



13th INTERNATIONAL HEALTH WORKFORCE COLLOBORATIVE CONFERENCE

23-26 October 2011 - BRISBANE

GUIDELINES – AUTHORS AND DISCUSSANTS

The themes for the conference are:

A Interdisciplinary – education and training

Lead country: UK

B The Emerging Challenges of Expanding Medical Workforce Supply

Lead country: Australia

C Comparisons of the Restructured Primary Care in the IMWC Countries

Lead country: US

D Ethical Integration of Internationally Educated Health Professionals: Ethical and Regulatory Contexts

Lead country: Canada

Plenary sessions are structured such that a discussant will lead the session – introducing the topic and providing an overview of common themes and differences between the participating countries; as well as additional insights the discussant may wish to offer. Authors are to complete and circulate papers before the conference and in the conference session provide a short overview – highlighting key themes and clarifying any issues of fact. There will then be 4 breakout sessions, led by each of the authors, discussing several questions that have been developed by the discussant.

Each plenary session will last around 3 hours as follows:

15-20 minutes for Discussant

5-7 minutes each for Authors (maximum)

45-60 minutes breakout session

30-45 minutes to highlight issues and conclusions/actions to take forward

Discussants are selected for their knowledge of the topic under discussion and acknowledged leadership in the topic area. They have several key roles:

- Leadership of the session
- Co-ordination of any pre-conference discussion between authors
- At the conference - presentation of a summary and analysis of papers, teasing out common themes and differences from the four countries and conducting the plenary discussion - drawing out emerging themes, points of difference and ideas for the future
- Design of the research questions for the breakout sessions (each session author will host a breakout session)
- Following the conference, work with the authors to edit the papers into a combined manuscript suitable for journal publication.

Authors are selected for their knowledge of the topic under discussion. Their role is:

- Preparation of the country paper on the topic following a standard format; papers to be completed in time to allow pre-conference publication on the conference website
- At the conference provide a short (5-7 minute) overview of their paper, highlighting key themes and relevant issues, policy approaches and ideas for the future; and contribute to the plenary discussion
- Lead a breakout session
- Following the conference, work with the discussant and other country authors to edit the papers into a combined manuscript suitable for journal publication.

Authors do **not** deliver a verbal presentation of their paper at the conference, although lead authors comprise a panel and have an opportunity to provide a brief overview of their paper (5-7 minutes) before the general discussion at the plenary. Authors will also be requested to facilitate discussion groups. All papers are distributed to attendees in advance through the conference website with the expectation that attendees read the papers before arriving at the conference. This provides maximum time for discussion of the issues relevant to the topic by conference participants.

Paper format

Authors from each of the four participating nations (Canada, Australia/New Zealand, United Kingdom, United States) are expected to prepare papers using a standardised format. This allows better comparison of information from each country, and allows the papers on a theme to be integrated into a single manuscript following the conference. A standard guide to authors has been prepared for each topic. The guide covers the content of the paper and includes core issues and data that each paper should cover.

Papers should follow the detailed topic brief and should consist of:

- Abstract of less than 500 words
- Text: minimum length of 2500 words to a maximum length of 4000 words
 - Evidence based wherever possible

Authors must be willing to make a good faith effort to produce data, analysis and comment that meet these specifications.

Discussants must be willing to commit to carrying through the editorial process of synthesising the key content of papers into a coherent final manuscript (contingent on submission of good quality papers by individual authors). We expect all authors and discussants on a topic to be listed as co-authors on any final manuscript.

Submission deadlines:

Papers should be submitted electronically to the discussant for your session and to Christine Smith at chsmith@rcpsc.edu. Papers should be submitted as a PDF document. Papers will be posted on the International Health Workforce Collaborative website.

The deadline for submission of the paper is **9 September 2011**.