

## SYLLABUS SUBMISSION FORMAT

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As noted on the initial speaker contract, all presenters are required to provide a 2-4 page submission of their presentation as per the guidelines below by **Friday, January 17, 2020. We will be preparing an electronic syllabus of symposium proceedings to be published online; a limited number of hard copies will also be printed.**

Please email this as an attachment in MS Word format (**NOT** pdf) to max.ipce@ubc.ca

The guidelines for submissions are as follows:

**1. Paper Length:**

Four pages maximum length for paper, plenary and simultaneous workshop sessions (including references).

**2. Font Style & Size and Margins:**

12 point, Arial (with the exception of the 15 pt title). 1" Margins on all sides.

**3. Copyright**

The Symposium Syllabus will be available online. Please be aware that if photographs or previously published articles are to be included, you must obtain proper copyright before forwarding these materials to us for duplication.

**4. Manuscript Organization:**

4.1 Title At top of page 1, 15 points, centered.

4.2 Author(s) Centred below the title.

4.3 Presenter(s) Bold the authors that are presenting the session at the ISS

4.4 Institution(s) Centred below the authors. Allow 2 blank lines before body of text.

4.5 Disclosure Speakers must fully disclose any affiliation (financial or otherwise) with a commercial or other industry interest that they, their spouse or close family members have with respect to information being presented at the symposium. Please disclose the following on your paper submission:

A. *I (speaker name) do not have an affiliation (financial or otherwise) with an equipment, medical device or communications organization. Speakers who have no involvement with industry should inform the audience that they cannot identify any conflict of interest.*

*or*

B. *I (speaker name) have/had an affiliation (financial or otherwise) with an equipment, medical device or communications organization during the past two calendar years.*

**If you select B**, please also indicate the commercial organization(s) with which you have/had affiliations, and briefly explain what connection you have/had with the organization i.e. contract for (Organization name) for equipment regarding (Item description), ownership interest in (Organization's name) or membership on the company's advisory board or similar committee, involvement in research sponsored by (Organization name) or participant in clinical studies concerning the use of the products manufactured by the company, monetary support received from or expected from (Organization name) (honorarium, consulting fees, salary, royalty, grand, etc), ownership of a patent for a product referred to in the presentation or marketed by (Organization name), or other financial ties that should be declared.

4.6 Body of Text A discussion of the main points of your presentation. 12 point font. The syllabus is a publication. Your submission must be complete such that it must be understandable by someone that has not attended your session. Your article should follow a logical sequence likely including introduction, discussion of main points of presentation, followed by a conclusion or summary. A computer generated summary of the presentation is not sufficient (i.e. **no slideshow outlines**).

If you are presenting an **instructional session**, please provide a clear clinical and evidence based literature review/introduction, 1-3 key focus points, a critical justification of your approach or recommendations, and a short take-home message; if you are presenting a **paper session** please follow the standard format of other research publications, including a brief literature review, purpose, short description of methodology, results and a discussion with a short clear clinical application or take home message.

4.7 References At the end of the text; consecutively numbered in the order of appearance in the text; using the following format

#### Sample References

##### Article

1. DeRuyter F. Evaluating outcomes in assistive technology: Do we understand the commitment? Assistive Technology 1995; 7:3-16.

##### Book

2. Cole B, Finch E, Gowland C, Mayo N. Physical Rehabilitation Outcome Measures. Toronto: Canadian Physiotherapy Association, 1994.

##### Proceedings or Book Chapter

3. Sodhi R, Lyle M. Design of a new system for the measurement of head motion. In: Proceedings of the Ninth Annual Conference on Rehabilitation Technology. Washington, DC: RESNA, 1986; 164-6.

##### Non-Published References

4. Non-published may be included such as websites & other information resources.

4.7 Address(es) of Contact Person(s)

## 5. Terminology

Appropriate terminology for referring to people with disabilities includes:

- a) reference to the person first, e.g., "person with a disability", not "disabled person"; and
- b) avoid negative descriptors such as "victim of", "suffers from", "wheelchair bound", "dependent on", etc. Instead, if a descriptor is required, refer to the person as having limited mobility or uses a wheelchair.

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