



Institute for Health and Social Science Research (IHSSR)

Guidelines & Terms of Reference: IHSSR Research Meetings

1. Establishment

Following Strategic Planning discussions in 2011 the Institute for Health and Social Science Research (IHSSR) undertook the establishment of research-focused meetings with the following three main aims:

- To help create, foster and grow a research culture across the IHSSR;
- To provide mentorship for current IHSSR Research Higher Degree (RHD) students as well as post-doctoral and other researchers;
- To share information and updates about current IHSSR research projects.

IHSSR Research Meetings should have a different Chair for each subsequent meeting. It will be the responsibility of the Chair of each meeting to organise speakers for that meeting. Meetings should be conducted in a location that offers opportunities for multiple access methods across various sites both on and off Rockhampton campus. The Meetings should be promoted to all IHSSR staff, students and full members. Researchers with no current IHSSR affiliation may be invited to attend in the interests of developing collaborations of mutual benefit.

Typical topics discussed at IHSSR Research Meetings include but are not limited to student projects, grant writing, paper writing, research design issues, recruitment issues, statistical issues, and ongoing IHSSR projects. Topics must have a research focus. Meetings will be held monthly in each calendar year.

2. Organisation and Responsibilities

Key points:

- Each meeting will have a different Chair also responsible for organising speakers;
- Names of confirmed presenters, titles of presentations and a 100 word abstract should be forwarded to the Science Communicator no less than two weeks prior to each meeting;
- Key Researchers and/or supervisors will promote participation in the meetings to RHD students and Post-doctoral appointments;

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- Research Active IHSSR members and students are expected (within reason) to attend the meeting, and block time out in their diary;
- This initiative can only be successful and useful if it is well attended by representatives from students and key researchers;
- The first part of the meeting will be allocated for student presentations;
- The second part of the meeting will be allocated to a topic on an Ad Hoc basis; this could be a session on paper/grant writing, CATI surveys, statistics or another presentation by a more senior researcher in order to help promote and facilitate research within the Institute;
- Where possible, meetings will be recorded and links to online video forwarded to interested members.

3. Presentations

An individual presentation should be no longer than 10 or 15 minutes, followed by 15 to 20 minutes of discussion (to provide supportive feedback, to improve study outcomes and presentation style). Presenters are encouraged to flag research related 'issues' or 'problems' at the end of their presentation as a lead for a group discussion.

4. Choosing Presenters/Speakers

Key researchers will be asked to nominate one of their RHD students on a rotating basis. Students will be expected to present and will receive encouragement to do so.

Key researchers and Research Active Members are invited to present as well; this may go beyond simply presenting study results (see topics), but must be related to research.

5. Who should Attend

- All staff, RHD and Honours students and IHSSR members currently undertaking any research or research related activity;
- Key IHSSR researchers.

6. Chair and Deputy Chair

The Chairing of each IHSSR Research Meeting will rotate with Directors and researchers from each of the IHSSR's Centres and Research groups given an opportunity to Chair.

The Chair for subsequent meetings will be chosen before the close of each meeting.

The Deputy Chair for each meeting shall be the Science Communicator.

7. Frequency of Meetings

The IHSSR Research Meetings will be held on the first Monday in each calendar month, 9am-11am, unless otherwise notified.

8. Support

The Science Communicator will offer support in terms of promoting IHSSR Research Meetings and with organising locations and technological requirements.