Call for Abstracts - Submission Guidelines

Abstract submissions must be received by Thursday, January 28, 2016 at 11:59 PM (ET).

AACPDM Annual Meeting Policy Reminders

- Abstracts may not be submitted if they have been published as a full research paper at the time of submission.
- Abstracts accepted for the 70th Annual Meeting must be unbiased and free of conflicts of interest. Abstracts will be non-promotional in nature and without commercial bias. Papers that are written in a manner that promotes a company, service, or product will not be considered.
- All presenters of accepted abstracts are required to register for the Annual Meeting. Fees are not reduced or waived for presenters. The second author should be prepared to attend if an emergency causes the primary author’s absence.
- Withdrawal of an accepted abstract after the program has been assembled will result in the lead author being barred from submitting work to the next Annual Meeting.

Expectations of Abstract Submissions:

- Each author listed on the abstract is required to complete a Financial Disclosure, which will be found in the “Presenters and Authors” section of the submission site.
- Abstracts should be submitted in “people-first” language and avoid potentially pejorative terms, such as “wheel-chair bound”, “afflicted”, or any other terms that may be deemed insensitive to persons with disabilities.
- It is expected that all research involving human subjects or animals has been approved by the appropriate ethical review committee.
- Detailed expectations for each submission type are outlined on the following pages.

Important Topics

This year we have asked people with disabilities and family members what they would like to see presented or discussed at the next AACPDM meeting. The results also aligned with AACPDM 2015 Annual Meeting attendee feedback. Here are some of the subjects important to them.
1. Social inclusion: at school, in the workforce and beyond
2. What’s coming next? Innovations in technology (for communication and movement) and innovations to cure, reduce severity and prevent brain injury
3. Adult research: mental health, relationships, puberty and sex, strengthening the core, standing to prevent decline, orthopaedic surgery, nutrition
4. What are current best practice protocols? – early intervention, communication, orthotics, surgery, combinations of interventions, pain management, mental health, peer support
5. Alternative vs traditional treatment approaches vs a combination
6. A focus on the non-spastic types of CP and other developmental disorders—education of public, cause and most effective treatments
Online Abstract Submission Instructions


2. To create an account, scroll to the bottom of the page and select “Join Now” to begin building your profile. The email and Access Key will be used for future access to this site. This is separate from your login to the AACPDM website.

The AACPDM does not have access to your access key for abstract submissions. If you have forgotten your access key, select “Lost your access key?” and follow the instructions.

3. Once you log in, you can modify your account, start a new submission or update and review previously submitted abstracts.

4. To begin a new submission, select “Click here to begin a new Abstract”. Please read and follow all instructions thoroughly.

5. Once you enter your title and select your submission type, complete each task and follow the directions that are provided.

6. After all tasks have been completed, select “Preview and Submit” to finalize your submission.

**DEADLINE: Abstracts must be submitted by Thursday, January 28, 2016 at 11:59 PM (ET).**

Notifications will be emailed by April 2016.

View Abstract Samples
Scientific Presentation

When an abstract is submitted as a Scientific Presentation, the Scientific Program Committee determines the presentation format of a free paper or poster, after review and selection. All abstracts that are accepted in this category will be published. Please note: Individuals may only present a maximum of two oral presentations.

- **Free Paper (podium presentation)** – A seven-minute oral presentation held during one of the concurrent “Free Paper” sessions during the Annual Meeting.

- **Scientific Poster** – If accepted, Scientific (and Demonstration) Poster Presenters will be required to submit their poster in 2 formats: a traditional paper poster (to be displayed on a bulletin board) as well as an ePoster. An ePoster is an electronic version of the traditional paper poster in PowerPoint and PDF format. It will be displayed on computer monitors at the Annual Meeting and posted on the AACPDM website for 2 months after the Annual Meeting. The dual display methods will increase exposure to the work and allow people to view the poster in the comfort of their hotel room or even at home after the meeting. Details will be sent to accepted presenters and posted on the AACPDM website.

The members of the AACPDM Scientific Program Committee will review the abstracts, blinded to the names of the authors and institutions affiliated with the submission. Presentations will be selected on the basis of their research question or hypothesis, study design/methodology/conclusions, impact/relevance and importance.

Student status will not affect your abstract submission type or the grading of your abstract. Scientific Posters submitted by students will not be differentiated from those submitted by non-students.

*In order to make fair comparisons of the quality of submitted abstracts across a wide spectrum of disciplines, it is imperative that the format of a structured abstract be followed.*

There is a strict 3,000 character count, including spaces, which will be imposed on the length of the body of the abstract. You will need to complete each section of the abstract body:

**Background and Objective(s):** Provide a brief statement about the problem or question/s of interest followed by the specific objective/s of the study. Include a list of hypotheses, when applicable.

**Study Design:** Listed below are some useful terms. Please refer to the Oxford-Centre for Evidence Based Medicine website for these and related terms (www.cebm.net).

**Studies of Intervention:**
- Systematic review or meta-analysis
- Randomized controlled trial: (double) blinded
- Placebo controlled
- Crossover; before-after trial
- Cohort study (retrospective or prospective)
- Case control study
Studies of Prognosis:
- Cohort study (retrospective or prospective)
- Case series

Studies of Diagnosis:
- Validating cohort study or exploratory cohort study
- Non-consecutive study or case-control study
- Ecological study

Health Economic Evaluations:
- Cost-effectiveness
- Cost utility or benefit analysis

Instrument Development & Validation Study

Descriptive Studies (Survey or Cross sectional):
- State methodology (e.g. grounded theory, phenomenology, etc.)

Qualitative Studies
- State methodology (e.g. grounded theory, phenomenology, etc.)

Study Participants & Setting: Describe who is being studied and in what setting, in order to determine the generalizability of the results. The selection criteria, number who participated out of the number eligible and pertinent socio-demographic information may be described.

Some terms used to describe participant selection include: random sample, consecutive series, convenience sample, volunteer sample, purposeful sample. The settings may include primary care setting, tertiary or referral center, institutional setting, general community, etc.

Materials/Methods: Describe the methods used to conduct the study. Where applicable, identify the primary (and important secondary) outcome measures to be reported and what statistical methods (where applicable) were used to conduct the analyses.

Results: Scientific abstracts must contain analyzed data from the completed study. The results are reported including standard deviations or 95% confidence intervals and the level of statistical significance when applicable. Results of qualitative studies must include appropriate description and analysis.

Conclusions/Significance: Only those conclusions that can be supported by the data presented in the study should be reported. The significance or implications of the findings may be described.
Instructional Course

Instructional Courses are two hours in length, providing formal in-depth instruction for continuing professional education combined with audience participation and interaction. There is a strict 3,000 character count, including spaces, which will be imposed on the length of the body of the abstract.

Instructional Courses are an extremely important component of the Academy meeting. Based on feedback from previous courses, we recommend that authors structure their course according to the following guidelines:

1. Content should be current, evidence based, practical, applicable and balanced.

2. The most positively evaluated courses are those which encourage audience participation in a variety of ways throughout the session.

3. Careful consideration should be given to the number of presenters. *Involvement of two or three presenters is suggested.* Having too many presenters often results in loss of continuity and excess use of time.

4. Handouts are **required** for any accepted abstract for Instructional Courses. Handouts submitted electronically prior to the meeting will be included on the AACPDM website. (Prior permission must be obtained to duplicate copyrighted materials.) Instructions on submitting handouts will be sent to accepted presenters and posted on the AACPDM website.
Breakfast Seminar

This 60-minute interactive session should include approximately 40 minutes for presentation of material and 20 minutes of interactive discussion with attendees. Attendance is limited to 50 people in order to encourage audience participation. There is a maximum of 4 presenters and a strict 3,000 character count, including spaces, which will be imposed on the length of the body of the abstract.

Your session should include the following:

1. Content should be current, evidence based, practical, applicable and balanced.
2. Prepare questions to encourage participation in the 20-minute interactive portion of your session.
3. Prepared background material (handouts, references) are required and should be made available prior to or at the meeting. Handouts submitted electronically prior to the meeting will be included on the AACPDM website. (Prior permission must be obtained to duplicate copyrighted materials.) Instructions on submitting handouts will be sent to accepted presenters and posted on the AACPDM website.
Demonstration Poster

The purpose of a Demonstration Poster is to showcase emerging ideas, generate discussion regarding service delivery models, highlight novel techniques and technologies; and/or advocacy efforts pertaining to the care of people with childhood-onset disabilities. Demonstration Posters can be used to highlight an upcoming funded clinical study, but scientific data and analyses are more appropriate for submission as a Scientific Presentation. The Demonstration Posters will be fully recognized in the program; however, please note that these abstracts will not be published in the Developmental Medicine & Child Neurology (DMCN) journal.

If accepted, Demonstration (and Scientific) Poster Presenters will be required to submit their poster in 2 formats: a traditional paper poster (to be displayed on a bulletin board) as well as an ePoster. An ePoster is an electronic version of the traditional paper poster in PowerPoint and PDF format. It will be displayed on computer monitors at the Annual Meeting and posted on the AACPDM website for 2 months after the Annual Meeting. The dual display methods will increase exposure to the work and allow people to view the poster in the comfort of their hotel room or even at home after the meeting. Details will be sent to accepted presenters and posted on the AACPDM website.

The following criteria will be used to judge Demonstration Poster abstracts:
- Innovation
- Potential to impact childhood-onset disability
- Free from commercial bias
- Safe

There is a strict 3,000 character count, including spaces, which will be imposed on the length of the body of the abstract. The abstract should be structured as follows:

Background/Objectives: Provide a brief introductory statement about the issue at hand followed by the specific objectives of the Demonstration Poster.

Description: Provide a description of the information to be presented in the poster.

Significance: Briefly explain the significance or importance of the information being presented, highlighting the novel and innovative aspects. Where appropriate, suggest future research that might help establish, validate or strengthen these new ideas.