

2023 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 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, trauma, and content geared toward established professionals 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

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

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

Learning Objectives and Organization of the Presentation: List 3-4 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.

Organization of the Presentation: 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

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).

Topic: Indicate the topic that best reflects the content of your abstract. [Click here for a list of topics.](#)

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)

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).

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

Please choose from the following:

- a. **Digital 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. **Intensive Seminars:** Intensives explore content in depth. Half-day intensives are 3 hours (up to 3 presenters). Full-day intensives are 6 hours (up to 5 presenters). The live or virtual audience size may vary, and on-site registrations are possible.

Review Presentation Information

Room Set:

Room Set will vary based on conference location and health guidelines and is subject to change.

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. See below

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 as outlined on the ACLP website. Online submissions close August 31, 2022.

2023 Call for Papers
conference@childlife.org
www.childlife.org