AAIDD Annual Meeting Call for Proposals Frequently Asked Questions

2019 Conference:
Twin Cities, Minnesota * InterContinental St. Paul Riverfront Hotel * June 24-28, 2019

1. What are the competitive speaking opportunities at the AAIDD Annual Meeting and Conference?

Other than a very few invited speakers (e.g., plenary presentations), conference speakers are selected from among those who submit proposals.

- **Concurrent Sessions:** These sessions consist of presentations by speakers in a panel format, moderated by a selectee of the Association, and typically supported with PowerPoints. Concurrent sessions may consist of either one self-contained panel or up to three (3) individual presentations grouped thematically at the discretion of the Association. Each presentation accepted for a concurrent session can expect approximately twenty (20) minutes of presentation time, followed by discussion with the audience.

- **Poster Symposia:** These sessions consist of presentations by approximately 10 speakers, moderated by a selectee of the Association, and supported by a physical poster. Poster symposia presentations are grouped thematically at the discretion of the Association. Presentations accepted for a poster symposium can expect approximately five (5) minutes of presentation time, and, after all speakers have made their presentations, individual discussions are held in front of posters.

- **Research/Practice/Policy Briefs** (new for 2019): These sessions consist of presentations by approximately 10 speakers, moderated by a selectee of the Association, and supported with PowerPoints. One Briefs session each (three sessions total) will be held highlighting research, practice, and policy. Presentations accepted for a Briefs session can expect approximately seven (7) minutes of presentation time, and, after all speakers have made their presentations, general discussion time is allotted. Note: speakers will be limited to 3-5 slides, which must be provided in advance of the conference for consolidation into one slide deck for the session.

- **Posters:** The poster session consists of approximately 125 physical posters displayed in an evening event in a ballroom for 2 hours. One 4 x 8- foot poster board, push pins, and shallow table for handouts is provided for each poster display, and presenters engage attendees in individual discussions at their posters.

2. How can I be considered for a plenary presentation?

Plenary presentations are invited at the discretion of the Association in fulfillment of the conference theme and objectives. There is no mechanism to offer oneself for plenary presentation consideration.

3. Can my proposal be considered for more than one type of presentation?

Yes, indicate the types of presentations you wish you propose to be considered for in the submission portal.

4. I submitted a proposal for a concurrent session, so why was it accepted for another type of presentation?

Each year, AAIDD receives far more proposals than can be accepted for some types of presentations; however, to include as many meritorious proposals as possible, some proposals will be offered presentation types other than what was intended by authors.

5.   *How do I submit a proposal?*

All proposals must be submitted online via the AAIDD submission portal on the AAIDD website. To submit a proposal, authors must log in, either using their AAIDD member credentials or by creating a free user account (this free account is only good for submitting proposals).

The submission requires typical contact information for each author (name, affiliation, email), session type(s) for consideration, session title, and abstract (not to exceed 500 words). In addition, authors may request to be considered for scholarship opportunities (see question 21 for more information).

Users may type directly or "cut and paste" material into the text boxes.

Authors are encouraged to remove all non-English grapheme marks (accents, tildes, umlauts, etc.) from their submissions, as these marks are not recognized by the system; in their place, reviewers will see question marks ("?") or mathematical symbols.

6.   *Can I submit more than one proposal?*

Yes. Users initiate a new proposal form each time they log in to the submission portal. There is no limit to the number of proposals a person may submit.

7.   *What is the deadline for submitting a proposal?*

The deadline for submitting a proposal is midnight eastern time on the Monday following Thanksgiving. For the 2019 conference, the deadline is November 26, 2018.

8.   *What are reviewers looking for in the proposals?*

The scoring criteria are as follows:

- **Quality, Clarity, Innovation (20 points):** The extent to which the proposal (a) reflects meritorious research, promising practice, or progressive policy, (b) is clear, and (c) is innovative (i.e., presents material that is new, examines existing material in a new way, or otherwise appears to advance the field).

- **Linkage to Conference Theme (5 points):** The extent to which the proposal is relevant to the field of intellectual and developmental disabilities.

- **Relevance (5 points):** The extent to which the proposal is likely to be of interest to a range of attendees, skillfully presented, and well received.

In addition, as described in #5 above, authors are encouraged to remove all non-English grapheme marks (accents, tildes, umlauts, etc.) from their submissions, as these marks are not recognized by the system; in their place, reviewers will see question marks ("?") or mathematical symbols.

9. How closely must the proposal "fit" the conference theme?

AAIDD welcomes proposals concerning research, practice, and policy in the field of intellectual and developmental disabilities that are relevant to the work of the members and consistent with the mission of the Association. While each conference has its own theme, the overarching goal of the annual event is to deliver to attendees the greatest possible breadth of important information and emerging findings in our field.

10. What are the maximum number of authors allowed?

While there is no maximum number of authors allowed for proposals, the online portal provides fields for up to six (6) authors. Any additional authors may be listed in the text box for the abstract.

11. When there is more than one author for a proposal, who does AAIDD communicate with?

AAIDD communicates with the first author (the corresponding author). The first author of the proposal is responsible for passing along all communications to the other proposal authors.

12. My proposal lists an author who may be unable to attend. Is that OK?

Yes; however, at least one author must attend the conference to make the presentation for the presentation to be included in the program.

13. If my presentation is accepted and I'm not able to attend, can I do my presentation via Skype or conference call?

No.

14. When will I hear about my proposal?

All corresponding authors (the first author of the proposal) are notified of the disposition of their proposal in February. The corresponding author is responsible for communicating with other authors of the proposal.

15. What AV is available to speakers?

AAIDD provides a projector, cables, screen, and podium microphone in all meeting rooms. Panelists are advised to coordinate laptop/flash drive use among themselves. Cabling to connect the speaker system to the laptop (for video or audio files) can be arranged by advance request at no cost to the author.

16. *How do I arrange for internet access to support Skype, streaming, or YouTube videos during my presentation?*

AAIDD provides, on a complimentary basis to attendees, password-protected internet access at a bandwidth suitable for checking email in the conference rooms. ***Authors are cautioned that this level of internet is insufficient to support any kind of streaming during presentations.*** High speed wireless or cabled internet can be arranged if the author makes an advance request and agrees to pay for the cost for the service (typically, the cost is in $500 range).

17. *Are PowerPoints posted online after the conference?*

No. Authors are encouraged to share materials with attendees directly, upon request.

18. *How should I make my presentation optimally accessible?*

There are many resources online describing how to make a presentation optimally accessible. At a minimum, authors should use a font no smaller than 18 point, clarify acronyms, and have a large print copy of materials for attendees with low vision.

19. Are speakers provided with an honorarium?

No. AAIDD does not offer honoraria for speakers.

20. *Are speaker registrations for the conference complimentary or discounted?*

All conference attendees, including speakers, are expected to register and pay the conference registration fee. While there are no "speaker discounts," AAIDD offers a variety of registration discounts for students, self-advocates, and family members, as well as an "early bird" discount.

21. *Are there any scholarship opportunities?*

The Interest Networks and geographic units of the Association offer scholarships for **students and early career professionals (SECPs) who have had a proposal accepted for presentation**. To be considered for these scholarships, the first author should simply click the appropriate boxes in the submission portal as they prepare their proposal (note: only the first author of a proposal, who is also a SECP, is considered for these scholarships). Awardees are notified of their selection in March.

The scholarships typically include a complimentary registration, SECP luncheon ticket, and small cash stipend intended to offset travel costs. Scholarship stipends and lunch tickets are only presented to those awardees who attend the conference.

Scholarships for Direct Support Professionals who may/may not be presenting are described on the website.