Guidelines for Preparing an Effective Abstract Submission

These guidelines have been provided to help you in preparing your abstract submission. Following these guidelines will improve the probability of your abstract being accepted.

1. Title:

Titles are often the first thing people look at when considering which session to attend. Therefore, your title should accurately capture the session's intent. Avoid making your title too long and avoid using vague language that make it difficult for the learner to truly understand the overall objective of the session.

2. Session Description:

Length is limited to 300 words. The length is intended to keep the proposals as brief as possible in order to build a concise case for the need for this presentation and clearly state the purpose. Please describe what will be discussed and how it will capture the attention of the reviewer and subsequent attendee. Concisely state what will be discussed and how content will be delivered. Accepted sessions (except posters) will be required to to write a 4-page paper for the proceedings where more detail can be shared.

3. Outcome Learning Objectives:

What are the goals for your session? What should each learner be able to conceptualize after attending? There are two components to a learning objective:

- *Behaviour* - describe, compare and contrast, or discuss
- *Degree* - how well the behaviour will be met (measurable)

Examples:

Upon completion of this session, attendees will be able to:

- Describe the 3 rotational movements of the pelvis
- Compare and contrast 4 benefits and contraindications of using switch controls to operate a power wheelchair
- Discuss 3 options for power assisted manual mobility
- Refer to Bloom's Taxonomy for further assistance as needed.

A minimum of three (3) learning objectives are required for all types of presentations.

4. Content References:

A minimum of 3 references are needed for all sessions. This is to ensure the content is based on the best available evidence related to the topic. This is used by the reviewers and also provides a source for attendees to seek further information on the topic. Preferably, references should be less than 10 years old and come from reputable sources. There is an opportunity to provide additional references in the

proceedings paper. References should follow APA format. Use **http://www.bibme.com** for formatting guidelines.

Examples of appropriate references include:

- Scientific Journals
- Textbooks and book chapters
- Conference proceedings
- Trade Magazines
- Government documents and legal policies

5. Speaker(s) Biography:

A short biography about the speaker(s). This should include the speaker's experience and demonstrated expertise on the topic. Past experience speaking can also be useful.

6. Session Level:

There are two levels: *Beginner-Intermediate* and *Intermediate-Advanced*. Choosing the correct level is important for reviewers as well as attendees. The ISS tends to attract a professional audience, who are currently at a high level in the field. Nonetheless, some attendees can be somewhat new to the field and wanting to learn more, thus the ISS strives to have a balance of sessions to meet the needs of attendees at all levels. Here are some general guidelines on determining the level of a session;

- *Basic-Intermediate*: a topic that may cover fundamentals and may go beyond the basics and perhaps geared to an audience with less than 5 years of experience in this area. The session may share some advanced problem solving, builds on existing technologies, or shares research findings that confirms practical observations.
- *Intermediate-Advanced*: a topic that is new and innovative geared towards all attendees but especially those with more than 5 years of experience in the field. This can include complex case studies, new breakthroughs in technology, research findings, new protocols, or complex interpretations of new policies.

Link to Online Submissions:

https://ubc.eventsair.com/iss2018/abstract