## 2022 Call for Abstract Submissions

### Submission Guidelines

The Association of Child Life Professionals (ACLP) offers an unparalleled educational and networking experience. The annual conference program provides ideas on innovative resources and best practices in child life and related fields. ACLP invites presentation proposals on issues that relate to the child life profession. Anyone wishing to present at the ACLP Conference should submit their abstract through the online Call for Submissions. This includes all live and virtual presentation formats. Submissions via email or fax will not be considered.

As future conference plans remain uncertain, it is important to acknowledge the potential for all or some portions of conference to be offered in a virtual format.

### Submission Requirements

1. **Presenters and institutions must NOT be identified by name or description in the abstract, summary, or outline.** Please do not use a specific program name that is attributed to your organization. (Think of it as something that is 'trademarked' or 'copyrighted' to your program). Please use "this author", "this program", and "this hospital" in your submission to avoid naming yourself, your institution, or your program. If you, your institution, or program is named in the submission, your abstract may not be reviewed.
2. Each submission must be written in the third person (e.g. Child life specialists use play to communicate with children in the medical setting.).
3. Presentations must not attempt to sell or promote any particular product or service at any time.
4. The reference list as well as in-text citations must adhere to the format outlined by the American Psychological Association (APA). Please see the APA guidelines and resources HERE.

### Recommended Topic Areas

We welcome submission topics that **align with the child life core competencies.** Abstracts related to health equity, emotional safety, self-care, and Adverse Childhood Experiences (ACEs), are strongly recommended. Presenters are encouraged to be collaborative and inclusive.

Domain 1: Ethics, *topics may include:*
- Health Equity, Inclusion, Health Literacy
- Ethical consideration in the preparation for Students
- Management Strategies
- Scope of Practice

Domain 1: Professional Responsibility, *topics may include*:
- Academic and Clinical Preparation
- Quality Improvement
- Leadership Development
- Self-Care/Personal Development

Domain 2: Assessment, *topics may include*:

- Prioritization
- Developmentally Appropriate Care
- Evidenced Based Practice
- Assessment Tools

Domain 3: Intervention, *topics may include*:
- Emotional Safety
- Specialty Populations
- Innovative Play
- Program Development

## Submission Content

I. **Title**: The title is engaging and a clear reflection of the topic. It should be direct, descriptive, concise and professional.

II. **Summary**: This information should reflect the content of the presentation (50-70 words; 120- 150 characters).

III. **Learning Objectives and Organization of the Presentation:** List 3-5 objectives to describe what attendees will know or be able to achieve at the conclusion of the presentation. (e.g. "*By the end of this presentation, participants will be able to...*"). Each objective should start with an action verb and include a measurable behavior. Describe the presentation content that fulfills your presentation objectives. Indicate how much time will be allotted for each content area, the teaching methods of the corresponding content, how teaching methods can be adapted for a live or virtual presentation, and the credentials of the presenter for each section (**NOTE: do not include presenter names or organizations**). Please see the following example:

   1) Learning Objective: Participants will be able to …
      a) Time spent (in minutes)
         i) Teaching Methods (specify how these methods will be interactive)
            (1) Credentials of the presenter(s)
               (a) Content (include description of session activities that reflects the amount of time you indicated will be needed for each learning objective you are listing)
               (b) Content
               (c) Content
   2) Learning Objective: Participants will be able to …
      a) Time spent (in minutes)
         i) Teaching Methods
            (1) Credentials of the presenter(s)
               (a) Content

(b) Content
            3) Learning Objective: Participants will be able to …
                a) Time spent (in minutes)
                    i) Teaching Methods
                        (1) Credentials of the presenter(s)
                            (a) Content
                            (b) Content
                            (c) Content

IV. **Abstract:** The body of the abstract (which includes the introduction, description, outcome, and relevance to practice) must be between 500 and 700 words (1000 – 1400 characters).

Abstracts must fit into one of three categories: *Research, Program/Project Development,* and *Applied Theory in Practice*. Please follow the instruction track for that category:

Track A: **Research** submissions describe a research project or protocol relevant to child life theory or practice. All research and analysis **must** be completed before submission.

Track B: **Program/Project Development** introductions describe a program or project that has been implemented by the author(s).

Track C: **Applied Theory in Practice** submissions describe a new idea, theory or approach and how this is relevant to child life education, assessment, intervention, or professional development that has impacted the author's practice.

Abstract Subsections: ***References must be cited throughout.***

1. Introduction

    Track A: **Research** introductions must include relevant and current evidence that supports the rationale and design of the research study conducted.

    Track B: **Program/Project Development** introductions must describe why the author initiated the program/project and how the need for the program/project was assessed. Please include literature to support program rationale.

    Track C: **Applied Theory in Practice** introductions must include support for the new idea, theory or approach including how this was developed, discovered, and applied by the author. Please cite current evidence that substantiates the need and/or theoretical basis for the idea or approach.

2. Description

    Track A: **Research** descriptions must include the author's research design, methodology, participants, sample size and any other related research procedures.

Track B: **Program/Project Development** descriptions must describe in detail how the program/project was implemented. This includes the program/project components, steps to completion, setting, and target audience.

Track C: **Applied Theory in Practice** descriptions must describe in detail the new idea, theory or approach being introduced by the author. Details should include how the idea, theory or approach was implemented in the author's practice and the potential impact on children and families.

3. Outcome

Track A: **Research** outcomes must include full and completed analysis of the data and description of the results of the study. Partial or preliminary analysis is not acceptable.

Track B: **Program/Project Development** outcomes must explain what happened as a result of the program/project, specifically, how it impacted the care of patients and families.

Track C: **Applied Theory in Practice** outcomes must illustrate the contribution the new idea, theory or approach has made to the author's practice.

4. Relevance to Child Life Practice

Authors must discuss how this research, project/program, or new idea/theory/approach impacts a broad range of child life professionals. Describe why the submission is important and relevant to the field and to those who work in the field.

V. **Domain:** Presenters may designate up to two domains for the topic of the abstract. For more information on Domain and Task, please visit the [Certification](#) section of the ACLP website. Please note that many sessions might be relevant to multiple domains.

        Domain 1: Ethics (Task 1)
        Domain 1: Professional Responsibility (Task 2-5)
        Domain 2: Assessment (Task 1-3)
        Domain 3: Intervention (Task 1-7)

VI. **References:** Any time a statement is made that is based on resources that are not your own thoughts, it **must** be properly referenced. Use a variety of reference sources that fit with the topic; include peer-reviewed journals when appropriate. The reference list includes *only* citations used in the body of the abstract. The reference list as well as in-text citations must adhere to APA format (see the [APA Website](#) for more details).

VII. **Presentation Format:** (live or virtual audience size may range from 1-500, unless otherwise noted below).

        Please choose from the following:

    a. **Virtual Poster Presentation** (1-2 presenters): All poster presentations will be virtual. If selected, more information will be provided.

b. **Professional Development Session** (Up to 2 presenters): One (1) hour live or virtual presentation, including time for questions.
c. **Professional Development Workshop** (Up to 4 presenters): One and one-half (1 ½) hour live or virtual presentation or panel, including discussion.
d. **Half-Day Intensive Seminars:** Intensives explore content in depth. Half- day intensives are 3 hours (up to 3 presenters). The live or virtual audience size may vary.

VIII. **Previous Presentation:** Please indicate whether you have presented this research/program development/theoretical innovation at another venue. If so, where and when? Answers should not include any names or identifying information in order to maintain the blind submission i.e. rather than including hospital name, specify "this author's institution".

**Presentation Information**

**Room Set:**
Room Set will vary based on conference location and health guidelines.

**Virtual Platform:**
Virtual platform will be determined by ACLP headquarters and conference need.

**Recording Sessions:**
Many sessions (live and virtual) are recorded (audio and/or video) for possible educational use for the membership after the conference. By submitting an abstract, you agree that ACLP can record the presentation for possible educational use.

**Confirmation that submission was received:**
The primary contact will receive email confirmation of receipt through the online submission process. **If you do not receive confirmation of receipt of your submission**, review your submission to ensure that all required sections are completed. If you have done so and still have not received confirmation, please contact the conference team at conference@childlife.org .

**Notification:**
One presenter should be designated as the primary contact person.

The primary contact will be notified via email of the Conference Program Committee's acceptance or declination of each abstract submission. Individuals whose abstracts are accepted will be required to complete the Speaker Form and share the Speaker Form with co-presenters (if applicable). All presenters will be added to a Basecamp group and will be required to complete tasks, review resources, and participate in trainings as assigned. To create a balanced overall conference program, the Committee may request changes to the presentation format (live or virtual) or length of accepted abstracts; the contractual agreement will indicate any such changes.

Presenters whose abstracts are accepted and who agree to present must register for the ACLP conference and are committed to present. If unforeseen circumstances arise affecting a presenter's ability to attend conference, an alternate presenter must be identified to convey the content that is detailed in the accepted abstract. Presenters are responsible for all travel, hotel, and related costs. Virtual presenters must have access to a computer with microphone abilities, and the internet. Presenters will receive a discount on basic registration and are strongly encouraged to register by the Early Bird deadline, if applicable.

**Presenter Biographical Information** (*This information will not be shared with reviewers until after the first 3 rounds of reviewing).* For each presenter, please include the following information:
- Full name
- Academic and professional credentials
- Position title, affiliation
- Mailing address
- Telephone and fax numbers
- Email address
- Presenter's expertise which qualifies him/her to present this topic
- List the last three professional presentations made, or indicate you will be presenting for the first time

**Abstract Review/ Scoring Process**

The ACLP Call for Submissions is designed to elicit information necessary to review content and organization of proposed presentations. Members of the Conference Program Committee review the submissions, score and recommend submissions to be selected. Each abstract is rated according to:

1. *Completion of the Submission According to the Call for Papers Content*

2. *Quality of Content* - Evaluation of background/literature review, purpose and strength of the objectives; clearly articulated methodology and outcomes as well as relevance to child life practice.

3. ***Quality of Abstract Organization*** - Abstract is readable and understandable with clearly stated lines of logic from one thought to the next. Abstract is presented in an orderly, logical fashion. Call for Submission guidelines must be followed.

4. ***Quality of Writing*** - Abstract is written in conformity with standard grammatical rules, has clarity, and correct sentence structure.

## Helpful Resources
Please note there are several resources available to help you in writing your abstract:

- **Helpful Tips when Writing an Abstract**
- **APA Website**
- **Purdue Writing Lab Website**
- ACLP Style Guideline for Bulletin/Focus Bulletin & Focus Writing Tips

## Deadline

Abstracts must be sent to ACLP through the online submission process, open from July 1 – July 31, 2021

*Late submissions will not be accepted*

2022 Call for Papers
conference@childlife.org
www.childlife.org