INTERNATIONAL SOCIETY FOR AUGMENTATIVE AND ALTERNATIVE COMMUNICATION

Gold Coast, Australia

July 21 to 26, 2018

ABSTRACT SUBMISSION GUIDELINES

Prepared by Dr Sally Clendon and Dr Kate Anderson together with the Scientific Committee, Research Committee, Conference Co-chairs, and ISAAC International Executive.

ABSTRACT SUBMISSION GUIDELINES

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**International Society for
Augmentative and Alternative Communication**

Important Notes for All Authors

Making your Submission to the Online System

All submissions (Platform, Poster, Workshop or Research Seminar) must be made through the online system. Please note that your computer will need to have Java installed to use the online submission system.

> To submit a proposal online, please go to the ISAAC webpage:
> https://www.isaac-online.org/english/conference-2018/call-for-papers-2018/
> The online portal will open on June 26th, 2017 @ 18:00 GMT.
> **Submissions close September 30th, 2017 @ 18:00 GMT.**

Each submission requires you to:
1. Complete an online form – see individual requirements for each submission type on the following pages.
2. Upload ASHA declaration form(s) as a single PDF file.

Peer Review and Selection

Proposals will be selected based on relevance, scientific quality, content area, importance, and program balance. The Program Committee will make final decisions regarding:
- Allocations to streams and content focus areas
- Final format (e.g. poster/platform) and duration of each presentation.

Please note that you may be offered an alternative format to your original selection.

Please **do not** submit the following:
- Abstracts that have already been **published elsewhere**
- Submissions that are solely for **marketing purposes** - these presentations should be held at an exhibitor's booth.
- Submissions containing **sensitive material**, such as a person's name, voice, picture, or personal details, without their permission.

Copyright

ISAAC will own the copyright on all proposals accepted for the conference.

Ethical Procedures

All presenters are expected to have followed ethical procedures in the collection and analysis of clinical and research data. This includes measures to protect the privacy and confidentiality of people mentioned in their presentations. Images and likenesses, including audio recordings and photographs or video data, must only be used with the permission of the person depicted. Real names or initials must only be used with the participant's permission; otherwise pseudonyms stated as not being the person's real name must be used. Where a person cannot provide informed consent themselves, proxy consent (e.g., from a parent or appointed guardian) must be obtained. For those requiring more information about consent and assent processes, the following links to *Ethical Research Involving Children* (ERIC[1]) and *Ethical Guidance for Research with People with Disability* (National Disability Authority[2]) may be of use.

It is the author's responsibility to make consent or other ethical considerations clear within their submission. Abstracts suspected of containing identifying information will be returned to the author(s) as non-reviewable.

Notification of Acceptance

1. Applicants will be notified about the acceptance/rejection of their submission by **February 23, 2018**. Some authors may be offered a chance to resubmit their proposal in an alternative format.
2. Presenters will be notified of the time, date, and final format of their presentation by **April 30, 2018** at the latest.
3. Authors accepted to the program are expected to register their attendance for the event and be available to present at their allocated time in the program. Changes to allocated times will not be considered. Conference registration pricing rates will be released publicly in advance of acceptance notifications being sent.

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[1] http://childethics.com/
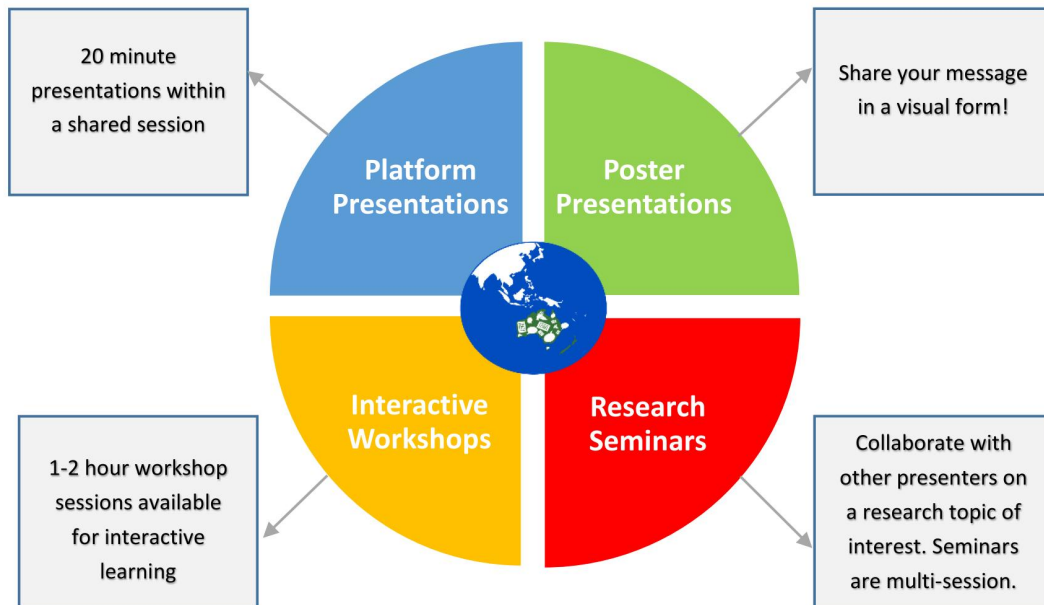[2] http://nda.ie/Policy-and-research/Research/Research-Ethics/

Conference Theme and Content Focus Areas for ISAAC 2018

The Australian AAC community are proud to be trailblazers in Communication Access. Our conference theme, *AACcess All Areas*, reflects ISAAC's common goal for equal access to all areas of life by people who use AAC. We look forward to hearing how you are addressing access issues across the following domains.

Content Focus Area	Examples
AACcess emerging technologies	Innovative tools, resources and techniques that advance the field of AAC
AACcess language and literacy	Optimising language and literacy development for people who use AAC
AACcess education	Access to early education, school, tertiary and work-related education, and life-long learning.
AACcess the community	Travel within and beyond the local community Involvement in civics and citizenship Supporting communication partners Creating communication accessible businesses and services
AACcess employment	Careers, jobs and volunteering Life after work
AACcess diversity	Diverse identities: ability, sexuality, gender, spirituality and more Accessing culturally and linguistically appropriate services
AACcess justice	Accessing legal aid and representation Advocacy Addressing violence, abuse, and safety in the community
AACcess culture	Accessing sport, recreation, literature and the arts Supporting self-expression
AACcess relationships	Friendships, family and partners Sexuality and parenting Accessing client and family-centred services
AACcess social media	Applications of social media for friendships, learning, employment, dating, online identity, service provision, advocacy, and awareness.
AACcess the world: Developing nations in AAC	Communication awareness, knowledge, and capacity in AAC emerging countries around the world.
AACcess the Asia-Pacific Region	AAC capacity building and networking issues specific to Australia and the Asia-Pacific Region.

International Society for
Augmentative and Alternative Communication

Submission Formats

For this conference, we are offering four different submission formats for authors to choose from. Please note that the Research Seminars are replacing the previous research symposium, and will now be integrated within the main conference program.

20 minute presentations within a shared session

Platform Presentations

Poster Presentations

Share your message in a visual form!

Interactive Workshops

Research Seminars

1-2 hour workshop sessions available for interactive learning

Collaborate with other presenters on a research topic of interest. Seminars are multi-session.

The following guidelines have been provided to help you decide which format will be most appropriate for your presentation, and how the reviewers will judge each category. These sections include information on preparing your abstracts and using the online form. We have also provided you with some guidance on preparing your presentation for the conference.

Platform Presentations

These are short presentations. We will group these together by topic area. Each platform presentation will be 20 minutes in length. There will be 10 additional minutes allocated for questions and transitioning between speakers. For tips and advice on creating a high quality platform presentation and engaging the audience, see our webpage.
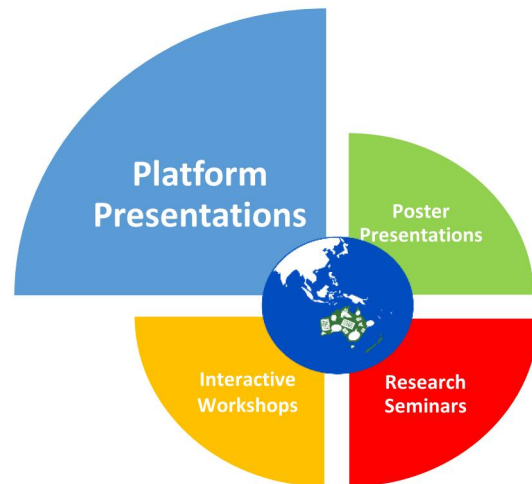
Online Submission Form – Platform Presentations
The online form will prompt you to provide the following details:

Presentation Title:
The topic of your presentation should be clear from the title (max 15 words).

Author Details:
You will be asked to provide the name, affiliation, contact details, and a short biography (max 150 words) for **each** author. You must also indicate which author(s) will be presenting the submission at the conference.

Presenter Requirements:
All of the presentation rooms will be equipped with an Internet enabled PC, data projectors, screen, USB ports, and audio output to amplified speakers. Please indicate if you have any **additional** AV needs. Please also list any presenter accessibility needs including set-up assistance, assistive technology requirements, and wheelchair accessibility.

Target Audience:
Authors must select one of the following options:
- *Introductory / General Knowledge level* presentations target early practitioners / researchers / families, OR cover a broad scope for a wide audience.
- *Intermediate / Advanced knowledge level* presentations target practitioners / researchers / families with significant background in AAC, OR a specialised topic with a narrower scope.

Evidence Areas:

Platform presentations can be submitted that address one or more of the following evidence areas:

- *Research Evidence* - Present quality evidence gathered using empirical qualitative and/or quantitative research methods.
- *Professional Practice* - Share observations and experiences from your professional practice, or guide others in their practice.
- *Personal Experiences and Preferences* - Tell your story about living or working with AAC.
- *Research Methods and Theories* - Discuss AAC research methods and/or AAC theory.

Content Focus Area(s):

Platform presentations can be submitted that address one or more of the content focus areas. These relate to the theme of the conference, AACcess All Areas, and are listed in Appendix 1.

Declaration of Interest Statement

Authors must select one of the following statements:

- "*The authors disclose they have no financial or other interest in objects or entities mentioned in this paper*".

OR

- "*The authors disclose they have the following financial or other interests in objects or entities mentioned in this paper...*" (Please provide specific details, e.g., research funding sources, commercial interests in products or interventions, etc.)

This statement must acknowledge the interests of **all** authors on the paper.

Abstract Format – Platform Presentations

Your abstract must be entered as plain text into the submission form, and should be a **maximum of 750 words**, including up to six references.

The abstract should provide a detailed description of the session contents for the conference proceedings and for review purposes. To see an example of a platform presentation abstract, click on this link.

Research Evidence submission abstracts must include the aim, method, results, and conclusion.

Professional Practice, *Personal Experiences and Preferences*, and *Research Theories and Methods* submission abstracts must include the content and focus of the presentation.

The abstract should contain no identifying details of the authors, to enable a blind review of the submission.

ASHA Disclosure Form(s)

These forms allow ASHA members to gain Continuing Education Unit (CEU) points for attending your presentation. An ASHA form must be completed for each proposal submission and uploaded as a PDF. If they are not included the proposal will be returned to the author(s) as non-reviewable.

The ASHA forms can be accessed by clicking here, and downloaded / saved to your local computer for completion. ISAAC International recommends using the full version of Adobe Acrobat to electronically sign your PDF abstract upload. Alternatively, printed ASHA forms can also be scanned or photographed and converted to PDF.

Selection Criteria

The platform presentations will be reviewed according to the following criteria:
- Strength of theoretical, scientific, or professional rationale.
- Quality and rigor of content, as appropriate for proposal type.
- Relevance and interest to ISAAC audience.
- Overall clarity of proposal.
- Suitability for proposed presentation format.
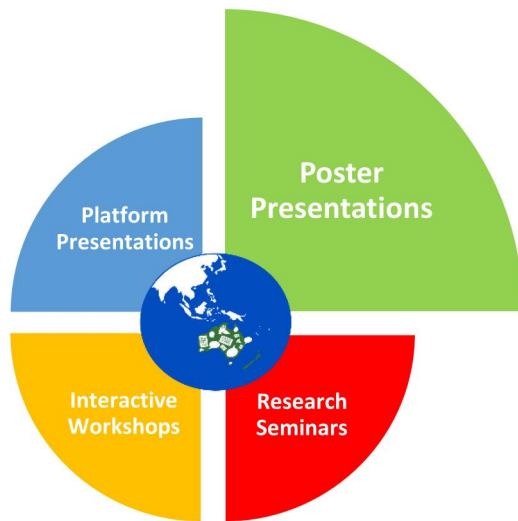
Poster Presentations

Poster presentations are a visual representation of research findings, ideas, or personal experiences. They typically incorporate graphics and text. Posters will be on display at set times during the conference. Presenters will be allocated a short timeslot to discuss their poster with delegates. For poster formatting requirements, as well as tips and advice on creating a high quality poster presentation, see our webpage.

Online Submission Form – Poster Presentations

The online form will prompt you to provide the following details:

Presentation Title:
The topic of your poster should be clear from the title (max 15 words).

Author Details:
You will be asked to provide the name, affiliation, contact details, and a short biography (max 150 words) for **each** author. You must also indicate which author(s) will be presenting the poster at the conference.

Presenter Requirements:
Please list any presenter accessibility needs including set-up assistance, seating, or a board at the end of a row for improved wheelchair access.

Evidence Areas:
Posters can be submitted that address one or more of the following evidence areas:

- *Research Evidence* - Present quality evidence gathered using empirical qualitative and/or quantitative research methods.
- *Professional Practice* - Share observations and experiences from your professional practice, or guide others in their practice.
- *Personal Experiences and Preferences* - Tell your story about living or working with AAC.
- *Research Methods and Theories* - Discuss AAC research methods and/or AAC theory.

Content Focus Area(s):

Platform presentations can be submitted that address one or more of the content focus areas. These relate to the theme of the conference, AACcess All Areas, and are listed in Appendix 1.

Declaration of Interest Statement

Authors must select one of the following statements:
- *"The authors disclose they have no financial or other interest in objects or entities mentioned in this paper"*.

OR
- *"The authors disclose they have the following financial or other interests in objects or entities mentioned in this paper..."* (Please provide specific details, e.g., research funding sources, commercial interests in products or interventions, etc.)

This statement must acknowledge the interests of **all** authors on the poster.

Abstract Format – Posters

Your abstract must be entered as plain text into the submission form, and should be a **maximum of 750 words**, including up to six references.

The abstract should provide a detailed description of the poster contents for the conference proceedings and for review purposes. To see an example of a poster presentation abstract, click on this link.

Research Evidence submission abstracts must include the aim, method, results, and conclusion.

Professional Practice, *Personal Experiences and Preferences*, and *Research Theories and Methods* submission abstracts must include the content and focus of the poster.

The abstract should contain no identifying details of the authors, to enable a blind review of the submission.

ASHA Disclosure Form(s)

These forms allow ASHA members to gain Continuing Education Unit (CEU) points for attending your presentation. An ASHA form must be completed for each proposal submission and uploaded as a PDF. If they are not included the proposal will be returned to the author(s) as non-reviewable.

The ASHA forms can be accessed by clicking here, and downloaded / saved to your local computer for completion. ISAAC International recommends using the full version of Adobe Acrobat to electronically sign your PDF abstract upload. Alternatively, printed ASHA forms can also be scanned or photographed and converted to PDF.

Selection Criteria

The poster presentations will be reviewed according to the following criteria:
- Strength of theoretical, scientific, or professional rationale.
- Quality and rigor of content, as appropriate for proposal type.
- Relevance and interest to ISAAC audience.
- Overall clarity of proposal.
- Suitability for proposed presentation format.

Interactive Workshops

Interactive workshops provide more in-depth coverage of topics and create opportunities for discussion and interactive learning. Most of the interactive workshops will be 60 minutes in length. Presenters can request a longer session length (90 or 120 minutes) with strong justification. For tips and advice on writing and running a workshop that is interactive, inclusive, and accessible in its delivery, see our webpage.

Online Submission Form – Interactive Workshops

The online form will prompt you to provide the following details:

Presentation Title:

The topic of your workshop should be clear from the title (max 15 words).

Author Details:

You will be asked to provide the name, affiliation, contact details, and a short biography (max 150 words) for **each** author. You must also indicate which author(s) will be presenting the submission at the conference.

Presenter Requirements:

All of the workshop rooms will be equipped with an Internet enabled PC, data projectors, screen, USB ports, and audio output to amplified speakers. Please indicate if you have any **additional** AV or presentation needs. Please also list any presenter accessibility needs including set-up assistance, assistive technology requirements, and wheelchair accessibility.

Target Audience:

Authors must select one of the following options:
- *Introductory / General Knowledge level* workshops target early practitioners / researchers / families, OR cover a broad scope for a wide audience.
- *Intermediate / Advanced knowledge level* workshops target practitioners / researchers / families with significant background in AAC, OR a specialised topic with a narrower scope.

Evidence Areas:

Workshops can be submitted that address one or more of the following evidence areas:

- *Research Evidence* – Research workshops present quality evidence gathered using empirical qualitative and/or quantitative research methods. These data form the basis of learning activities, or are used to engage participants in discussion.
- *Professional Practice* – Professional practice workshops support participants to learn or refine professional skills, based on clinical data and shared expertise.
- *Personal Experiences and Preferences* – These workshops may encourage participants to share experiences with each other. They may also focus on the development of personal skills such as advocacy, creativity, or self-expression.
- *Research Methods and Theories* – These workshops support partiicpants to learn or refine research skills, based on research data and shared experience.

Content Focus Area(s):

Interactive workshops can be submitted that address one or more of the content focus areas. These relate to the theme of the conference, AACcess All Areas, and are listed in Appendix 1.

Declaration of Interest Statement

Authors must select one of the following statements:

- *"The authors disclose they have no financial or other interest in objects or entities mentioned in this paper"*.

  OR
- *"The authors disclose they have the following financial or other interests in objects or entities mentioned in this paper..."* (Please provide specific details, e.g., research funding sources, commercial interests in products or interventions, etc.)

This statement must acknowledge the interests of **all** authors of the workshop.

Abstract Format – Workshops

Your abstract must be entered as plain text into the submission form, and should be a **maximum of 750 words**, including up to six references.

The abstract should provide a detailed description of the workshop contents for the conference proceedings and for review purposes. Abstracts must include the content and focus of the workshop, the learning outcomes, and the interactive components. To see an example of a workshop abstract, click on this link.

Learning Outcomes
The abstract must list three learning outcomes. For tips on writing learning outcomes for workshops, see this webpage.

Interactive Components
The abstract must outline the strategies that will be used to promote interactive learning during the workshop. For example, these might include hands-on activities or small group work on focused questions. For more ideas, see the tips and advice section below.

The abstract should contain no identifying details of the authors, to enable a blind review of the submission.

ASHA Disclosure Form(s)
These forms allow ASHA members to gain Continuing Education Unit (CEU) points for attending your workshop. An ASHA form must be completed for each proposal submission and uploaded as a PDF. If they are not included the proposal will be returned to the author(s) as non-reviewable.

The ASHA forms can be accessed by clicking here, and downloaded / saved to your local computer for completion. ISAAC International recommends using the full version of Adobe Acrobat to electronically sign your PDF abstract upload. Alternatively, printed ASHA forms can also be scanned or photographed and converted to PDF.

Selection Criteria
The interactive workshops will be reviewed according to the following criteria:
- Strength of theoretical, scientific, or professional rationale.
- Quality and rigor of content, as appropriate for proposal type.
- Relevance and interest to ISAAC audience.
- Overall clarity of proposal.
- Suitability for proposed presentation format.
- Appropriateness of learning outcomes.
- Engagement of ISAAC audience.

Research Seminars

The purpose of the Research Seminars is to create a platform for academic discussion and debate around conceptual areas of interest in AAC research. This should lead to deeper understanding and give impetus for new questions, ideas and directions in AAC research. The Research Seminars are not aimed specifically at emerging or established researchers, but rather at anyone who is interested in a more in-depth engagement and theoretical discussion around a particular AAC research topic.

What is a Research Seminar?

Unlike more traditional platform presentations, a Research Seminar runs over a longer period of time. It will include purposefully scheduled time for presentation, brainstorming, discussion and debate with all attendees. Each Research Seminar will consist of several linked sessions across a single day – for example: one 2-hour session in the morning, and two 1.5-hour sessions in the afternoon.

Each Research Seminar will be led by one or more established AAC researchers who have experience and theoretical knowledge in a particular aspect of AAC research. These leaders will gather together a team of co-presenters who may give short presentations on related work, which are aimed at stimulating thought and discussion of new research directions. The leaders will have responsibility for chairing the sessions within each Research Seminar.

Note: One team member must gather all of the information and make the online submission (see instructions at the end).

Online Submission Form – Research Seminars
The online form will prompt you to provide the following details:

Presentation Title:
The topic of your research seminar should be clear from the title (max 15 words).

Author Details:
You will be asked to provide the name, affiliation, and contact details for **each** author. You must also indicate which author(s) will be presenting a paper during the seminar.

In addition, you will be asked to provide the following biographical information for **each** author: affiliation, qualifications, and brief track record relating to AAC research and capacity building of other researchers (150 words per author).

Presenter Requirements:
All of the presentation rooms will be equipped with an Internet enabled PC, data projectors, screen, USB ports, and audio output to amplified speakers. Please indicate if you have any **additional** AV needs. Please also list any presenter accessibility needs including set-up assistance, assistive technology requirements, and wheelchair accessibility.

Declaration of Interest Statement
Authors must select one of the following statements options:
- "*The authors disclose they have no financial or other interest in objects or entities mentioned in this paper*".
> OR
- "*The authors disclose they have the following financial or other interests in objects or entities mentioned in this paper...*" (Please provide specific details, e.g., research funding sources, commercial interests in products or interventions, etc.)

This statement must acknowledge the interests of **all** authors involved in the seminar.

Abstract Format – Research Seminars
Research seminar abstracts should be entered as plain text into the online form. The abstracts should provide a detailed description of the Research Seminar contents for the conference proceedings and for review purposes.

The following abstracts should be submitted:

(A) Overview of Research Seminar

- **Overall title of Research Seminar**
- **Overall abstract (250 words)**
  Provide a description of why this is an important area of AAC research, the proposed outcomes, and how the component presentations are planned to fit together (approx. 125 words). Outline how many presenters are included; and how the audience will be engaged in discussion (approx. 125 words).

(B) Title and abstract for each presentation included in the Research Seminar

Presentation 1
- **Title**
- **Abstract (250 words)**
  Outline the content of the presentation, its rationale, its importance, and specific questions that the audience will be asked to consider during the discussions.

Presentation 2
- **Title**
- **Abstract (250 words)** - Same format as above (click on the + button to add text fields as required).

Note: The number of presentations included in the Research Seminar is at the discretion of the Research Seminar leader(s), but time restrictions (three sessions of 2 or 1.5 hrs each) are scheduled per Seminar.

ASHA Disclosure Form(s)
These forms allow ASHA members to gain Continuing Education Unit (CEU) points for attending your seminar. An ASHA form must be completed for each seminar presentation and uploaded as a **single** PDF. If they are not included the proposal will be returned to the author(s) as non-reviewable.

The ASHA forms can be accessed by clicking here, and downloaded / saved to your local computer for completion. ISAAC International recommends using the full version of Adobe Acrobat to electronically sign your PDF abstract upload. Alternatively, printed ASHA forms can also be scanned or photographed and converted to single PDF.

Selection Criteria
Research seminar proposals will be selected based on quality as assessed by a peer review panel of AAC researchers. The panel will consider the following aspects of each submitted proposal:

1. *Innovative Excellence in AAC research*: Scientific quality and potential for new ideas as an outcome.
   Rationale: Description of the importance of the focus area of research.
   Aim: Description of the expected outcomes.
   Method: Quality and cohesiveness of the presentations.
   Engagement: How audience engagement and discussion will be facilitated.
2. *Strength of AAC researchers/team involved*
   Relative to opportunity and can include a mix of early, mid, and established researchers.
3. *Overall Impressions* of the proposal in relation to the purpose of the ISAAC Research Seminars 2018.