

Call for Proposals

How Should I Format My Proposal?

There is no prescriptive format for a proposal. The organizers of the International Harm Reduction Association (IHRA) conference have kindly shared some of the formats that they use for their submissions, and you may wish to follow one of the following layouts to structure your ideas effectively:

Good Practice / Advocacy Proposals:

1. Issue – describe the identified problem or the need that your service or policy originally set out to tackle, and/or what you were advocating for.
2. Setting – provide some information on things such as the geographical location for the project, the target audience, or the scale of drug use
3. Process – describe your project, intervention or advocacy plan: What did you do? How did you do it? What made you decide to do it this way?
4. Outcomes – describe the impact or results of your project, intervention or advocacy: How many people did you reach or help? What barriers did you face? If you were unsuccessful, what would you do differently if you could start again? What lessons did you learn? What lessons could the attendees learn?

Policy Proposals:

1. Issue – outline the subject that you wish to explore and the evidence of need or problems
2. Key Arguments – outline your key perspectives and arguments
3. Implications – outline the impact that these arguments have for existing or changing policies: What lessons could the attendees learn from your presentation?

Research Proposals:

1. Background / Objectives – including an overview of the presentation aim and the problem being investigated
2. Methods Used / Approach Taken – try to ensure that the language used is accessible for a non-academic audience
3. Study Results – an accessible summary of your main findings
4. Conclusions – the main study findings and some discussion about the implications for harm reduction and the lessons that attendees can take away with them from this presentation.