Call for Papers Handbook
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## ANNUAL PROGRAM SCHEDULE

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NEW IN 2018

Program Schedule Changes
The following schedule changes in 2018 should be noted:

- There will be 3 two-hour poster sessions from 1:00 pm–3:00 pm, instead of 3 three-hour poster sessions from 12:00 pm–3:00 pm as were scheduled in 2017. This will increase programming hours.
- There are 24 hours of sessions, compared with 21 hours last year.
- Business meetings will be from 7:00 pm–7:50 pm on Friday–Monday. There will be no morning business meetings this year, except for the ABAI Business Meeting, which will be scheduled on Monday at 7:00 am.

Post-Convention, Single-Track Conference
A one-day, single-track conference on Acceptance and Commitment Therapy is scheduled for the day after the convention, Tuesday, May 29, 2018 (Jonathan Tarbox, program chair). This conference will have separate registration fees and all presentations will be invited by program chairs.

Continuing Education
ABAI has recently been approved by the National Association of School Psychologists (NASP) to offer professional development continuing education for school psychologists and by the Qualified Applied Behavior Analysis (QABA) Board for CE for Qualified Autism Services Practitioners (QASPs) and Applied Behavior Analysis Technicians (ABATs).

Invited Presentations and B. F. Skinner Lectures
This year the Program Board area coordinators will select and make invitations to B. F. Skinner lecturers and other invited presenters prior to the opening of volunteer submissions, so that ABAI members know the content of the invited track.
Program Area Descriptions
AAB: The Applied Animal Behavior (AAB) program includes the dimensions of applied behavior analysis as they pertain to matters of importance for non-human animals. Topic areas may include (but are not limited to) issues related to enrichment, welfare and management, conservation, training, and treatment of problem behavior. Theoretical discussions related to these topics are also included.

AUT: The Autism (AUT) program includes work specifically related to the assessment and treatment of learning and behavioral characteristics of individuals diagnosed with autism spectrum disorders (ASDs) and related symptomatology. This work may be analytical in nature (research incorporating experimental controls), or it may illustrate practice or ethical issues specific to treatment of individuals with ASDs.

BPN: The Behavioral Pharmacology and Neuroscience (BPN) program includes research on the behavioral effects of drugs and other neurobiological manipulations as well as research on the neurobiological substrates of behavior.

CBM: The Clinical/Family/Behavioral Medicine (CBM) program includes the integration of behavior analytic strategies, methods, and theory into areas traditionally encompassed by clinical psychology, family therapy, and behavioral medicine. Content relevant to the area includes the application of behavioral principles and behavior-analytic basic research relevant to these domains.

CSS: The Community, Social, and Sustainability Issues (CSS) program area includes conceptual analyses, empirical research, and service-delivery projects related to larger-scale community, sociocultural and sustainability issues, including work supporting social and environmental justice.

DDA: The Developmental Disabilities (DDA) program includes research and activities in the care of persons with neurodevelopmental, intellectual, and related disabilities other than those presentations fitting within the autism program area. These reported activities include basic research, applied research, service delivery, and theory/conceptual topics.

DEV: The Behavioral Development (DEV) program includes research and theory designed to identify environmental variables that establish and interact with behavioral development, and show how these variables relate to behavioral principles and instructional procedures in other areas, and how they can be manipulated to promote desirable developmental outcomes.

EAB: The Experimental Analysis of Behavior (EAB) program includes experimental analyses of human and animal behavior in laboratory and field settings. EAB research involves experimentally manipulated independent variables and addresses questions related to the fundamental nature of behavior-environment relations.

EDC: The Education (EDC) program includes presentations addressing variables that impact students’ learning of academic content, management of student behavior within a variety of educational settings, and the practices of educators.

OBM: The Organizational Behavior Management (OBM) program includes workplace applications derived from behavior analytic principles. The focus is typically on direct interventions to improve employee performance through behavior change, as well as large-scale systemic analyses and interventions to address work processes and other environmental and social factors that may influence organizational behavior.

PCH: The Philosophical, Conceptual, and Historical Issues (PCH) program includes topics on the foundations—past, present, and future—of behavior analysis as a system, science, and practice, as well as comparisons and contrasts with the natural and historical sciences and humanities.

PRA: The Practice (PRA) program is designated for presentations that pertain to professional issues of behavior analysts related to credentialing (i.e., certification and licensing), insurance coverage, program evaluation, systems-level analyses, and ethical issues in practice. Other dimensions of direct evidence-based practice not covered in other program areas may also be included.
TBA: The Teaching Behavior Analysis (TBA) program includes theoretical/conceptual, applied research, and service delivery presentations related to teaching the science and practice of behavior analysis, including to individuals, academic/university faculty, clinical staff, parents, other professionals, and the broader community.

VRB: The Verbal Behavior (VRB) program includes conceptual, experimental, and applied presentations with roots in Skinner's (1957) analysis of verbal behavior. Topics may include mands, tacts, intraverbals, echoics, textual, listener behavior, autoclitics, multiple control, self-editing, and problem solving/thinking. VRB presentations emphasize analysis of controlling variables for verbal responses of humans and nonhumans.
REMINDERS

Member Status at Time of Submission
Submissions will only be eligible for presentation once all presenting authors, chairs, discussants, and panelists have become current (2017–2018) members of ABAI. At the end of your submission you will be informed of the membership status of all relevant submission participants—please remind your participants who have not renewed their member status at the time of submission that they should do so prior to the call for papers deadline. To become a new member or renew membership for 2017–2018, visit https://www.abainternational.org/membership. For help or further information, contact our office at mail@abainternational.org or (269) 492–9310.

Commitment to Present
All participants in a presentation—presenting authors, panelists, chairs, and discussants—must commit to register and attend the convention. Failure to register or make your scheduled presentation could result in the denial of submission privileges for the following convention year.

SABA Senior Student Presenter Grant Application Deadline
To be considered for a SABA Senior Student Presenter Grant, all submissions must be made by the close of call for papers on October 25, 2017, including posters.

Submission and Presentation Language
All submissions and presentations must be made in English.
# MAJOR DEADLINES

Deadlines relevant to submissions and presenters are outlined below.

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<td>August 23, 2017</td>
<td>Area coordinators’ submission deadline for B. F. Skinner lectures and invited presentations.</td>
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<tr>
<td>October 25, 2017</td>
<td>CALL FOR PAPERS DEADLINE. Submission deadline for papers, panels, symposia, workshops, reunions, business meetings, and expo posters.</td>
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<td>SABA SENIOR STUDENT PRESENTER GRANT APPLICATION DEADLINE. All submissions including poster submissions must be made by October 25, 2017, to be</td>
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<td>considered for a SABA Senior Student Presenter Grant.</td>
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<td>December 7, 2017</td>
<td>Submission acceptance notifications posted on the ABAI portal; rejection letters sent by email.</td>
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<td>December 11, 2017</td>
<td>SABA Senior Student Presenter Grant notifications sent by email.</td>
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<td>December 13, 2017</td>
<td>EARLY REGISTRATION DEADLINE. Receive the greatest savings by registering before the end of the day.</td>
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<td>December 28, 2017</td>
<td>Presentation schedules released on ABAI portal.</td>
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<td>CALL FOR POSTERS DEADLINE. Deadline to complete poster submissions NOT being considered for SABA Senior Student Presenter Grants.</td>
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<td>February 22, 2018</td>
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<td>March 8, 2018</td>
<td>Deadline to order an advance, mailed copy of the printed program book.</td>
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<td>May 2, 2018</td>
<td>Pre-registration deadline; registrations after this date will be processed onsite.</td>
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### REQUIRED SUBMISSION INFORMATION OVERVIEW

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<tr>
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<tr>
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</tbody>
</table>
SUBMISSION PREPARATION CHECKLIST

- Determine appropriate presentation format (descriptions on pp. 11–12):
  - Poster
  - Paper
  - Symposium: two presenters, a discussant and a chair (50 minutes); three presenters and a chair (50 minutes); or four presenters, a discussant, and a chair (110 minutes)
  - Panel (three panelists)
  - Workshop (three or six hours in duration)
  - Expo poster
  - Business meeting
  - Reunion

- Presentation title with all acronyms spelled out (limited to 200 characters).

- Determine primary and secondary areas. Please see pp. 4–5 for a complete description of each area.
  - AAB Applied Animal Behavior
  - AUT Autism
  - BPN Behavioral Pharmacology and Neuroscience
  - CBM Clinical/Family/Behavioral Medicine
  - CSS Community, Social, and Sustainability Issues
  - DDA Developmental Disabilities
  - DEV Behavioral Development
  - EAB Experimental Analysis of Behavior
  - EDC Education
  - OBM Organizational Behavior Management
  - PCH Philosophical, Conceptual, and Historical Issues
  - PRA Practice
  - TBA Teaching Behavior Analysis
  - VRB Verbal Behavior

- Determine submission domain.
  - Basic research is research that primarily contributes to knowledge about fundamental principles of behavior; target behavior is selected based on scientific goals rather than social significance (can include verbal behavior in humans); any species; theoretically driven; data-based; premium placed on experimental control; activity carried out under auspices of research protocol.
  - Applied research is research that primarily contributes to knowledge about how/why interventions, service delivery systems, or their components achieve desired behavior change; target behavior selected on basis of its social significance; human emphasis; intervention designed to improve performance or adaptive functioning of individuals or behavioral systems; data-based; development of new technology for behavior change; activity carried out under auspices of research protocol.
  - Service delivery is intervention-driven activity to produce desired behavior change rather than to identify how/why interventions, service delivery systems, or their components achieve those goals; extension of existing technology to new setting or population; also may include public policy, regulatory, ethical, and related service-delivery issues.
  - Theory is theoretical; conceptual; integrative statements about organizations of facts; interpretations; mathematical models/quantitative analyses; also can include historical and philosophical analyses or reviews.

- Presentation abstract with all acronyms spelled out (no fewer than 150 words and no more than 200 words).

- If submission is data based, must attach a one-page PDF file that includes a graphic or tabular summary of obtained data. Graphs and tables submitted must be of professional quality and formatted according to APA Style.

  All Basic Research and Applied Research submissions require data; data are optional for Service Delivery and Theory.

- Provide one-word or two-word keywords or key phrases, limited to 50 characters, describing the research topic, methodology, or subjects.

- Confirm the availability and convention attendance of all presenting authors, panelists, chairs, and discussants before making a submission. Verify that no participants are in violation of role limits. Please see Appendix A for descriptions of roles.

- Verify that author affiliations are listed using the official institution name and that a valid email address is provided.
Symposia, panels, and workshops may all provide the opportunity for attendees to earn continuing education credits. Additional information about background and training will be needed for the participant serving as CE instructor.

We encourage you to submit recommendations for the ABAI bookstore.

If instructions are unclear or you require alternate accommodations, contact the ABAI office at (269) 492-9310 or by email at convention@abainternational.org.
SUBMISSION OVERVIEW

Role Limits
In order to limit the number of concurrent and potentially conflicting presentations, and to increase the impact and prestige of the poster sessions, each individual may serve in the following roles:

- presenting author on no more than two posters, and
- invited or regular presenting author/panelist on no more than one oral presentation (paper, individual symposium presentation, or panel), and
- chair or discussant on no more than one symposia or panel.

The Program Board will reject presentations beyond these limits. Consideration of which presentation to reject when a presenter has surpassed his or her limit will be made with attention to the order in which presentations were received.

The following roles do not count toward the role limits:

- Business meeting chair
- Expo poster presenting author
- Paper session chair
- Poster session discussant
- Poster session chair
- Professional Development Series (PDS) panelist
- Reunion chair
- Workshop presenting authors

Limit on Number of Authors
Papers, posters, individual symposium presentations, workshops, and Expo posters must have one presenting author and no more than seven additional authors. Panels must have exactly three panelists.

Paper sessions, symposia, panels, business meetings, and reunions must each have one chair.

The Program Board can consider only the presenting author, chair, panelists, and discussant of each submission when resolving scheduling conflicts.

Submission Types

Posters
Posters are physical displays of information, usually reporting empirical research. Submissions must demonstrate that the work to be reported has scientific merit and is well advanced. Data-based posters, which require a graph or chart of data, will receive preference. Posters in the applied research and basic research domains must include a data attachment.

Poster sessions will have assigned chairs and discussants, who will attend their designated sessions, interact with presenters, and ask questions about the research in the posters they review.

Posters should be 3’10” by 3’10” to fit the provided poster boards.

Papers
Paper submissions are individual presentations, usually concerned with conceptual, historical, or methodological issues. A paper submission may report empirical research that would be too complex for effective presentation in a poster (e.g., an integrated series of experiments). All data-based and single-study paper submissions that do not fit this criteria will be rejected or reassigned as posters. Papers in the basic or applied research domains require a data attachment.

Papers will be grouped into sessions by area coordinators and a chair will be assigned to the session from among the papers’ presenting authors. Fifty-minute paper sessions are comprised of two papers and a chair; 110-minute paper sessions are comprised of four papers and a chair.

Symposia
Symposia are organized by a chair who also moderates the session. Symposia focus on empirical, conceptual, historical, or methodological research. Symposia in the applied research or basic research domains require a data attachment.

Symposia are comprised of:

- Two presentations, a chair, and a discussant (50 minutes), or
- Three presentations and a chair (50 minutes), or
- Four presentations, a chair, and a discussant (110 minutes)

The Program Board values symposium submissions that are (a) organized around a central theme, (b) involve submissions from multiple institutions rather
than from a single laboratory, department, or organization, (c) are 110-minute symposia, and (d) include submissions from multiple domains (are translational). Symposia that include presentations from multiple domains will be given priority for acceptance and scheduling.

Symposia should reflect work that is well advanced, and is presented in an integrated way. Work that is just beginning (e.g., only baseline data provided) will not ordinarily be approved for symposium presentations, nor will a series of individual data presentations that do not provide an integrated view of advanced work. Presentations not reaching this level may be reassigned as posters (which may be posted together if they cover similar content).

Applied research symposia are encouraged to recruit discussants with basic science expertise to increase exchange within the discipline. Submissions within symposium submissions that do not meet these guidelines may be considered for re-assignment as posters.

Panels
Panels consist of three panelists and a chair and are 50 minutes. Panelists’ responses to a question or issue occur with time allotted for interaction among the panelists and with the audience. A panel is organized by a chair who is also the session’s moderator. Panels bridging basic and applied science are encouraged. The Program Board will give preference to submissions that include panelists representing multiple institutions and that are translational (include a multiple domains focus.)

Workshops
Workshops are educational sessions of three or six hours and usually involve the preparation of substantial training materials. Presenters limit enrollment and specify the academic level of participants. Participants are charged a materials fee (set by the instructor) and tuition, which is used in part to pay workshop presenters. Accepted workshops that fail to enroll any registrants may not be submitted for consideration the following convention year.

Expo Posters
The ABAI Expo is a special poster session for presentations of ABAI accredited behavior analysis training programs, internship and employment opportunities, special interest groups (SIGs), affiliated chapters, ABAI boards and committees, and behavioral associations around the world.

The fee for posters is $138 for a single poster and $271 for a double poster. ABAI-accredited behavior analysis training programs, ABAI chapters, and ABAI SIGs receive a single poster at no cost or an upgrade to a double poster for $123. ABAI boards and committees receive a single or double poster at no cost.

Single posters should be 3’10” by 3’10” and double posters should be 3’10” (tall) by 7’10” (wide) to accommodate the provided poster boards.

Business Meetings
Business meetings are scheduled to allow groups to conduct business or discuss interests and activities. Business meetings are scheduled for 50 minutes and do not count toward the role limits.

Reunions
Reunions and receptions are social gatherings. Space for university programs, chapters, SIGs, retirement celebrations, and memorials will be provided at no cost, providing a submission is made before the deadline. ABAI does not provide audiovisual equipment or refreshments; reunion chairs are responsible for arranging these details directly with the venue. Other organizations and businesses wishing to hold a reception should contact the ABAI office at convention@abainternational.org to receive the price list for room rentals.
SUBMISSION INSTRUCTIONS

Electronic
ABAI requests and prefers that all submissions be made through the ABAI portal at https://www.abainternational.org/portal.

If you do not have a portal account, please select “sign up for a free portal account” when asked to sign in to proceed with completing your submission.

After logging into the ABAI portal, select “Tools” (Figure 1), then “Call for Papers Entry” (Figure 2), then “44th Annual Convention; San Diego, CA; 2018.”

Click on “Make a Submission” and follow the instructions based on submission type.

Email, Postal Mail, or Facsimile
A typed submission can be emailed, mailed, or faxed to ABAI. Please note, all submissions must follow the correct submission type outline.

Association for Behavior Analysis International
ATTN: 2018 Submissions
550 West Centre Avenue, Ste. 1
Portage, Michigan 49024
Fax: (269) 492-9316
convention@abainternational.org

Figure 1. Step One.

Figure 2. Step Two.

Portal Tools
Here you’ll find links and guides for your participation in ABAI.

<table>
<thead>
<tr>
<th>Category</th>
<th>Available Tools</th>
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<tr>
<td>Call For Papers</td>
<td>Call For Papers Entry</td>
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<tr>
<td>Continuing Education (CE)</td>
<td>Online CE Testing Center</td>
</tr>
<tr>
<td></td>
<td>Purchase CE and Print Certificate</td>
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SUBMISSION REQUIREMENTS BY TYPE

Poster Submission Outline

Poster Title
Please use title case when entering the title, not all lowercase or all capital letters (e.g., Clinical Applications of Behavior Analysis: A Two-Part Study). Please limit titles to 15 words (200 characters). Please spell out all acronyms. No ending punctuation or quotation marks around the title are necessary.

Program Area
Select the most appropriate program area for your submission as the primary area; this information will help to avoid scheduling conflicts. For a complete description of program areas, refer to page 4.

Submission Domain
Designate each submission as basic research, applied research, service delivery, or theory, as defined on page 8. Designating a domain for each submission allows convention attendees to make informed decisions about which presentations to attend.

Abstract
The abstract must follow American Psychological Association (APA) style guidelines and be no fewer than 150 words or more than 200 words. Abstracts should begin with a sentence stating why the topic is important and end with the general conclusion, relevance, or potential impact. All acronyms must be spelled out at first mention.

Data-based submission abstracts. The abstract for a data-based presentation also must include: 1) an overview of the types of participants, 2) an overview of the types of procedures, and 3) a statement of what the data showed, with what degree of confidence.

Keywords or Phrases
Please submit up to four keywords (single words or two-word phrases) with each submission. Keywords should be as specific as possible (e.g., “reinforcement” or “autism” would be too general; “CPT,” “insurance,” or “telehealth” would be acceptable). Along with the domains, keywords will allow convention attendees to search for topics most relevant to them.

Funding (Optional)
Submissions must include a description of the type of funding received for this submission (e.g., NIH or other research grants).

Conflict of Interest Notice (Required)
Submissions must include a declaration and identification of any potential conflict of interest (e.g., commercial support interest for sponsors, instructors, content of instruction, or any other relationship that could reasonably be construed as a conflict of interest). Please answer "N/A" if no conflict of interest exists.

Supporting Graph or Table
Data-based submissions must include a graphic or tabular summary of obtained data. Data-based submissions without a supporting graph or table will be rejected. The data does not need to be complete at time of submission, but the abstract and graph/table must establish that the project is well under way. Graphs and tables submitted must be of professional quality and formatted according to APA Style. Attachments must be in a PDF file format and are limited to a single page. To avoid upload errors, limit your PDF file size to 1MB.

Note: Submissions in the basic research or applied research domains must include data attachments. Submissions in the service delivery or theory domains may include data attachments if appropriate.

Author Information
A presenting author is required for every poster submission. Seven additional authors may be added, for a total of eight authors per submission. A detailed explanation of all roles can be found in Appendix A. You will be asked to add a presenting author by searching for a contact. You must provide a last name and full or partial email address. If the contact you search for is not found, you can add a new contact. The following information is required:

- Name
- Affiliation (if including more than one affiliation, separate with a semi-colon [e.g., Affiliation One; Affiliation Two])
- Valid email address (all correspondence will be sent to this address)
- Country
- Province/State
- Citizenship

Please do not add a new contact if the displayed email or affiliation is out of date. After completing your submission, please contact ABAI.
Submission Deadline: October 25, 2017

(convention@abainternational.org) with the submission ID number and the corrected information for your contact. This ensures that there will not be multiple contact records for the same person.

SABA Senior Student Presenter Grant Application (Optional)
The Society for the Advancement of Behavior Analysis (SABA) will distribute donations from the SABA Senior Student Presenter Grant fund to qualified student applicants who complete submissions before October 25, 2017.

To qualify for a SABA Senior Student Presenter Grant, the applicant must meet all of the following criteria:

- The student must be a verified 2018 student member of ABAI by October 25, 2017.
- The student’s submission, including poster submissions, must be completed by October 25, 2017.
- The student must be the first (senior) author as well as the presenting author of the submission (poster, paper, panel, or symposium).
- The proposal must be accepted for presentation at the 2018 ABAI Annual Convention.

To apply for a Senior Student Presenter Grant, check the box that says, “Yes, please consider this contact for the SABA Senior Student Presenter Grant,” or type this statement if not submitting via the portal.

Recommend a Book (Optional)
If you would like to recommend a must-have book for behavior analysts, please provide the following:

- Title
- Authors as they appear in the book
- Publisher
- Year of publication
- ISBN (International Standard Book Number)

While we appreciate and welcome all recommendations, be aware that submission of a particular book will not guarantee that the book will be sold in the ABAI bookstore. Books will be reviewed by the Program Board and the ABAI office will check availability.

Data Assurance
Your completed submission is verification that you have permission to present the data and information in the submission. If submitting via email, type the following statement:

“In making this submission, I affirm that the presenters in this event have been authorized to present the content and data and that the correct authors have been credited for the work presented.”

Presentation Assurance
Your submission is acceptance of responsibility. If your submission is accepted, you guarantee that the presenting author will have current ABAI membership status, register for and attend the convention, and deliver the presentation as scheduled by the Program Board. Please note: Presenters who fail to deliver an accepted and scheduled presentation will not be permitted to present the following year.

If submitting via email, type the following statement:

“If my proposed presentation is accepted, I guarantee that the presenting author will register and attend the conference and deliver the presentation, as scheduled by the Program Board.”

Photography Release
You acknowledge that while at the ABAI event, you may be photographed by an ABAI-approved photographer. By making a submission, you are granting the Association for Behavior Analysis International permission to use your likeness in photograph(s) in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by the Association for Behavior Analysis International, in perpetuity, and for other use by the association. You will make no monetary or other claim against the Association for Behavior Analysis International for the use of the photograph(s).

Submission Confirmation
For each submission, each author listed will receive a confirmation email containing a submission ID number; said email serves as confirmation that the submission has been received and saved in the convention database. Please keep the submission ID number for your records to reference when communicating with the ABAI office. You may review the submission at any time by returning to the “Call for Papers Entry” section of the portal. If you do not receive a submission confirmation email, do not resubmit. Please contact the ABAI office at convention@abainternational.org.
Paper Submission Outline
Authors are asked to submit data from a single study either as part of a symposium (containing an integrated set of studies on a thematically related topic) or as a poster. Individual paper submissions are limited to conceptual or theoretical presentations, or presentations of an integrated series of empirical research that would be too complex to present in a poster.

Paper Title
Please use title case when entering the title, not all lowercase or all capital letters (e.g., Clinical Applications of Behavior Analysis: A Two-Part Study). Please limit titles to 15 words (200 characters). Please spell out all acronyms. No ending punctuation or quotation marks around the title are necessary.

Program Area
Select the most appropriate program area for your submission as the primary area; this information will help to avoid scheduling conflicts. A secondary area also may be selected as additional information. For a complete description of program areas, refer to page 4.

Submission Domain
Designate each submission as basic research, applied research, service delivery, or theory, as defined on page 8. Designating a domain for each submission allows convention attendees to make informed decisions about which presentations to attend.

Instruction Level
Please provide the anticipated instruction level for your presentation.
- Basic
- Intermediate
- Advanced

Abstract
The abstract must follow American Psychological Association style guidelines and be no fewer than 150 words or more than 200 words. Abstracts should begin with a sentence stating why the topic is important and end with the general conclusion, relevance, or potential impact. All acronyms must be spelled out at first mention.

Data-based submission abstracts. The abstract for a data-based presentation also must include: 1) an overview of the types of participants, 2) an overview of the types of procedures, and 3) a statement of what the data showed, with what degree of confidence.

Keywords or Phrases
Please submit up to four keywords (single words or two-word phrases) with each submission. Keywords should be as specific as possible (e.g., “reinforcement” or “autism” would be too general; “CPT,” “insurance,” or “telehealth” would be acceptable). Along with the domains, keywords will allow convention attendees to search for topics most relevant to them.

Funding (Optional)
Submissions must include a description of the type of funding received for this submission. (e.g., NIH or other research grants).

Conflict of Interest Notice (Required)
Submissions must include a declaration and identification of any potential conflict of interest (e.g., commercial support or sponsorship or any other relationship that could reasonably be construed as a conflict of interest.) Please use N/A if this is not applicable to your submission.

Supporting Graph or Table
Any submission to report data from a single study should be submitted (a) as part of a symposium containing an integrated set of studies on a thematically related topic, or (b) as a poster. Individual paper submissions are appropriate for certain types of presentations (e.g., conceptual or theoretical.) Paper submissions that present data from an individual study will be reassigned as posters or rejected by the Program Board.

Data-based submissions must include a graphic or tabular summary of obtained data. Data-based submissions without a supporting graph or table will be rejected. The data does not need to be complete at time of submission, but the abstract and graph/table must establish that the project is well under way. Graphs and tables submitted must be of professional quality and formatted according to APA Style. Attachments must be in a PDF file format and are limited to a single page. To avoid upload errors, limit your PDF file size to 1MB.

Note: Submissions in the basic research or applied research domains must include data attachments. Submissions in the service delivery or theory domains may include data attachments if appropriate.
Author Information
A presenting author is required for every paper submission. Seven additional authors may be added, for a total of eight authors per submission. A detailed explanation of all roles can be found in Appendix A.
You will be asked to add a presenting author by searching for a contact. You must provide a last name and full or partial email address. If the contact you search for is not found, you can add a new contact. The following information is required:

- Name
- Affiliation (if including more than one affiliation, separate with a semi-colon [e.g., Affiliation One; Affiliation Two])
- Valid email address (all correspondence will be sent to this address)
- Country
- Province/State
- Citizenship

Please do not add a new contact if the displayed email or affiliation is out of date. After completing your submission, please contact ABAI (convention@abainternational.org) with the submission ID number and the corrected information for your contact. This ensures that there will not be multiple contact records for the same person.

SABA Senior Student Presenter Grant Application
(Optional)
The Society for the Advancement of Behavior Analysis (SABA) will distribute donations from the SABA Senior Student Presenter Grant fund to qualified student applicants who complete submissions before October 25, 2017.

To apply for a Senior Student Presenter Grant, check the box that says, “Yes, please consider this contact for the SABA Senior Student Presenter Grant,” or type this statement if not submitting via the portal.

Agreement to Serve as a Paper Session Chair
Accepted papers will be grouped into sessions by area coordinators. One of the presenting authors will be assigned the role of “Paper Session Chair.” Please answer the question, “If my submission is accepted, I agree to chair the assembled paper session.” “Yes, I am willing to chair,” or “No, I do not wish to chair.”

Agreement to Serve as a Poster Discussant
Presenting authors are invited to serve as poster discussants in their areas of expertise. Poster discussants will be assigned a specific set of posters to visit and review. Discussants will attend their designated poster sessions, interact with presenters, and ask questions about the studies they review.

In the online submission form, check the box if you agree to serve as a poster discussant; for emailed submissions type the following statement: “Yes, I am willing to serve as a poster discussant.” Volunteer Discussants will receive direction about the role from the Program Board and ABAI office staff.

Recommend a Book (Optional)
If you would like to recommend a must-have book for behavior analysts, please provide the following information:

- Title
- Authors as they are listed on the cover/title page
- Publisher
- Year of publication
- ISBN (if known)

While we appreciate and welcome all book recommendations, be aware that recommending a particular book does not guarantee the book will be sold in the ABAI bookstore. Book recommendations will be reviewed and approved by area coordinators, and the ABAI office will check availability.

Data Assurance
Your completed submission is verification that you have permission to present the data and information in the submission. If submitting via email, type the following statement:

“In making this submission, I affirm that the presenters in this event have been authorized to present the content
and data and that the correct authors have been credited for the work presented.”

Presentation Assurance
Your submission is acceptance of responsibility. If your submission is accepted, you guarantee that the presenting author (and chair, discussant, or panelist, as appropriate) will have current ABAI membership status, register for and attend the convention and deliver the presentation, as scheduled by the Program Board. Please note: Presenters who fail to deliver an accepted and scheduled presentation will not be permitted to present the following year.

If submitting via email, type the following statement:
“If my proposed presentation is accepted, I guarantee that the presenting author will register and attend the conference and deliver the presentation, as scheduled by the Program Board.”

Photography Release
You acknowledge that while at the ABAI event, you may be photographed by an ABAI-approved photographer. By making a submission, you are granting the Association for Behavior Analysis International permission to use your likeness in photograph(s) in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by the Association for Behavior Analysis International, in perpetuity, and for other use by the association. You will make no monetary or other claim against the Association for Behavior Analysis International for the use of the photograph(s).

Submission Receipt Confirmation
For each submission, each author listed will receive a confirmation email containing a submission ID number; said email serves as confirmation that the submission has been received and saved in the convention database. Please keep the submission ID number for your records to reference when communicating with the ABAI office. You also may review the submission at any time by returning to the “Call for Papers Entry” section of the portal. If you do not receive a submission confirmation email, do not resubmit. Please contact the ABAI office at convention@abainternational.org.
**Symposia Submission Outline**

Symposia are organized by a chair who also moderates the session. Symposia focus on empirical, conceptual, historical, or methodological research. Symposia in the applied research or basic research domains require a data attachment.

The Program Board values symposium submissions that are (a) organized around a central theme, (b) involve submissions from multiple institutions rather than from a single laboratory, department, or organization, (c) are 110-minute symposia, and (d) include submissions from multiple domains. Symposia that include presentations from multiple domains will be given priority for acceptance and scheduling.

Symposia should reflect work that is well advanced, and is presented in an integrated way. Work that is just beginning (e.g., only baseline data provided) will not ordinarily be approved for symposium presentations, nor will a series of individual data presentations that do not provide an integrated view of advanced work. Presentations not reaching this level may be reassigned as posters (which may be posted together if they cover similar content).

Applied science symposia are encouraged to recruit discussants with basic science expertise to increase exchange within the discipline.

**Symposium Title**

Please use title case when entering the title, not all lowercase or all capital letters (e.g., Clinical Applications of Behavior Analysis: A Two-Part Study). Please limit titles to 15 words (200 characters). Please spell out all acronyms. No ending punctuation or quotation marks around the title are necessary.

**Program Area**

Select the most appropriate program area for your submission as the primary area; this information will help to avoid scheduling conflicts. A secondary area also may be selected as additional information. For a complete description of program areas, refer to page 4.

**Submission Domain**

Designate each submission as basic research, applied research, service delivery, or theory, as defined on page 8. Designating a domain for each submission allows convention attendees to make informed decisions about which presentations to attend.

**Does this submission cover multiple domains?**

Translational symposia are those that cover more than one domain and are given more value by the Program Board.

**Instruction Level**

Please provide the anticipated instruction level for your presentation.
- Basic
- Intermediate
- Advanced

**Audience Size Anticipated**

Providing this estimate will assist area coordinators in scheduling your presentation in a room of suitable capacity.
- 1–100 people
- 101–200 people
- 201+ people

**Abstract**

The abstract must follow American Psychological Association style guidelines and be no fewer than 150 words or more than 200 words. Abstracts should begin with a sentence stating why the topic is important and end with the general conclusion, relevance, or potential impact. All acronyms must be spelled out at first mention.

Symposium abstracts should provide a brief summary that provides a unifying theme between the individual symposia submissions.

Data-based submission abstracts. The abstract for a data-based presentation also must include: 1) an overview of the types of participants, 2) an overview of the types of procedures, and 3) a statement of what the data showed, with what degree of confidence.

**Keywords or Phrases**

Please submit up to four keywords (single words or two-word phrases) with each submission. Keywords should be as specific as possible (e.g., “reinforcement” or “autism” would be too general; “CPT,” “insurance,” or “telehealth” would be acceptable). Along with the domains, keywords will allow convention attendees to search for topics most relevant to them.

**Supporting Graph or Table**

Please check “yes” or “no” in answer to the question, “Is your submission data based?” If yes, each individual symposium presentation must upload a
**supporting data file.** A data file for the overall symposium is not required.

**Add Symposium Chair, Discussant, and Presentations**

Select which type of symposia you are submitting:

- Two presentations, a chair, and discussant (50 minutes)
- Three presentations and a chair (50 minutes)
- Four presentations, a chair, and a discussant (110 minutes)

**Add a Chair/Add a Discussant.** A chair is required for all symposia, while a discussant is optional for symposia based upon the number of symposia included in the submission. A detailed explanation of all roles can be found in Appendix A.

You will be asked to add a chair and discussant (if applicable) by searching for a contact. You must provide a last name and full or partial email address. If the contact you search for is not found, you can add a new contact. The following information is required:

- Name
- Affiliation (if including more than one affiliation, separate with a semi-colon [e.g., Affiliation One; Affiliation Two])
- Valid email address (all correspondence will be sent to this address)
- Country
- Province/State
- Citizenship

Please do not add a new contact if the displayed email or affiliation is out of date. After completing your submission, please contact ABAI (convention@abainternational.org) with the submission ID number and the corrected information for your contact. This ensures that there will not be multiple contact records for the same person.

**Add an Individual Symposium Presentation Title.** Please use title case when entering the title, not all lowercase or all capital letters (e.g., Clinical Applications of Behavior Analysis: A Two-Part Study). Please limit titles to 15 words (200 characters). Please spell out all acronyms. No ending punctuation or quotation marks around the title are necessary.

**Abstract.** The abstract must follow American Psychological Association style guidelines and be no fewer than 150 words or more than 200 words. Abstracts should begin with a sentence stating why the topic is important and end with the general conclusion, relevance, or potential impact. All acronyms must be spelled out at first mention.

The abstract for a data-based presentation also must include: 1) an overview of the types of participants, 2) an overview of the types of procedures, and 3) a statement of what the data showed, with what degree of confidence.

**Funding (Optional)**

Submissions must include a description of the type of funding received for this submission. (e.g., NIH or other research grants). Please use N/A if this is not applicable to your submission.

**Conflict of Interest Notice (Required)**

Submissions must include a declaration and identification of any potential conflict of interest (e.g., commercial support or sponsorship or any other relationship that could reasonably be construed as a conflict of interest.) Please use N/A if this is not applicable to your submission.

**Supporting Graph or Table.** Data-based submissions must include a graphic or tabular summary of obtained data. Data-based submissions without a supporting graph or table will be rejected. The data does not need to be complete at time of submission, but the abstract and graph/table must establish that the project is well under way. Graphs and tables submitted must be of professional quality and formatted according to APA Style. Attachments must be in a PDF file format and are limited to a single page. To avoid upload errors, limit your PDF file size to 1MB.

**Note:** Submissions in the basic research or applied research domains must include data attachments. Submissions in the service delivery or theory domains may include data attachments if appropriate.

**Add Author(s)**

A presenting author is required for every symposia submission. Seven additional authors may be added, for a total of eight authors per individual symposium submission. A detailed explanation of all roles can be found in Appendix A.

You will be asked to add a presenting author, and author(s) by searching for a contact. You must provide
a last name and full or partial email address. If the contact you search for is not found, you can add a new contact. The following information is required:

- Name
- Affiliation (if including more than one affiliation, separate with a semi-colon [e.g., Affiliation One; Affiliation Two])
- Valid email address (all correspondence will be sent to this address)
- Country (for presenting author, chair, and discussant only)
- Province/State (for presenting author, chair, and discussant only)
- Citizenship (for presenting author, chair, and discussant only)

Please do not add a new contact if the displayed email or affiliation is out of date. After completing your submission, please contact ABAI (convention@abainternational.org) with the submission ID number and the corrected information for your contact. This ensures that there will not be multiple contact records for the same person.

SABA Senior Student Presenter Grant Application (Optional)
The Society for the Advancement of Behavior Analysis (SABA) will distribute donations from the SABA Senior Student Presenter Grant fund to qualified student applicants who complete submissions before October 25, 2017.

To qualify for a SABA Senior Student Presenter Grant, the applicant must meet all of the following criteria:

- The student must be a verified 2018 student member of ABAI by October 25, 2017.
- The student’s submission, including poster submissions, must be completed by October 25, 2017.
- The student must be the first (senior) author as well as the presenting author of the submission (poster, paper, panel, or symposium).
- The proposal must be accepted for presentation at the 2018 ABAI Annual Convention.

To apply for a Senior Student Presenter Grant, check the box that says, “Yes, please consider this contact for the SABA Senior Student Presenter Grant,” or type this statement if not submitting via the portal.

Agreement to Serve as a Poster Discussant
Presenting authors are invited to serve as poster discussants in their areas of expertise. Poster discussants will be assigned a specific set of posters to visit and review. Discussants will attend their designated poster sessions, interact with presenters, and ask questions about the studies they review.

In the online submission form, check the box if you agree to serve as a poster discussant; for emailed submissions type the following statement: “Yes, I am willing to serve as a poster discussant.” Volunteer Discussants will receive direction about the role from the Program Board and ABAI office staff.

Continuing Education Information (Optional)
The Association for Behavior Analysis International (ABAI) is:

- a Type 2 ACE provider for the Behavior Analyst Certification Board (BACB);
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- approved by the National Association of School Psychologists (NASP) to offer professional development for school psychologists.

If you wish, your submission may be considered for BACB, NASP, and/or QABA continuing education credit. The following information is required for the submission to be considered for CE credit.

CE Type. Please select which type of CE this event will offer:

- BACB
- NASP
- QABA

Event Information. Please provide the following information about your submission:

- This submission covers behavior analysis:
  - Practice
  - Theory
  - Methodology
This submission covers content related to:

- Ethics (Please provide a rationale.)
- Supervision (Please provide a rationale.)
- Neither

Target audience

Learning objectives (a minimum of three is required)

Instructor Information. The CE instructor must be prepared to either directly give instruction or actively supervise the instruction when multiple presenters are involved. Provide the following information for the participant serving as CE instructor:

- Name of prospective CE Instructor
- Instructor’s Terminal Degree (e.g., Ph.D., M.S.)
- Instructor’s Credentials
  - BACB-D
  - BACB
  - Other
    - If “other,” under what guidelines does the instructor qualify?
    - Holds a doctorate and meets either the coursework or college teaching option for fulfilling BCBA eligibility requirements.
    - Has completed all requirements for a doctorate except the dissertation, meets the coursework option for BCBA eligibility, and has completed graduate coursework or has published research in the subject matter on which Type 2 CE instruction is provided.

- Brief Curriculum Vitae (CV) of CE Instructor
  - Instructors must attach a brief CV to the submission. If the primary instructor is not a Board Certified Behavior Analyst, the CV must document how the BACB requirements have been fulfilled.

- Attestation of Experiential Training
  - By requesting this submission be reviewed for CE, you are attesting that the CE instructor and any co-instructors have completed substantial formal or experiential training in the subject matter of this submission.

Recommend a Book (Optional)
If you would like to recommend a must-have book for behavior analysts, please provide the following information:

- Title
- Authors as they are listed on the cover/title page
- Publisher
- Year of publication
- ISBN (if known)

While we appreciate and welcome all book recommendations, be aware that recommending a particular book does not guarantee the book will be sold in the ABAI bookstore. Book recommendations will be reviewed and approved by the Program Board, and the ABAI office will check availability.

Data Assurance
Your completed submission is verification that you have permission to present the data and information in the submission. If submitting via email, type the following statement:

“In making this submission, I affirm that the presenters in this event have been authorized to present the content and data and that the correct authors have been credited for the work presented.”

Presentation Assurance
Your submission is acceptance of responsibility. If your submission is accepted, you guarantee that the presenting author (and chair, discussant, or panelist, as appropriate) will have current ABAI membership status, register for and attend the convention and deliver the presentation, as scheduled by the Program Board. Please note: Presenters who fail to deliver an accepted and scheduled presentation will not be permitted to present the following year.

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Photography Release
You acknowledge that while at the ABAI event, you may be photographed by an ABAI-approved photographer. By making a submission, you are granting the Association for Behavior Analysis International permission to use your likeness in photograph(s) in any
and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by the Association for Behavior Analysis International, in perpetuity, and for other use by the association. You will make no monetary or other claim against the Association for Behavior Analysis International for the use of the photograph(s).

Submission Receipt Confirmation
For each submission, each author listed will receive a confirmation email containing a submission ID number; said email serves as confirmation that the submission has been received and saved in the convention database. Please keep the submission ID number for your records to reference when communicating with the ABAI office. You also may review the submission at any time by returning to the “Call for Papers Entry” section of the portal. If you do not receive a submission confirmation email, do not resubmit. Please contact the ABAI office at convention@abainternational.org.
Panel Submission Outline

Panel Title
Please use title case when entering the title, not all lowercase or all capital letters (e.g., Clinical Applications of Behavior Analysis: A Two-Part Study). Please limit titles to 15 words (200 characters). Please spell out all acronyms. No ending punctuation or quotation marks around the title are necessary.

Program Area
Select the most appropriate program area for your submission as the primary area; this information will help to avoid scheduling conflicts. A secondary area also may be selected as additional information. For a complete description of program areas, refer to page 4.

Submission Domain
Designate each submission as basic research, applied research, service delivery, or theory, as defined on page 8. Designating a domain for each submission allows convention attendees to make informed decisions about which presentations to attend.

Instruction Level
Please provide the anticipated instruction level for your presentation.

- Basic
- Intermediate
- Advanced

Audience Size Anticipated
Providing this estimate will assist area coordinators in scheduling your presentation in a room of suitable capacity.

- 1–100 people
- 101–200 people
- 201+ people

Abstract
The abstract must follow American Psychological Association style guidelines and be no fewer than 150 words or more than 200 words. Abstracts should begin with a sentence stating why the topic is important and end with the general conclusion, relevance, or potential impact. All acronyms must be spelled out at first mention.

The abstract for a data-based presentation also must include: 1) an overview of the types of participants, 2) an overview of the types of procedures, and 3) a statement of what the data showed, with what degree of confidence.

Keywords or Phrases
Please submit up to four keywords (single words or two-word phrases) with each submission. Keywords should be as specific as possible (e.g., “reinforcement” would be too general; “CPT,” “insurance,” or “autoclitics” would be acceptable). Along with the program domains, keywords will allow convention attendees to search for program topics most relevant to them.

Funding (Optional)
Submissions must include a description of the type of funding received for this submission. (e.g., NIH or other research grants).

Conflict of Interest Notice (Required)
Submissions must include a declaration and identification of any potential conflict of interest (e.g., commercial support interest for sponsors, instructors, content of instruction, or any other relationship that could reasonably be construed as a conflict of interest). Please answer “N/A” if no conflict of interest exists.

Supporting Graph or Table
Data-based submissions must include a graphic or tabular summary of obtained data. Data-based submissions made without a supporting graph or table will not be accepted. The data need not be complete, but they must establish that the project is well under way. Graphs and tables submitted must be of professional quality and formatted according to APA Style. Attachments must be in a PDF file format and are limited to a single page. To avoid upload errors, limit your PDF file size to 1MB.

Note: Submissions in the basic research or applied research domains must include data attachments. Submissions in the service delivery or theory domains may include data attachments if appropriate.

Chair Information
A chair is required for all panel submissions. A detailed explanation of all roles can be found in Appendix A.

You will be asked to add a chair by searching for a contact. You must provide a last name and full or partial email address. If the contact you search for is not found, you can add a new contact. The following information is required:

- Name
Submit the following information:

- Affiliation (if including more than one affiliation, separate with a semi-colon [e.g., Affiliation One; Affiliation Two])
- Valid email address (all correspondence will be sent to this address)
- Country
- Province/State
- Citizenship

Please do not add a new contact if the displayed email or affiliation is out of date. After completing your submission, please contact ABAI (convention@abainternational.org) with the submission ID number and the corrected information for your contact. This ensures that there will not be multiple contact records for the same person.

Panelist Information
Three panelists are required for all panel submissions.
You will be asked to add each panelist by searching for a contact. You must provide a last name and full or partial email address. If the contact you search for is not found, you can add a new contact. The following information is required:

- Name
- Affiliation (if including more than one affiliation, separate with a semi-colon [e.g., Affiliation One; Affiliation Two])
- Valid email address (all correspondence will be sent to this address)
- Country
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- The student’s submission, including poster submissions, must be completed by October 25, 2017.
- The student must be the first (senior) author as well as the presenting author of the submission (poster, paper, panel, or symposium).
- The proposal must be accepted for presentation at the 2018 ABAI Annual Convention.

To apply for a Senior Student Presenter Grant, check the box that says, “Yes, please consider this contact for the SABA Senior Student Presenter Grant,” or type this statement if not submitting via the portal.

Agreement to Serve as a Poster Discussant
Panelists are invited to serve as poster discussants in their areas of expertise. Poster discussants will be assigned a specific set of posters to visit and review. Discussants will attend their designated poster sessions, interact with presenters, and ask questions about the studies they review.

In the online submission form, check the box if you agree to serve as a poster discussant; for emailed submissions type the following statement: “Yes, I am willing to serve as a poster discussant.” Volunteer Discussants will receive direction about the role from the Program Board and ABAI office staff.

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- QABA

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  - Practice
  - Theory
  - Methodology
- This submission covers content related to:
  - Ethics (Please provide a rationale.)
  - Supervision (Please provide a rationale.)
  - Neither
- Target audience
- Learning objectives (a minimum of three is required)

**Instructor Information.** The CE instructor must be prepared to either directly give instruction or actively supervise the instruction when multiple presenters are involved. Provide the following information for the participant serving as CE instructor:
- Name of prospective CE Instructor
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- Instructor’s Credentials
  - BACB-D
  - BACB
  - Other
    - If “other,” under what guidelines does the instructor qualify?
- Brief Curriculum Vitae (CV) of CE Instructor
- Attestation of Experiential Training

By requesting this submission be reviewed for CE, you are attesting that the CE instructor and any co-instructors have completed substantial formal or experiential training in the subject matter of this submission.

**Recommend a Book (Optional)**
If you would like to recommend a must-have book for behavior analysts, please provide the following information:
- Title
- Authors as they are listed on the cover/title page
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While we appreciate and welcome all book recommendations, be aware that recommending a particular book does not guarantee the book will be sold in the ABAI bookstore. Book recommendations will be reviewed and approved by the Program Board, and the ABAI office will check availability.

**Data Assurance**
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Submission Receipt Confirmation
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Workshop Submission Outline

Workshop Title
Please use title case when entering the title, not all lowercase or all capital letters (e.g., Clinical Applications of Behavior Analysis: A Two-Part Study). Please limit titles to 15 words (200 characters). Please spell out all acronyms. No ending punctuation or quotation marks around the title are necessary.

Program Area
Select the most appropriate program area for your submission as the primary area; this information will help to avoid scheduling conflicts. A secondary area also may be selected as additional information. For a complete description of program areas, refer to page 4.

Submission Domain
Designate each submission as basic research, applied research, service delivery, or theory, as defined on page 8. Designating a domain for each submission allows convention attendees to make informed decisions about which presentations to attend.

Instruction Level
Please provide the anticipated instruction level for your presentation.
- Basic
- Intermediate
- Advanced

Audience Size Anticipated
Providing this estimate will assist area coordinators in scheduling your presentation in a room of suitable capacity.
- 1–100 people
- 101–200 people
- 201+ people

Keywords or Phrases
Please submit up to four keywords (single words or two-word phrases) with each submission. Keywords should be as specific as possible (e.g., “reinforcement” or “autism” would be too general; “CPT,” “insurance,” or “telehealth” would be acceptable). Along with the domains, keywords will allow convention attendees to search for topics most relevant to them.

Funding (Optional)
Submissions must include a description of the type of funding received for this submission. (e.g., NIH or other research grants).

Conflict of Interest Notice (Required)
Submissions must include a declaration and identification of any potential conflict of interest (e.g., commercial support or sponsorship or any other relationship that could reasonably be construed as a conflict of interest.) Please use N/A if this is not applicable to your submission.

Maximum Attendance
Please indicate the maximum number of registrants that ABAI should accept for your workshop.

Scheduling and Duration
Workshops should be 3 hours or 6 hours only. If you are offering multiple workshops that must be taken in a certain order, please email convention@abainternational.org with the submission ID of the workshops affected and the order in which they should be scheduled.

Workshop Level
- Basic workshops are appropriate for BCaBAs.
- Intermediate workshops are appropriate for junior BCBAs.
- Advanced workshops are appropriate for BCBAs and BCBA-Ds

Material Fee
Indicate the cost to you per attendee for materials provided at the workshop, such as worksheets or other handouts. Material fees should be kept to a minimum—and may be 0.00—so that the cost of the workshop is not prohibitive. Workshop presenters must not require that attendees purchase software, books, or other materials in order to attend the workshop, nor may fees be added for preparation time or consulting. Fees that include such costs will be adjusted by ABAI to remove those costs. ABAI will add a tuition fee to any material fee. Please enter US currency value without the dollar sign (e.g., 15.00; no “$”).

Workshop Description
The workshop description should be 200 words or fewer and must indicate for attendees that workshop content will include statements that describe the accuracy and utility of the materials presented, the basis of such statements, the limitations of the content being taught,
and the most severe and most common risks, as well as demonstrate that content is based on methodological, theoretical, research, or practice knowledge. This requirement may be met by detailing as part of the description at least one of the following:

- Content has obtained credibility, as demonstrated by the involvement of the broader practice, education, and science communities in studying or applying the findings, procedures, practices, or theoretical concepts.
- Content has been studied according to established procedures of scientific scrutiny that can be reasonably relied upon.
- Content has peer reviewed, published support beyond those publications and other types of communications devoted primarily to the promotion of the approach.
- Content is related to ethical, legal, statutory, or regulatory policies, guidelines, and standards.

The description must disclose commercial support for the workshop or instructor(s) as well as any other relationship that could be reasonably construed as a conflict of interest.

Content Area
- Practice
- Theory
- Methodology

Workshop Learning Objectives
Learning objectives should clearly define what the participant will know or will be able to do as a result of attending your presentation. Objectives must be observable and measurable and should focus on the learner. Please review the BACB guidelines for learning objectives and the NASP guidelines for writing CPD learning objectives. Learning objectives should take the following format (note that verbs such as “understand” or “comprehend” are difficult to measure and should be avoided):

At the conclusion of the workshop, participants will be able to: ____________________________.

Workshop Activities
Sample workshop activities might be:
- Instructional strategies include: lecture, discussion, small group breakout, and targeted reading.
- Workshop objectives will be met through a balanced presentation of lecture, guided practice, video observation, and group discussion. Core content will be taught through lecture and video demonstrations of strategies will be provided. Supplemental materials for identifying language and learning barriers will be provided in order to support participant learning.
- The format combines lecture, small group activities, guided practice, and frequency building exercises.

Workshop Target Audience
The chosen workshop level (basic, intermediate, advanced) should inform your choice of target audience. Submissions with a target audience of undergraduates or parents are not appropriate.

Instructor Information
A presenting author (instructor) is required for every workshop submission. Seven additional presenters may be added, for a total of eight presenters per submission. A detailed explanation of all roles can be found in Appendix A.

You will be asked to add each presenting author by searching for a contact. You must provide a last name and full or partial email address. If the contact you search for is not found, you can add a new contact. The following information is required:

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Presenter Payment Information
ABAI will remit payment to the presenter identified in this section. The following information is required:
- Check payable to (can be person or organization)
- Tax ID/SSN of payee
- Payee’s country of residence
- Address to mail payment to
- City, state, postal/Zip code, country
- Payee’s phone number
- Lead presenter’s email address (does not have to be payee)

Continuing Education Information
All workshops must be considered for CE, and may be considered for BACB, PSY, QABA, and NASP CE. The Association for Behavior Analysis International (ABAI) is:
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- Target audience
- Learning objectives (a minimum of three is required)

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- Name of prospective CE Instructor
- Instructor’s Terminal Degree (e.g., Ph.D., M.S.)
- Instructor’s Credentials
  - BACB-D
  - BACB
  - Other
- If “other,” under what guidelines does the instructor qualify?
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- Attestation of Experiential Training
  - By requesting this submission be reviewed for CE, you are attesting that the CE instructor and any co-instructors have completed substantial formal or experiential training in the subject matter of this submission.

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If you would like to recommend a must-have book for behavior analysts, please provide the following information:
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By making a submission, you are granting the Association for Behavior Analysis International permission to use your likeness in photograph(s) in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by the Association for Behavior Analysis International, in perpetuity, and for other use by the association. You will make no monetary or other claim against the Association for Behavior Analysis International for the use of the photograph(s).

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Workshop Facilitation
In addition to presenting, the main presenter will be responsible for collecting workshop tickets (to ensure only paid registrants enter the workshop) and having registrants interested in continuing education credit sign in and out of the session.

Workshop Cancellation Policy
Please note that workshops with fewer than five registrants at the close of the pre-registration period will be canceled unless presenters commit, in writing, to conducting the workshop at the date and time scheduled.

If your workshop has fewer than five registrants as of May 1, 2018, you will be contacted and asked if you wish to conduct your workshop. ABAI will no longer cancel workshops on site. Workshops with fewer than five registrants that are canceled for low enrollment will not be accepted for the 2019 convention.

Workshop Payment Formula
Payment is calculated based on the number of workshop tickets returned to ABAI at the conclusion of the workshop. The formula is as follows:

- Six-hour workshop with 5 or more registrants: $360 + (# of registrants × $material fee) + [(# of registrants - 5) × (20% of workshop tuition)]
- Six-hour workshop with fewer than 5 registrants: # of registrants × $material fee
- Three-hour workshop with 5 or more registrants: $195 + (# of registrants × $material fee) + [(# of registrants - 5) × (20% of workshop tuition)]
- Three-hour workshop with fewer than 5 registrants: # of registrants × $material fee

Below is an example using a 6-hour workshop with 13 registrants and $20 material fee:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base rate (registrants 1-5)</td>
<td>$360</td>
</tr>
<tr>
<td>Additional tuition (registrants 6-13)</td>
<td>$304</td>
</tr>
<tr>
<td>Material fee (registrants 1-13)</td>
<td>$260</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$924</strong></td>
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Submission Deadline: October 25, 2017
Expo Poster Submission Outline

The ABAI Expo is a special poster session for presentations of behavior analysis training programs, internship and employment opportunities, special interest groups (SIGs), affiliated chapters, associate chapters, ABAI boards and committees, and behavioral associations around the world.

Single posters should be 3'10" by 3'10" and double posters should be 3'10" (tall) by 7'10" (wide) to fit the provided poster boards.

ABAI-accredited behavior analysis training programs, ABAI chapters, and SIGs receive a single poster at no cost and can upgrade to a double poster for $123. ABAI boards and committees receive a single or double poster at no cost. All others will be will be charged a fee of $138 for a single poster and $271 for a double poster. ABAI will email invoices following the close of call for papers.

Expo Poster Title

Please use title case when entering the title, not all lowercase or all capital letters (e.g., Clinical Applications of Behavior Analysis: A Two-Part Study). Please limit titles to 15 words (200 characters). Please spell out all acronyms. No ending punctuation or quotation marks around the title are necessary.

Poster Type

Please select:
- ABAI Accredited Behavior Analysis Training Program
- ABAI Board or Committee
- Affiliated Chapter
- Associate Chapter
- Behavior Analysis Training Program
- Other Organization
- Special Interest Group

Size
- Expo Poster Single
- Expo Poster Double

Payment Contact Information

If payment is required for the type and size of expo poster submitted, you will be asked to provide the following information:
- Payment Contact Full Name
- Payment Contact Email
- Payment Contact Phone Number
- PO Number (if applicable)
- Organization/Company

Abstract

The abstract must follow American Psychological Association style guidelines and be no fewer than 150 words or more than 200 words. Abstracts should begin with a sentence stating why the topic is important and end with the general conclusion, relevance, or potential impact. All acronyms must be spelled out at first mention.

Keywords or Phrases

Please submit up to four keywords (single words or two-word phrases) with each submission. Keywords should be as specific as possible (e.g., “reinforcement” or “autism” would be too general; “CPT,” “insurance,” or “telehealth” would be acceptable). Along with the domains, keywords will allow convention attendees to search for topics most relevant to them.

Author Information

A presenting author is required for every expo poster submission. Seven additional authors may be added, for a total of eight authors per submission. A detailed explanation of all roles can be found in Appendix A.

You will be asked to add a presenting author and author(s) by searching for a contact. You must provide a last name and full or partial email address. If the contact you search for is not found, you can add a new contact. The following information is required:
- Name
- Affiliation (if including more than one affiliation, separate with a semi-colon [e.g., Affiliation One; Affiliation Two])
- Valid email address (all correspondence will be sent to this address)
- Country
- Province/State
- Citizenship

Please do not add a new contact if the displayed email or affiliation is out of date. After completing your submission, please contact ABAI (convention@abainternational.org) with the submission ID number and the corrected information for your contact. This ensures that there will not be multiple contact records for the same person.
Presentation Assurance
Your submission is acceptance of responsibility. If your submission is accepted, you guarantee that the presenting author will have current ABAI membership status, register for and attend the convention and deliver the presentation, as scheduled by the Program Board. Please note: Presenters who fail to deliver an accepted and scheduled presentation will not be permitted to present the following year.

If submitting via email, type the following statement:
“If my proposed presentation is accepted, I guarantee that the presenting author will register and attend the conference and deliver the presentation, as scheduled by the Program Board.”

Photography Release
You acknowledge that while at the ABAI event, you may be photographed by an ABAI-approved photographer. By making a submission, you are granting the Association for Behavior Analysis International permission to use your likeness in photograph(s) in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by the Association for Behavior Analysis International, in perpetuity, and for other use by the association. You will make no monetary or other claim against the Association for Behavior Analysis International for the use of the photograph(s).

Submission Receipt Confirmation
For each submission, each author listed will receive a confirmation email containing a submission ID number; said email serves as confirmation that the submission has been received and saved in the convention database. Please keep the submission ID number for your records to reference when communicating with the ABAI office. You also may review the submission at any time by returning to the “Call for Papers Entry” section of the portal. If you do not receive a submission confirmation email, do not resubmit. Please contact the ABAI office at convention@abainternational.org.
Business Meeting Submission Outline
Business meetings are scheduled to allow groups to conduct business or discuss interests and activities. Business meetings are scheduled for 50 minutes and do not count toward the role limits.

Business Meeting Title
Please use title case when entering the title, not all lowercase or all capital letters (e.g., Clinical Applications of Behavior Analysis.). Please limit titles to 15 words (200 characters) and spell out all abbreviations/acronyms. No quotation marks or ending periods are necessary.

Audience Size Anticipated
Providing this estimate will assist ABAI in scheduling your meeting in a room of suitable capacity.
- 1–20 people
- 21–50 people
- 51+ people

Purpose
In no more than 200 words, please describe the purpose of this meeting.

Scheduling
Business meetings will be from 7:00 pm–7:50 pm on Friday, Saturday, Sunday, and Monday. There will be no morning business meetings this year, aside from the ABAI Business meeting, which is scheduled for Monday at 7:00 am.

Meeting Access
- Open: anyone can attend the meeting
- Closed: invitation only; not published in program book

Potential Scheduling Conflicts
List the titles of other business meetings that should not be scheduled in conflict with your meeting.

Keywords or Phrases
Please submit up to four keywords (single words or two-word phrases) with each submission. Keywords should be as specific as possible (e.g., “reinforcement” or “autism” would be too general; “CPT,” “insurance,” or “telehealth” would be acceptable). Along with the domains, keywords will allow convention attendees to search for topics most relevant to them.

Chair Information
A chair is required for all business meeting submissions. This person will be the primary contact regarding logistical or scheduling details.

You will be asked to add a chair by searching for a contact. You must provide a last name and full or partial email address. If the contact you search for is not found, you can add a new contact. The following information is required:
- Name
- Affiliation (if including more than one affiliation, separate with a semi-colon [e.g., Affiliation One; Affiliation Two])
- Valid email address (all correspondence will be sent to this address)
- Country
- Province/State
- Citizenship

Please do not add a new contact if the displayed email or affiliation is out of date. After completing your submission, please contact ABAI (convention@abainternational.org) with the submission ID number and the corrected information for your contact. This ensures that there will not be multiple contact records for the same person.

Presentation Assurance
Your submission is acceptance of responsibility. If your submission is accepted, you guarantee that the chair will have current ABAI membership status, register for and attend the convention and deliver the presentation, as scheduled. Please note: Presenters who fail to deliver an accepted and scheduled presentation will not be permitted to present the following year.

If submitting via email, type the following statement:
“If my proposed presentation is accepted, I guarantee that the presenting author will register and attend the conference and deliver the presentation, as scheduled by the Program Board.”

Photography Release
You acknowledge that while at the ABAI event, you may be photographed by an ABAI-approved photographer. By making a submission, you are granting the Association for Behavior Analysis International permission to use your likeness in photograph(s) in any and all of its publications and in any and all other media,
whether now known or hereafter existing, controlled by the Association for Behavior Analysis International, in perpetuity, and for other use by the association. You will make no monetary or other claim against the Association for Behavior Analysis International for the use of the photograph(s).

Submission Receipt Confirmation
For each submission, each person listed will receive a confirmation email containing a submission ID number; said email serves as confirmation that the submission has been received and saved in the convention database. Please keep the submission ID number for your records to reference when communicating with the ABAI office. You also may review the submission at any time by returning to the “Call for Papers Entry” section of the portal. If you do not receive a submission confirmation email, do not resubmit. Please contact the ABAI office at convention@abainternational.org.
Reunion Submission Outline
Reunions and receptions are social gatherings for university programs, chapters, SIG’s, retirement celebrations, and memorials. Space is provided for these organizations at no charge, but ABAI does not provide AV equipment or refreshments. Reunion chairs are responsible for arranging these details directly with the venue.

Other organizations and businesses who wish to hold a reception should contact the ABAI office at convention@abainternational.org to receive the price list for room rentals.

Reunion Title
Please use title case when entering the title, not all lowercase or all capital letters (e.g., Clinical Applications of Behavior Analysis.). Please limit titles to 15 words (200 characters) and spell out all abbreviations/acronyms. No quotation marks or ending periods are necessary.

Audience Size Anticipated
Providing this estimate will assist ABAI in scheduling your meeting in a room of suitable capacity.

- 1–21 people
- 21–50 people
- 51+ people

Purpose of Event
The text entered here will be printed as the “purpose” for the event in the program book.

Keywords or Phrases
Please submit up to four keywords (single words or two-word phrases) with each submission. Keywords should be as specific as possible (e.g., “reinforcement” or “autism” would be too general; “CPT,” “insurance,” or “telehealth” would be acceptable).

Add a Chair
A chair is required for all reunion submissions. This person is responsible for event coordination and will be the primary contact regarding logistical or scheduling details.

You will be asked to add a chair by searching for a contact. You must provide a last name and full or partial email address. If the contact you search for is not found, you can add a new contact. The following information is required:

- Name
- Affiliation (if including more than one affiliation, separate with a semi-colon [e.g., Affiliation One; Affiliation Two])
- Valid email address (all correspondence will be sent to this address)
- Country
- Province/State
- Citizenship

Please do not add a new contact if the displayed email or affiliation is out of date. After completing your submission, please contact ABAI (convention@abainternational.org) with the submission ID number and the corrected information for your contact. This ensures that there will not be multiple contact records for the same person.

Event Assurance
Your submission is acceptance of responsibility for this event. If your reunion request is approved, you guarantee that the chair will have current ABAI membership status and will register for the convention and attend the event as scheduled. Please note: Failure to notify ABAI of event cancelation may result in the decline of space for the following year.

Photography Release
You acknowledge that while at the ABAI event, you may be photographed by an ABAI-approved photographer.

By making a submission, you are granting the Association for Behavior Analysis International permission to use your likeness in photograph(s) in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by the Association for Behavior Analysis International, in perpetuity, and for other use by the association. You will make no monetary or other claim against the Association for Behavior Analysis International for the use of the photograph(s).
Submission Receipt Confirmation
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PROGRAM BOARD

Questions about invited presentations and any special requests for the following areas should be directed to the Program Board coordinator Federico Sanabria: BPN, EAB, EDC, OTH, PCH, SCI, TBA, and VRB. Questions about invited presentations and any special requests for the following areas should be directed to the Program Committee chair Jonathan Tarbox: AAB, AUT, CBM, CSS, DDA, DEV, OBM, OTH, and PRA.

If you have a recommendation for an invited presentation, please contact the area coordinator of the relevant area. Program area coordinators propose individuals for invited presentations to the board coordinator. The board coordinator approves invited presentations and schedules them with input from the committee chair and area coordinators.

Program Board Coordinator
Dr. Federico Sanabria
Phone: (480) 965-4687
Email: Federico.Sanabria@asu.edu

Convention Program Committee

Program Committee Chair
Dr. Jonathan J. Tarbox
Phone: (818) 481-6127
Email: jtarbox@usc.edu

BACBCE Coordinator
Dr. Richard W. Malott
Western Michigan University
Phone: (269) 492-9310
Email: mail@abainternational.org

Convention Management
Dr. Maria E. Malott
Association for Behavior Analysis International
Phone: (269) 492-9310
Email: mail@abainternational.org

Program Area Coordinators

AAB: Applied Animal Behavior
Senior Co-coordinator
Dr. Susan Kapla
Northern Michigan University
Phone: (906) 227-2933
Email: skapla@tds.net
Co-coordinator
Dr. Valeri Farmer-Dougan
Illinois State University
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Email: vfdouga@ilstu.edu

AUT: Autism
Senior Co-coordinator
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Co-coordinator
Dr. Thomas S. Higbee
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Email: tom.higbee@usu.edu
Co-coordinator
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University of Wisconsin – Milwaukee
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Email: tiffany.kodak@gmail.com

BPN: Behavioral Pharmacology and Neuroscience
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Co-coordinator
Dr. Carla Lagorio
University of Wisconsin-Eau Claire
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Email: lagorich@uwec.edu
CBM: Clinical/Family/Behavioral Medicine
Senior Co-coordinator
Dr. Jeannie Golden
East Carolina University
Phone: (252) 328-6206
Email: goldenj@ecu.edu
Co-coordinator
Dr. Amy Murrell
Phone: (940) 565-2967
Email: amurrell@unt.edu

CSS: Community, Social and Sustainability Issues
Senior Co-coordinator
Dr. Todd Ward
bSci21 Media, LLC
Phone: (469) 378-0169
Email: todd.ward@bsci21.org
Co-coordinator
Dr. Thomas Szabo
Florida Institute of Technology
Phone: (775) 842-1768
Email: part_five05@hotmail.com

DDA: Developmental Disabilities
Senior Co-coordinator
Dr. Eric Boelter
Seattle Children's Autism Center
Phone: (206) 987-7179
Email: eric.boelter@seattlechildrens.org
Co-coordinator
Dr. Kelly Schieltz
Phone: (573) 884-4680
Email: schieltzk@missouri.edu

DEV: Behavioral Development
Senior Co-coordinator
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Columbia University Teachers College and Graduate
School of Arts and Sciences
Phone: (917) 916-7402
Email: rdg13@columbia.edu
Co-coordinator
Dr. Jessica Singer-Dudek
Teachers College, Columbia University
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Email: js408@columbia.edu

EAB: Experimental Analysis of Behavior
Senior Co-coordinator
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Co-coordinator
Dr. Elizabeth Kyonka
University of New England
Phone: (304) 293-1691
Email: ekyonka@une.edu.au

EDC: Education
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Email: spardoin@uga.edu
Co-coordinator
Dr. Robin Codding
University of Minnesota
Phone: (612) 6258656
Email: rcodding@umn.edu

OBM: Organizational Behavior Management
Senior Co-coordinator
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University of Minnesota Duluth
Phone: (218) 726-7116
Email: jslowiak@d.umn.edu
Co-coordinator
Dr. Doug Johnson
Western Michigan University
Phone: (269) 599-3668
Email: behavioranalyst@gmail.com

PCH: Philosophical, Conceptual and Historical Issues
Senior Co-coordinator
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Email: dcronetodd@saalemstate.edu
Co-coordinator
Dr. David Palmer
Smith College
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Email: dcpalmer@smith.edu
PRA: Practice
Senior Co-coordinator
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Benchmark Human Services
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Email: jguercio@gtec.com
Co-coordinator
Dr. Robert K. Ross
Beacon ABA Services
Phone: (508) 478-0207 (x240)
Email: BRoss@beaconservices.org

SCI: Science Coordinator
Dr. Derek Reed
University of Kansas
Phone: (785) 864-0504
Email: dreed@ku.edu

TBA: Teaching Behavior Analysis
Senior Co-coordinator
Dr. Amoy Hugh-Pennie
The Harbour School—Hong Kong
Phone: (+85) 5212-1131
Email: drhughpennie@gmail.com
Co-coordinator
Dr. Gabrielle Lee
Michigan State University
Phone: (248) 823-1898
Email: gabtsai@hotmail.com

VRB: Verbal Behavior
Senior Co-coordinator
Dr. Judah Axe
Simmons College
Phone: (617) 521-2144
Email: Judah.axe@simmons.edu
Co-coordinator
Dr. Einar T. Ingvarsson
University of North Texas
Phone: (940) 565-2274
Email: Einar.Ingvarsson@unt.edu
APPENDIX A. ROLE LIMITS AND DESCRIPTIONS

Role Limits. In order to limit the number of concurrent and potentially conflicting presentations, and to increase the impact and prestige of the poster sessions, each individual may serve in the following roles:

- presenting author on no more than two posters, and
- invited or regular presenting author or panelist on no more than one oral presentation (paper, individual symposium presentation, or panel), and
- chair or discussant on no more than one symposia or panel.

The Program Board will reject presentations beyond these limits. Consideration of which presentation to reject when a presenter has surpassed his or her limit will be made with attention to the order in which presentations were received.

Oral Presentation. Any panel, paper, or symposium. Oral presentations should reflect work that is well advanced, and is presented in an integrated way. Work that is just beginning (e.g., only baseline data provided) would not ordinarily be approved for oral presentations, nor would a series of individual data presentations that do not provide an integrated view of advanced work. Presentations not reaching this level could be reassigned as posters (which could be posted together if they cover similar content).

Presenting Author. This individual must become an ABAI member, attend the convention, and make the presentation. This person does not need to be the first author. Presenting authors are required for individual symposiums, posters, and papers. This role counts toward the oral presentation limit.

Author. This individual is not required to attend the convention or be a member, but his or her name will be published in the convention program book. This role does not count toward the oral presentation limit.

Panelist. This individual must become an ABAI member, attend the convention, and make the presentation. This individual participates in an audience-driven question-and-answer format following a short abstract presentation delivered by the chair. This role counts toward the oral presentation limit. Please note: PDS panels do not count toward the oral presentation limit.

Chair. This individual must become an ABAI member, attend the convention, and participate in the presentation. The chair oversees the session, delivers a short abstract summarizing the session, introduces the first presenter, acts as a timekeeper, and ensures the session ends on time. This role counts toward the presentation limit.

Discussant. This individual must become an ABAI member, attend the convention, and participate in the presentation. The discussant highlights and integrates the contributions of various presenters in the session. This role counts toward the presentation limit.

Poster Chair. The poster chair is responsible for attending his or her assigned poster session to oversee the session and ensure that all of the discussants are present for their area. This person should be prepared to act as discussant if needed. This role does not count toward the presentation limit.

Poster Discussant. The role of poster discussant is to attend assigned sessions, listen to the explanation of presenters about their posters, ask questions about the studies, and provide feedback on presentation style, poster layout, and the content of the study being presented. This role does not count toward the presentation limit.

Expo Poster Presenting Author. This individual must become an ABAI member, attend the convention, and attend the expo poster session. This person does not need to be the first author. This role does not count toward the oral presentation limit.

Workshop Instructor (Presenting Author). This individual must become an ABAI member and make the presentation. This person is not required to attend the convention, but his or her name will be published in the convention program book. This role does not count toward the oral presentation limit.

Paper Session Chair. This individual must become an ABAI member, attend the convention, and make the presentation. Area coordinators assign one of the presenting authors from the session to this role. The chair oversees the session, introduces the presenters, acts as a timekeeper, and ensures the session ends on time. This role does not count toward the presentation limit.
Reunion Chair. This individual must become an ABAI member, attend the convention, and the reunion. *This role does not count toward the presentation limit.*

Business Meeting Chair. This individual must become an ABAI member, attend the convention, and the business meeting. *This role does not count toward the presentation limit.*