

## WORKFORCE ACTION: READY FOR THE FUTURE

### *A Two Day Health Workforce Conference*

District Health Boards and the Ministry of Health are pleased to invite you to submit an abstract for presentation at the 'Workforce Action: Ready for the Future' conference.

This is an exciting opportunity to share ideas and progress in New Zealand health and disability workforce planning and development. We welcome interest from Individuals and groups from all parts of the health and disability sector.

**Dates:**

28 & 29 June 2007

**Venue:**

Wellington Convention Centre  
111 Wakefield Street  
Wellington

### **Call for Abstracts**

Individuals and groups are invited to take an active part in this conference by submitting an abstract on any topic - whether linked with one of the conference themes or on any other subject relevant to health workforce challenges.

We are seeking offers of as many high-quality presentations as we can get and will select and group these to present an exciting and challenging programme. One aim will be to bring together people and presenters who have different perspectives on health workforce challenges in order to stimulate debate and encourage the spread of ideas.

### **Conference Themes**

- Workforce innovation: new teams, new approaches, new skills
- Promoting health careers
- Sustaining and retaining the workforce
- Leading and coordinating workforce change.

The following page gives instructions on how to submit an abstract via email.

## Instructions for Abstracts

1. Please submit abstracts by 30 March 2007.
2. The title must include: title, authors(s), affiliation, mailing address for the presenting author only and the e-mail address of the presenting author. Please underline the name of the presenting author.
3. The abstract must be typed single-spaced and must not exceed 250 words. Please use font Arial, size 11 point.
4. Please describe what the presentation will cover, the intended audience and the main conclusions.
5. Indicate on a separate page to which of the conference themes the abstract is related:
  - Workforce innovation: new teams, new approaches, new skills
  - Promoting health careers
  - Sustaining and retaining the workforce
  - Leading and coordinating workforce change.
  - None of the above
6. The conference will operate with concurrent sessions of 90 minutes duration following a plenary presentation. Abstracts are sought for these concurrent sessions. Please indicate on the separate page which of the following presentation types is being offered:
  - Free-standing presentation - 20 minutes with 10 minute discussion time.  
NB - Presentations will be grouped with others to fill a 90 minute session.
  - Symposium – three or more presentations that the authors wish to co-present to fill a 90 minute session on a particular topic or theme. To offer a symposium the proposer needs to identify each of the presentations and describe what each will cover.
  - 90 minute Workshop - a more interactive session often involving demonstrations or exercises (Please indicate if you wish to limit attendance numbers)
  - Poster (A presentation of information on a display board).
7. Please include a short (approx 30 word) biography of the main presenter(s)/author to be included in the conference programme if your abstract is successful.
8. Abstracts are to be submitted by email, and will be considered only if in Word or Word Perfect format (saved as a Windows PC compatible file). For ease of sorting please name your abstract file by your surname (the surname of the principal or first presenter or the convener of a symposium) and send by email as an attachment.

## Example

Future Workforce Challenges: What lies ahead?

Peter Brown, University of New Zealand, Private Bag 12345, Wellington.

Email: [workforce\\_abstracts@moh.govt.nz](mailto:workforce_abstracts@moh.govt.nz)

Questions have been asked about the challenges that face health systems. In New Zealand.....

## Important!

Please submit by email by 30 March 2007.

Please remember: 2 pages:

Page 1: Abstract: Maximum 250 words, font 11 point Arial, Word or Word Perfect for Windows.

Page 2: Attached text: Your mailing address, your phone and fax number and e-mail address, the conference theme that your abstract is related to (if any), type of presentation and short bio of presenting/main author.

Abstracts are to be emailed to: [workforce\\_abstracts@moh.govt.nz](mailto:workforce_abstracts@moh.govt.nz) and labeled with your surname only.

## Confirmation

The conference office will send confirmation of receipt of your abstract by return email.

## Acceptance

The programme organisers reserve the right to select abstracts for presentation. The presenting author will receive notification of acceptance before 16 April 2007.

## Publication

Successful abstracts will be included in the conference handbook that will be available to all participants and will be published on the web site of the conference. By submission of the abstract, the author transfers copyright ownership to the conference organisation for publication in the conference handbook and on the conference web site.

Submission of an abstract does not imply registration for the conference. Registration is obligatory for all presenters of abstracts, but can be completed after the acceptance of the abstract.