minutes may be awarded when warranted by content and/or complexity). Within symposium sessions, 2-3 related presentations are “sandwiched” between an overall Introduction and Discussion. These presentations address a single topic from different perspectives, or several elements of a research project. **We give first consideration to applications describing projects supported by empirical evidence.**

To organize your Symposium:

I. Overall Purpose Statement/ Introduction for the Symposium

- Prepare 250 words maximum that describe how the session is organized, and how it will contribute to the field. This text will be copied and posted in the synopsis field

II. Elements of Symposium

Note: When submitting symposia proposals online, each separate presentation is handled like a “paper” in the application process; the system will connect these elements to the symposium overall.

- For each presentation proposed, prepare individual presentation summaries, up to 1,000 words maximum. If accepted, these summaries will appear in the agenda book.
- If the symposium is comprised of presentations on *separate, unique studies*, the outline for paper presentations should be followed for each, with headings clearly indicated.
- If the symposium addresses *different aspects of a single project*, headings should be appropriate to the content. For example, a presentation on the methodology might include headings on participant selection, data collection, and analysis.
- Focus on individual topic rather than entire symposium purpose.

III. Symposium Discussion

- No summary of discussion is necessary.

Topical Discussion Outlines

Sometimes known as “roundtable” discussions, 60-90 minute topical discussion sessions are introduced, moderated, and facilitated by a session chair. These sessions are intended to share information and insights on current trends and issues, and are meant to be participatory; they often address problems, reveal best practices, uncover challenges, or provide directions for future research.

Please use the following headings for your Topical Discussion summary. You may use up to 1000 words maximum:

Introduction

- Purpose of the discussion, what you hope to accomplish, as well as how you propose to conduct the session, including the role of the audience.

Issues to Be Discussed

- Describe the issues to be addressed and their relevance to the purpose of the session
- Describe any future plans to utilize the outcome of discussion.

Who Should Attend

- Identify the key audience you wish to recruit for the discussion (i.e., educators, students, stakeholders, site administrators and other staff, etc.).

Reference List

- The reference list should include only those works cited in the text.