Australasian Society for Intellectual Disability – Research to Practice 2012 Conference Abstract Submission Guidelines

These guidelines will help you to submit your abstract for ASID 2012.
All submissions should be consistent with the conference theme, and the mission, goals and values of ASID: Research to Practice.

GENERAL INFORMATION
Easy English abstract
We encourage you to write a separate version of your abstract in Easy English.

PRESENTATION FORMATS
Paper submission
This is a lecture-style presentation supported with visual material. Paper presentations will be allocated 30 minutes including 10 minutes for questions and answers.

Please ensure that you have all the details of your paper and any co-presenters ready before commencing your submission.

When you begin your submission you will be asked to enter the details of your paper. This includes the abstract title, full abstract and Easy English abstract. The system will identify you, as the main contact person for the submission.

Following this you will be asked if you wish to register any co-presenters. If you do not have co-presenters, select *Confirm Submission*. If you do have co-presenters, select *Register Another*. Please ensure that all co-presenters are registered against your abstract submission.

Workshop submission
Workshop sessions must include active audience participation through experiencing and discussing tasks provided by the workshop facilitator. It may be supported with visual material, activities and handouts. Workshop sessions will be allocated 90 minutes.

Please ensure that you have all the details of your workshop and any co-presenters ready before commencing your submission.

When you begin your submission you will be asked to enter the details of your workshop. This includes the abstract title, full abstract, Easy English abstract and key learning outcomes. The system will identify you, as the main contact person for the submission.

Following this you will be asked if you wish to register any co-presenters. If you do not have co-presenters, select *Confirm Submission*. If you do have co-presenters, select *Register Another*. Please ensure that all co-presenters are registered against your workshop submission.

Symposium submission
Symposia provide an opportunity for several presenters with a related theme or topic to present together. Symposium organisers may divide the 90 minute timeslot they are allotted as they choose but time should be allocated for opening and closing remarks, presentations and extended audience responses. A symposium must involve at least 3 paper presentations. It is the responsibility of the symposium chair to organise their symposia group.

Please ensure that you have all the details of each contributor and their paper ready before commencing your submission.

When you register your submission you will be asked to enter the details of the symposia (title, abstract and Easy English abstract) as well as the details of your own paper which will form part of the symposium. This includes the abstract title, full abstract and Easy English abstract of your paper. The system will identify you, as the symposium coordinator.

Following this you will be prompted to *Register Another* paper that forms part of your symposium. You will be prompted to enter the abstract title, full abstract and Easy English abstract for each co-contributor. Once you have registered all co-contributors, select *Confirm Submission*.

All communication regarding your symposium submission will be made to the coordinator.

Poster submission

Posters are for one-on-one discussion of a conference-related theme or topic. They are especially effective for information that can be presented visually (e.g. photos, charts, graphs, tables). There will be a block of time during a catered break when presenters will be available to discuss their posters, and posters will be displayed in the trade exhibition/catering area. Presenters are encouraged to consider posters because of the opportunity they provide for inclusion of more presenters and for extended discussion with other teachers and researchers. You will be assigned a space to display your poster which will fit one A0 size sheet. Guidelines for poster design:

- Your poster should be no larger than A0: 189 x 841 mm / 118.9 x 84.1 cm (landscape or portrait).
- Provide an overview of the key elements you wish to present about your experience teaching, practice or research, including objectives, the process, outcomes or findings, implications, references etc.
- Utilise graphics, tables or other relevant visuals to illustrate the main points; use colour if possible.
- Your poster should have a clear focus and be well organised in order to guide the reader through the poster.
- Avoid overwhelming detail. Keep it simple, both in terms of the language and visuals used.
- Choose a readable font large enough to be read from about 1m away (titles/main headings from about 2m distance).
- You may wish to prepare a handout which you can also pin to the poster board.
- Include the title, your name and affiliation in the display.
- Consider how your poster might encourage conversation.

Please ensure that you have all the details of your poster and any co-presenters before commencing your submission.

When you begin your submission you will be asked to enter the details of your poster. This includes the abstract title, full abstract and Easy English abstract. The system will identify you, as the main contact person for the submission.

Following this you will be asked if you wish to register any co-presenters. If you do not have co-presenters, select *Confirm Submission*. If you do have co-presenters, select *Register Another*. Please ensure that all co-presenters are registered against your abstract submission.

Easy English Abstract Guidelines

- Use clear, simple language. Do not use slang.
- Use one idea per sentence.
- Use short sentences.
- Use direct language. Address readers as 'you'.
- Use clear examples that highlight the point you are making.
- Use active not passive sentences. For example, 'the girl kissed the boy', not 'the boy was kissed by the girl'.
- Name the person first, then describe them. For example, 'a person with autism', not 'an autistic person'.
- Use full names. For example, 'street' not 'st'.
- Do not use acronyms or contractions of words. For example, write 'it is' not 'it's'.
- Use numbers, for example '2' or '14'. Do not use words for numbers, for example, 'two'.
- Keep punctuation marks to a minimum.
- Explains:
    - what we did
    - how we did it
    - what we found
    - what it means.

Use of inclusive language in abstracts

People with intellectual disability should be presented in a respectful and age appropriate manner, as people with a right to full participation in the community and, so far as possible, to make their own decisions.

Use 'people first' language. For example, use 'person with an intellectual disability' rather than 'an intellectually disabled person'.

As 'normal' has multiple meanings, avoid the use of this term to describe a person without a disability.

Terms such as 'students', 'participants', and 'adults' are preferred to the term 'subjects'.

Macrons and other special characters

Please attach a WORD version of your submission ONLY if you have macrons or other special characters (this will be used for print media) as well as completing the information on screen (used by the reviewers). Font should be in *Times New Roman Māori.*

Important Dates

18 January 2012	Call for Papers open
30 March 2012	Call for Papers close

April 2012	Peer review of all submissions
25 May 2012	Notification of accept, decline, resubmission or change of status sent
8 June 2012	Deadline to receive resubmitted abstracts
29 June 2012	Programme timetable completed
4 June 2012	Early Bird registrations open
7 September 2012	All presenters must be registered and paid

Please check the conference website www.asid-2012.org.nz for updated information and important dates.

Conditions of submission

All presenters (including co-presenters and co-contributors) need to register and pay for the conference by **7 September 2012** in order to confirm their place in the programme. If a presenter is not registered by this date, their paper will be removed from the conference programme.

Each presenter may participate in a maximum of **three** presentations, be it an individual paper, poster, or paper within a symposium.

Presenters are required to organise their own travel and accommodation arrangements. The Conference Organisers have secured conference accommodation at a variety of locations around the venue and these options will be available for booking when registering for the conference.

The organising committee reserves the right to accept your proposal under a different category for example accepting paper as a poster.

MAKING YOUR SUBMISSION

STEP ONE: Deciding your category, theme & sector of submission

You will be asked to select your submission category from the following categories:
- Paper: 30 minutes, including 10 minutes for questions/responses
- Workshop: 90 minutes
- Symposium: 1.5 hours with 3-4 contributors
- Poster: (to be displayed at designated times throughout the conference)

Along with the appropriate topic:
- Bioethics
- Legal issues and developments in forensics
- Cultural and social contexts – eg, ethnicity, disability, sexuality, gender and age
- Values into practice, eg, person-centredness, collaborations, models of funding, advocacy, inclusive education and emerging practice
- Health and wellbeing across the lifespan eg, dual disability, sexuality, life course perspectives, empowerment, resilience and flourishing

Please indicate which stream the presentation will report on:
- Research / academic
- Practice
- Lived experience (self-advocate, family)

To activate your submission you also need to enter your email address. All communication regarding your submission will be sent to this email address.

STEP TWO: Registering your personal and abstract details

On the second screen you will be asked to enter your personal details as well as the details of your submission including:

Personal Details:
- Title (eg Dr, Professor, Mr, Mrs, Ms etc)
- First and family name (surname)
- Your position (30 character maximum)
- The University or organisation you are affiliated with (100 characters maximum)
- A brief bio (50 words maximum)
- Mobile number
- Your address
- Your work phone

Abstract Submission Details

- Symposium Abstract (250 words for the symposium and 250 per presenter)   Symposium ONLY
- Symposium title (30 words maximum)   Symposium ONLY
- Abstract Title (30 words maximum)
- Full Abstract (250 words maximum)
- Easy English Abstract (250 words maximum)
- Topic
- Stream – select from the options available
- Equipment. The following standard equipment applies to each presentation type:

Presentation Type	PC Computer	Data Projector	Screen	Table	Display Space
Paper	✓	✓	✓		
Workshop	✓	✓	✓		
Symposia	✓	✓	✓		
Poster					✓

If you have additional needs, please select this option. Please note that other equipment requests are subject to availability and may incur a cost. The conference organiser will contact you to confirm your 'other equipment' request. Options may include:
- Internet
- DVD / sound
- Flip chart/pens
- Overhead projector
- Flip chart paper/easel

- Co-presenters.   Please acknowledge all co-presenters in the following format: *Title, full name, university/organisation, position and email*.
- Non-presenting authors. Please acknowledge all non-presenting authors in *Name, University / Organisation, Country* format. This information will be used for the conference handbook.
- Dates not available to present. We will use this for timetabling, please enter any dates on which you are not able to present.
- Is there anything else you require to support your presentation?
- Upload Abstract as WORD document. You will be able to browse to your document from this field. Please use the field ONLY if your abstract contains macrons or special characters.

STEP THREE: Registering co-presenters and co-contributors

You will be asked, *'Do you wish to register co-presenters or co-contributors?'*

If you select 'no' your submission is completed and you will be able to print a record of your submission from the next screen. You will also receive an automated confirmation email.

If you select 'yes' you will be taken to the next screen where you can enter the email address of your next co-presenter or co-contributor and select the *Register Another* button.

Symposium submissions: You will be able to enter the personal details of co-contributors as well as the details of their paper (title, summary, full abstract). Note: please enter each co-contributor in this manner.

All other submissions: You will now be able to enter the personal details of your next co-presenter. Please enter each co-presenter in this manner.

Finally, don't worry if you do not have the final version of your submission right now. You will have the ability to log in and amend your details right up until the deadline for abstract submission closes on **Friday 30 March 2012.** After this date, your submission will not be able to be edited and will be sent to the reviewers for inclusion in the programme.

If you need more information please check the conference website or contact the conference organisers:
Paardekooper and Associates
Ph: + 64 4 562 8259
Web: www.asid-2012.org.nz
Email: info@asid-2012.org.nz