



COMMUNICATION MATTERS NATIONAL CONFERENCE  
9-11 SEPTEMBER 2018, UNIVERSITY OF LEEDS

## GUIDELINES FOR ABSTRACT SUBMISSION

Please follow the guidelines below when completing the Abstract Submission Form for submitting a paper or poster for presentation at the CM2018 National Conference.

### Submission Formats

*Platform Presentations* – These sessions are 45 minutes long, including up to 10 minutes for questions, and are presented by groups or an individual presenter.

*Poster Presentations* - Poster presentations will be on display in the exhibition hall. During your designated poster session (tea/coffee & lunch breaks on either Monday 10 or Tuesday 11 September), you will be required to be at your poster display to answer questions from delegates.

### Submission Guidelines

1. Decide on the format you want to submit (platform presentation or poster). Submissions for platform presentations that are not selected may be offered poster presentations.
2. Choose the area (see below) that best suits your submission.
3. Fill in **all** sections of the abstract form as instructed. Your abstract should be a maximum of 300 words.

All submissions will be acknowledged automatically via the email provided with the abstract – please contact us if you do not receive an acknowledgement within 2 working days of submission. The abstracts committee will examine all submissions and will notify all applicants of the outcome via email by 8 June 2018. Accepted abstracts will be printed in the conference programme.

## General Guidelines

Submitting an abstract indicates that the presenter(s) agree to: register for at least one whole day's attendance at Conference and to provide a written article for the Communication Matters Journal (up to 2000 words) before the end of the year.

The advisory minimum age limit for conference presenters is 18 years. Due to university regulations, we cannot accommodate any residential delegates under the age of 18 years on the university campus; any younger delegates would be allocated off-campus accommodation.

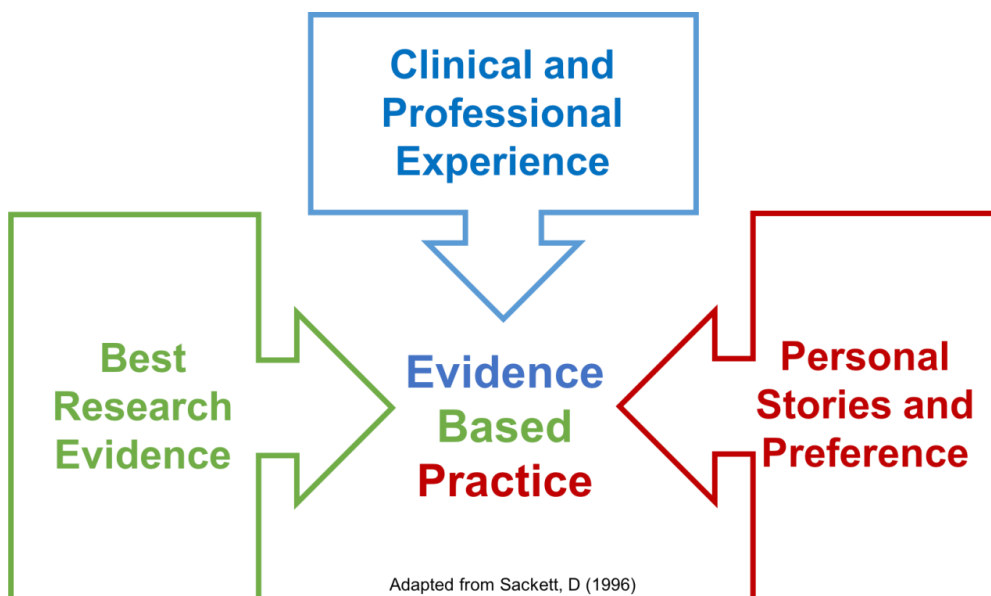
We may need to limit the number of papers per presenter / organisation in order to make sure we showcase a broad programme.

### Abstract topics should be relevant to the aims of Communication Matters:

- Increasing awareness, understanding and knowledge of good practice in the field of augmentative and alternative communication for the benefit of people working in the field of AAC, people who use AAC and their families.
- Providing a forum for the exchange of information and ideas related to AAC.
- Promoting the positive role of AAC in the empowerment of people with complex communication needs.
- Supporting high quality research in the field of AAC.

## Organisation of Papers

We have based our topic areas on the three aspects of evidence based practice, which constitute improved outcomes for all. These aspects are:



Adapted from Sackett, D (1996)

### **Best Research Evidence**

Papers submitted under this heading are carried out by independent organisations such as education, social or health services and universities. Papers should foreground description of methodology and results.

### **Clinical and Professional Experience**

Papers submitted under this heading may include service development, audit or implementation projects, as well as practice reports. Typically, these papers will be presented by health or education professionals or those working for other organisations for people who use AAC.

### **Personal Stories and Preferences**

Papers submitted under this heading would include personal experience stories, single case studies and examples of AAC in the wider community.

### **Funded or Sponsored Papers**

These are papers sponsored or supported by commercial suppliers of AAC or assistive technology products. If your paper is sponsored, please state this on the abstract form.

### **GDPR**

If there are photographs or videos included in your presentation, we recommend that you obtain written permission from each individual for their explicit use in your presentation. We would also advise only using images that are deemed free for use in the public domain.

### **Audio Visual Resources (AV)**

All rooms are equipped with an internet enabled PC, data projector, screen, DVD playback and audio output to amplified speakers.

If you are planning to use a Mac, please ensure you bring an appropriate adaptor.

If you have any additional AV requirements please contact:

[admin@communicationmatters.org.uk](mailto:admin@communicationmatters.org.uk) or 0113 343 1533 as soon as possible.