
ABAI
Association for Behavior Analysis International
CALL FOR SUBMISSIONS
2023
DENVER
49TH ANNUAL CONVENTION

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MAJOR DEADLINES

Deadlines relevant to submissions and presenters are outlined below.

Deadline	Item
October 27, 2022	**CALL FOR SUBMISSIONS DEADLINE.** Submission deadline for papers, panels, symposia, workshops, reunions, and business meetings. **SABA SENIOR STUDENT PRESENTER GRANT APPLICATION DEADLINE.** All submissions **including poster submissions** must be made by October 27, 2022, to be considered for a SABA Senior Student Presenter Grant.
December 14, 2022	Submission acceptance notifications and rejection notifications sent via email. SABA Senior Student Presenter Grant notifications sent via email.
January 11, 2023	**CALL FOR POSTERS DEADLINE.** Deadline to complete poster submissions NOT being considered for SABA Senior Student Presenter Grants and expo posters. Presentation schedules released via email and program posted online (excepting posters).
February 15, 2023	Poster acceptance notifications and rejection notifications sent via email and poster schedules posted online.

SUBMISSION PREPARATION CHECKLIST

- ❒ Determine appropriate submission type (descriptions on page 9).
- ❒ Provide presentation title with all acronyms spelled out (limited to 200 characters).
- ❒ Provide presentation abstract with all acronyms spelled out (limited to 150-200 words).
- ❒ Determine primary and secondary areas (descriptions on page 8)
- ❒ Determine submission domain (descriptions on page 7).
- ❒ Attach a one-page PDF file that includes a graphic or tabular summary of obtained data (if submission is data based). Graphs and tables submitted must be of professional quality and formatted according to APA style; submissions that do not comply with these requirements will likely be rejected. **All basic research and applied research submissions require data; data are optional for service delivery and theory.**
- ❒ Provide one- or two-word keywords or key phrases, limited to 50 characters, describing the research topic, methodology, or subjects.
- ❒ Confirm the membership and convention registration of all presenting authors, panelists, chairs, and discussants before making a submission. **Verify that no participants are in violation of role limits** (descriptions on page 5).
- ❒ Verify that author affiliations are listed using the official institution name and that a **valid email address** is provided.
- ❒ Symposia and panels have the option, and workshops are required, to 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.
- ❒ Submit recommendations for the ABAI bookstore and indicate your interest in participating in an author signing event (optional).

If instructions are unclear or you require alternate accommodations, contact the ABAI office by email at convention@abainternational.org.

NEW IN 2023

Ethical Review Attestation

For all submission types, with the exception of business meetings and reunions, authors will be required to complete an ethical review attestation. Prior to completing your submission, you will be asked to complete the following required attestation.

By checking one of the options below, you attest that:

- Ethical review and approval was not required (e.g., literature reviews, secondary data analysis, program evaluation, typical educational practices).
- Ethical approval for the research was required and was obtained from an appropriate ethical review board (IRB, IACUC).
- Ethical approval for the research was required but was not obtained.

ABAI audits ethical approvals randomly, for high-risk studies, and for studies in which the submitter notes ethical approval was not obtained. Failure to provide satisfactory evidence of compliance with ethical standards upon request may result in rejection of the submission.

REMINDERS

Diversity and Inclusion

ABAI seeks to honor the rich diversity that comprises the human community and values creating a convention program that represents the humanity our science serves. We encourage submissions from presenters from every background and from every locality, regardless of gender, sexual identity, racial / ethnic / religious background, emigration status, age, or socioeconomic status. We support submissions from under-represented or marginalized communities in particular.

ABAI Strategic Direction

ABAI's mission is to contribute to the well-being of society by supporting, developing, and enhancing the growth and vitality of the science of behavior analysis through research, education, and practice. In pursuing this mission, ABAI's strategic direction includes:

- Expanding the scope of behavior analysis,
- Building bridges to other disciplines,
- Contributing to the well-being of society through behavior science.

Please consider these directions when preparing your submissions.

Membership and Registration Requirements

Submissions will only be eligible for presentation once all presenting authors, chairs, discussants, and panelists have become current (2022–2023) members of ABAI *and* registered for the 2023 annual convention.

Failure to become a member, register for the convention, or make a scheduled presentation could result in the denial of submission privileges for the following convention year.

Student Presentations

Papers, panels, and symposia should cover well-established research and conceptual work. We encourage all student presentations to be submitted as posters.

Encore Presentations

Submissions cannot be presented at the annual convention more than once. If your submission was accepted and presented in a previous year, you cannot present it again without outlining the significant changes/updates that have occurred. Workshops, expo posters, reunions, and business meetings are not included in this rule.

Posters or papers presented at the autism conference, international conference, or another ABAI event are welcome for consideration.

Poster Sessions

There will be three 2-hour poster session from 1:00 pm–3:00 pm on Saturday, Sunday, and Monday.

Business Meetings

Business meetings will be from 7:00 pm–7:50 pm on Saturday, Sunday, and Monday. There will be *no* morning business meetings, except for a few closed meetings, and the ABAI Business Meeting, which is Monday at 7:00 am.

Submission and Presentation Language

All submissions and presentations must be made in English.

SABA Senior Student Presenter Grant Deadline

To be considered for a SABA Senior Student Presenter Grant, all submissions must be made by the close of call for submissions on October 27, 2022, *including posters.*

Scholarly Contributions to DEI Paper Competition

These awards are designed to encourage, promote, and reward behavior analytic scholarship on topics and issues in DEI, both in the field of behavior analysis and more broadly. Students (graduate or undergraduate) and post-graduate professionals who have completed empirical or conceptual papers relevant to DEI and that are informed, at least in part, by a behavior analytic perspective are invited to submit. Submissions for the paper competition may be made here. The submission deadline is October 27, 2022. We encourage authors to submit eligible work to the paper competition, but remind you that it is a separate submission and review process.

SCHEDULING CRITERIA AND ROLE LIMITS

Scheduling Criteria

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

Author Limits

- 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 and one chair.
- Paper sessions, symposia, panels, business meetings, and reunions must each have one chair.
- Symposia with two or four presentations may have one discussant.

Role Limits

To limit the number of concurrent and potentially conflicting presentations, and to increase the impact and prestige of the poster sessions, individuals may serve in the following roles:

- presenting author on no more than two posters, *and*
- 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 symposium or panel.

The Program Board will reject submissions that include individuals exceeding the role limits outlined above. Consideration of which submission to reject when a participant has surpassed his or her limit will be made with attention to the order in which submissions were received.

An individual may have one role from category 1 and one role from category 2. An individual cannot have two roles from category 1 and zero roles from category 2, nor may they have zero roles in category 1 and two roles in category 2. In addition, individuals may have two roles from category 3.

Category 1	Category 2	Category 3
Symposium Chair	Symposium Presenting Author	Poster Presenting Author
Symposium Discussant	Paper Presenting Author	
Panel Chair	Panelist	

Role Descriptions

Presenting Author. This individual must become an ABAI member, register for the convention, and make the presentation. This person does not need to be the first author. Presenting authors are required for individual symposium presentations, posters, and papers.

Author. This individual is not required to register for the convention or become a member, but his or her name will be published in the convention program. Authors are optional for papers, posters, individual symposium presentations, and expo posters.

Expo Poster Presenting Author. This individual must become an ABAI member, register for the convention, and attend the expo poster session. This person does not need to be the first author.

Workshop Instructor (Presenting Author). This individual must become an ABAI member and present the workshop. This person is not required to attend or register for the convention.

Panelist. This individual must become an ABAI member, register for the convention, and participate in the panel. This individual participates in an audience-driven question and answer format session following a short abstract presentation delivered by the chair.

Chair. This individual must become an ABAI member, register for 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.

Discussant. This individual must become an ABAI member, register for the convention, and participate in the presentation. The discussant highlights and integrates the contributions of various presenters in the session.

Poster Chair. The poster chair is responsible for attending his or her assigned poster session to oversee the session and ensure that all the discussants are present for their area. This person should be prepared to act as discussant if needed.

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.

	Counts Toward Role Limit	**Does Not Count Toward Role Limit**
Oral Presentations		
B. F. Skinner Session Chair		✓
B. F. Skinner Session Presenting Author		✓
Business Meeting Chair		✓
Invited Session Chair		✓
Invited Session Presenting Author		✓
Panel Chair	✓	
Panelist	✓	
PDS Panelist		✓

Poster Presentations		
Poster Presenting Author	✓	
Expo Poster Presenting Author		✓
Poster Discussant		✓

	Counts Toward Role Limit	**Does Not Count Toward Role Limit**
Oral Presentations		
Paper Presenting Author	✓	
Paper Session Chair		✓
Reunion Chair		✓
Symposium Chair	✓	
Symposium Discussant	✓	
Symposium Presenting Author	✓	
Workshop Presenting Author		✓
Author on any submission type		✓

DOMAIN DESCRIPTIONS

Basic Research. Research that primarily contributes to knowledge about fundamental principles of behavior, and whose target is selected on scientific goals rather than social significance. It may include research on any species, including human verbal behavior, but it must be theoretically driven, data-based, and carried out under the auspices of a research protocol. Premium is placed on experimental control.

Applied Research. Research that primarily contributes to knowledge about how or why interventions, service delivery systems, or their components, achieve desired behavior change. Target behavior is selected based on its social significance. Interventions must be designed to improve performance or adaptive functioning of individuals or behavioral systems, and may include the development of new technology for behavior change. It must be data based and carried out under the auspices of a research protocol.

Service Delivery. An intervention-driven activity to produce desired behavior change rather than to identify how or why interventions, service delivery systems, or their components achieve those goals. It may include the extension of existing technology to new settings or populations, and public policy, regulatory, ethical, and other topics related to service-delivery issues.

Theory. Refers to integrative and conceptual statements about the organization of facts, their interpretation, or their quantitative analysis. It may include historical and philosophical analyses and reviews of behavioral topics. Literature reviews should be submitted under this domain.

Translational. Covers two or more of the above domains. Only panels and symposia may be designated as translational.

PROGRAM AREA DESCRIPTIONS

Applied Animal Behavior (AAB) 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.

Autism (AUT) 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.

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

Clinical/Family/Behavioral Medicine (CBM) 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.

Community, Social, and Sustainability Issues (CSS) 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.

Developmental Disabilities (DDA) 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.

Behavioral Development (DEV) includes research and theory designed to identify environmental variables that establish and interact with behavioral development. Submissions should 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.

Experimental Analysis of Behavior (EAB) 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.

Education (EDC) 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.

Organizational Behavior Management (OBM) 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.

Philosophical, Conceptual, and Historical Issues (PCH) 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.

Teaching Behavior Analysis (TBA) 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.

Verbal Behavior (VRB) 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.

SUBMISSION TYPE DESCRIPTIONS

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 or basic research domains require 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" (1,168 mm) by 3'10" (1,168 mm) to fit the provided poster boards.

Papers

Individual paper submissions are limited to (a) conceptual, historical, or theoretical presentations, or (b) empirical research that would be too complex for effective presentation in a poster, such as an integrated set of experiments. Data from a single study should be submitted either as a poster or part of a symposium that contains an integrated set of studies on a thematically related topic. **All data-based and single-study paper submissions that do not fit these criteria will be rejected or reclassified as posters.** Papers in the basic research or applied research domains require a data attachment.

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

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 reclassified as posters (which may be posted together if they cover similar content).

Panels

Panels are organized by a chair, who also moderates the session. Panels are 50 minutes in length and have three panelists and one chair. Panels are driven by audience questions after delivery of a brief abstract by the chair. Panels may include brief introductory remarks from the panelists, but should not have lengthy presentations by each panelist. Time is allotted for interaction amongst the panelists and with the audience. The Program Board will give preference to submissions that include panelists representing multiple institutions and that include a multiple-domain focus (i.e., are translational).

Panel submissions should not promote a particular organization and panelists should refrain from marketing or selling any particular service-delivery entity. Panel submissions should offer scientific dissemination and collaboration around a particular theme or topic.

Workshops

Workshops are educational sessions of three or six hours and involve the preparation of substantial training materials. Presenters limit enrollment and specify the academic level of participants. Participants are charged a materials fee (optional; 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.

Workshops that address topics that are in high demand by convention attendees are encouraged. When reviewing workshop submissions, the Program Board will give preference to workshops that:

- address topics that have been in high demand at recent annual conventions,
- clearly describe how they will provide supplementary materials (e.g., printed handouts, links to additional resources, sample data sheets, a copy of the presentation) to attendees, and
- clearly describe how they will use best training practices during the workshop (including behavioral skills training).

Preference will also be given to presenters whose curriculum vitae demonstrate an established track record of training experience and/or research in the topic area of the proposed workshop.

Business Meetings

Business meetings allow groups to conduct business or discuss interests and activities. Business meetings are scheduled for 50 minutes and do not count toward the presenter role limits. Business meetings will be from 7:00 pm–7:50 pm on Saturday, Sunday, and Monday. There will be *no* morning business meetings, except for a few closed meetings and the ABAI Business Meeting, scheduled on Monday at 7:00 am.

Reunions/Receptions

Reunions and receptions are social gatherings. Space for university programs, chapters, SIGs, retirement celebrations, and memorials will be provided at no cost; exhibitors, sponsors, and other organizations will be required to pay a room rental fee. ABAI does not provide audiovisual equipment or refreshments; reunion chairs are responsible for arranging these details directly with the venue. Reunions/receptions may only be held on Sunday evening.

Expo Posters

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

Single posters should be 3'10" (1,168 mm) by 3'10" (1,168 mm) and double posters should be 3'10" (1,168 mm) tall by 7'10" (2387 mm) wide to accommodate the provided poster boards. The Expo poster session is scheduled for Friday evening.

Expo Poster Pricing		
	Single Poster	Double Poster
ABAI Board or Committee	$0	$0
ABAI Accredited Behavior Analysis Training Program	$0	$142
Behavior Analysis Training Program	$152	$299
Affiliate Chapter	$0	$142
Associate Chapter	$0	$142
Affiliate Special Interest Group	$0	$142
Associate Special Interest Group	$0	$142
Other Organization	$152	$299

SUBMISSION INSTRUCTIONS

Electronic

ABAI requests 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 Submissions Entry" (Figure 2), then "48th Annual Convention; Denver, CO; 2023."

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

Email, Postal Mail, or Facsimile

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

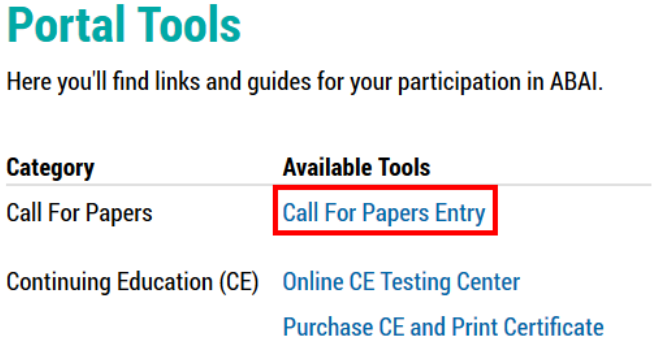
Association for Behavior Analysis International
ATTN: 2023 Submissions
550 West Centre Avenue, Ste. 1
Portage, Michigan 49024

convention@abainternational.org

Figure 1. Step One.



Figure 2. Step Two.



POSTER SUBMISSION GUIDELINES

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 or basic research domains require 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" (1,168 mm) by 3'10" (1,168 mm) to fit the provided poster boards.

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 8.

Submission Domain

Designate each submission as basic research, applied research, service delivery, or theory, as defined on page 7. Designating a domain for each submission allows convention attendees to make informed decisions about which presentations to attend.

Submission Designation

If your submission meets the guidelines for addressing topics of "diversity" or "sustainability" please select designation.

Diversity submissions may address issues of access (to higher education, services, etc.) of marginalized groups; behavioral science research concerned with topics such as implicit bias in scientific research, interventions aiming to ameliorate the effects of systemic bias, and others; or analyses of discriminatory behavior, of both individual and systems. The Program Board is also open to reviewing novel interpretations of this program focus.

Sustainability submissions may address ways behavioral approaches might be used (or are being used) to change behaviors of individuals, governments, and societies to implement policy or adopt practices that encourage and enhance environmental sustainability. Additionally, such submissions might cover approaches to securing funding for such research. The Program Board is also open to reviewing novel interpretations of this program focus.

Abstract

The abstract must follow American Psychological Association (APA) style guidelines and be 150-200 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.

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 addition or correction of graphs and tables after the submission deadline will not be accepted.** 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.

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.

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)

If relevant, 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.

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 on page 5.

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 27, 2022.

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

- The student must be a verified 2022-2023 student member of ABAI by October 27, 2022.
- The student's submission, including poster submissions, must be completed by October 27, 2022.
- The student must be the first (senior) author as well as the presenting author of the submission (poster, paper, panel, or symposium).
- The submission must be accepted for presentation at the 2023 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/Indicate Interest in an Author Signing (Optional)

If you would like to recommend a book for the ABAI bookstore, please provide the following:

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

If you would like to participate in an author signing event, please answer the following question:

- If you are an author on the above text, would you like to participate in an author signing?
- No
- Yes, Saturday
- Yes, Sunday
- Yes, Monday

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 participants in this submission have been authorized to present the content and data and that the correct authors have been credited for the work presented.”

Research Standards Assurance

If submitting via email, type the following sentence: "In making this submission, I affirm that all procedures described in this presentation conformed to the internationally recognized standards set forth for research involving human or animal subjects."

Ethics Assurance

By checking one of the options below, you attest that:

- Ethical review and approval was not required (e.g., literature reviews, secondary data analysis, program evaluation, typical educational practices).
- Ethical approval for the research was required and was obtained from an appropriate ethical review board (IRB, IACUC).
- Ethical approval for the research was required but was not obtained.

ABAI audits ethical approvals randomly, for high-risk studies, and for studies in which the submitter notes ethical approval was not obtained. Failure to provide satisfactory evidence of compliance with ethical standards upon request may result in rejection of the submission.

Presentation Assurance

Your submission is acceptance of responsibility. If your submission is accepted, you guarantee that the presenting author (and chair, discussant, or panelists, as appropriate) will have current ABAI membership status, register for and attend the convention, and deliver the presentation as scheduled by the Program Board. **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."

Conduct Assurance

All presenters at ABAI events are expected to abide by ABAI's ethics and diversity policies and sexual harassment policy. Discriminatory and derogatory language with respect to individuals or groups based on their personal characteristics (e.g., race, gender) will not be tolerated in presentations at ABAI. If submitting via email, type the following statement: "All participants agree to abide by the ABAI ethics and diversity policies and will not use derogatory or discriminatory language."

Language Assurance

All submissions at ABAI events are expected to use appropriate language. The Program Board reviews the language in all accepted submissions for culturally sensitive and inclusive language using guidelines. You may refer to these guidelines in Appendix 1. Submissions that are accepted may be subject to requested revisions by Program Board to adhere to these recommendations. If submitting via email, type the following statement: "I affirm that my submission uses language that reflects our values of equity and inclusion of all cultures and groups and adhere to the guidelines outlined in the Call for Submissions Handbook."

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 Submissions 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 GUIDELINES

Individual paper submissions are limited to (a) conceptual, historical, or theoretical presentations, or (b) empirical research that would be too complex for effective presentation in a poster, such as an integrated set of experiments. Data from a single study should be submitted either as a poster or part of a symposium that contains an integrated set of studies on a thematically related topic. **All data-based and single-study paper submissions that do not fit these criteria will be rejected or reclassified as posters.** Papers in the basic research 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.

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 8.

Submission Domain

Designate each submission as basic research, applied research, service delivery, or theory, as defined on page 7. 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: Basic sessions are appropriate for:

- BCaBAs
- Individuals offering direct therapy
- Beginning training in behavior analysis
- Recently completed baccalaureate-level work

Intermediate: Intermediate sessions are appropriate for:

- junior BCBAs.
- Behavior analysts within their first 5 years of practice, including practitioners, supervisors, etc.
- Currently enrolled in or recently completed graduate-level work

Advanced: Advanced sessions are appropriate for:

- BCBAs and BCBA-Ds.
- Completed graduate-level work
- Licensed or certified individuals
- Training is focused on specific area or need

Submission Designation

If your submission meets the guidelines for addressing topics of "diversity" or "sustainability" please select designation.

Diversity submissions may address issues of access (to higher education, services, etc.) of marginalized groups; behavioral science research concerned with topics such as implicit bias in scientific research, interventions aiming to ameliorate the effects of systemic bias, and others; or analyses of discriminatory behavior, of both individual and systems. The Program Board is also open to reviewing novel interpretations of this program focus.

Sustainability submissions may address ways behavioral approaches might be used (or are being used) to change behaviors of individuals, governments, and societies to implement policy or adopt practices that encourage and enhance environmental sustainability. Additionally, such submissions might cover approaches to securing funding for such research. The Program Board is also open to reviewing novel interpretations of this program focus.

Abstract

The abstract must follow American Psychological Association style guidelines and be 150-200 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.

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 addition or correction of graphs and tables after the submission deadline will not be accepted.** The data do 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.

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.

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)

If relevant, 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.

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 on page 5.

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 27, 2022.

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

- The student must be a verified 2022-2023 student member of ABAI by October 27, 2022.
- The student's submission, including poster submissions, must be completed by October 27, 2022.
- The student must be the first (senior) author as well as the presenting author of the submission (poster, paper, panel, or symposium).
- The submission must be accepted for presentation at the 2023 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 Paper Session Chair (Optional)

Accepted papers will be grouped into sessions by area coordinators. One of the presenting authors will be assigned the role of "Paper Session Chair." Responsibilities of the chair include:

- If necessary, to arrange for the presentations to be pre-loaded on one computer prior to the start of the event to allow for quick transitions.
- To arrive early for the session to ensure that it begins on time.
- To introduce the speakers and keep time.
- To ensure that the room is vacated on time for the next scheduled event.

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."

Recommend a Book/Indicate Interest in an Author Signing (Optional)

If you would like to recommend a book for the ABAI bookstore, please provide the following:

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

If you would like to participate in an author signing event, please answer the following question:

- If you are an author on the above text, would you like to participate in an author signing?
- No
- Yes, Saturday
- Yes, Sunday
- Yes, Monday

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 participants in this submission have been authorized to present the content and data and that the correct authors have been credited for the work presented."

Research Standards Assurance

If submitting via email, type the following sentence: "In making this submission, I affirm that all procedures described in this presentation conformed to the internationally recognized standards set forth for research involving human or animal subjects."

Ethics Assurance

By checking one of the options below, you attest that:

- Ethical review and approval was not required (e.g., literature reviews, secondary data analysis, program evaluation, typical educational practices).
- Ethical approval for the research was required and was obtained from an appropriate ethical review board (IRB, IACUC).
- Ethical approval for the research was required but was not obtained.

ABAI audits ethical approvals randomly, for high-risk studies, and for studies in which the submitter notes ethical approval was not obtained. Failure to provide satisfactory evidence of compliance with ethical standards upon request may result in rejection of the submission.

Presentation Assurance

Your submission is acceptance of responsibility. If your submission is accepted, you guarantee that the presenting author (and chair, discussant, or panelists, as appropriate) will have current ABAI membership status, register for and attend the convention, and deliver the presentation as scheduled by the Program Board. **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."

Conduct Assurance

All presenters at ABAI events are expected to abide by ABAI's ethics and diversity policies and sexual harassment policy. Discriminatory and derogatory language with respect to individuals or groups based on their personal characteristics (e.g., race, gender) will not

be tolerated in presentations at ABAI. If submitting via email, type the following statement: "All participants agree to abide by the ABAI ethics and diversity policies and will not use derogatory or discriminatory language."

Language Assurance

All submissions at ABAI events are expected to use appropriate language. The Program Board reviews the language in all accepted submissions for culturally sensitive and inclusive language using guidelines. You may refer to these guidelines in Appendix 1. Submissions that are accepted may be subject to requested revisions by Program Board to adhere to these recommendations. If submitting via email, type the following statement: "I affirm that my submission uses language that reflects our values of equity and inclusion of all cultures and groups and adhere to the guidelines outlined in the Call for Submissions Handbook."

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

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SYMPOSIUM SUBMISSION GUIDELINES

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 may be submitted in one of the three following formats:

- Two presentations, a chair, and discussant (50 minutes)
- Three presentations and a chair (50 minutes)
- 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. 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 reclassified 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 8.

Submission Domain

Designate each submission as basic research, applied research, service delivery, or theory, as defined on page 7. 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: Basic sessions are appropriate for:

- BCaBAs
- Individuals offering direct therapy
- Beginning training in behavior analysis
- Recently completed baccalaureate-level work

Intermediate: Intermediate sessions are appropriate for:

- junior BCBAs.
- Behavior analysts within their first 5 years of practice, including practitioners, supervisors, etc.
- Currently enrolled in or recently completed graduate-level work

Advanced: Advanced sessions are appropriate for:

- BCBAs and BCBA-Ds.
- Completed graduate-level work
- Licensed or certified individuals
- Training is focused on specific area or need

Audience Size Anticipated

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

Submission Designation

If your submission meets the guidelines for addressing topics of “diversity” or “sustainability” please select designation.

Diversity submissions may address issues of access (to higher education, services, etc.) of marginalized groups; behavioral science research concerned with topics such as implicit bias in scientific research, interventions aiming to ameliorate the effects of systemic bias, and others; or analyses of discriminatory behavior, of both

individual and systems. The Program Board is also open to reviewing novel interpretations of this program focus.

Sustainability submissions may address ways behavioral approaches might be used (or are being used) to change behaviors of individuals, governments, and societies to implement policy or adopt practices that encourage and enhance environmental sustainability. Additionally, such submissions might cover approaches to securing funding for such research. The Program Board is also open to reviewing novel interpretations of this program focus.

Abstract

The abstract must follow American Psychological Association style guidelines and be 150-200 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.

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.

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.

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 presentations included in the submission. A detailed explanation of all roles can be found on page 5.

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.

Submission Domain

Designate each submission as basic research, applied research, service delivery, or theory, as defined on page 7. 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 style guidelines and be 150-200 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.

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 addition or correction of graphs and tables after the submission deadline will not be accepted.** 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.

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.

Funding (Optional)

If relevant, 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.

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 on page 5.

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 27, 2022.

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

- The student must be a verified 2022-2023 student member of ABAI by October 27, 2022.
- The student's submission, including poster submissions, must be completed by October 27, 2022.
- The student must be the first (senior) author as well as the presenting author of the submission (poster, paper, panel, or symposium).
- The submission must be accepted for presentation at the 2023 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.

Continuing Education Information (Optional)

If you wish, your submission may be considered for BACB, NASP, PSY 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
- PSY
- 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
  - If submitting in the "intermediate" or "advanced" instruction level, please specify the necessary prerequisite skills and competencies the audience should have. Please be aware that submissions with a target audience of "parents" or "undergraduates" are not appropriate for CE.
- Learning objectives (a minimum of three is required)
  - Learning objectives are required and should take the following format: At the conclusion of the presentation, participants will be able to: (1) _____; (2) _____; (3) _____. 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.

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
  - BCBA-D
  - BCBA
  - 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/Indicate Interest in an Author Signing (Optional)

If you would like to recommend a book for the ABAI bookstore, please provide the following:

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

If you would like to participate in an author signing event, please answer the following question:

- If you are an author on the above text, would you like to participate in an author signing?
- No
- Yes, Saturday
- Yes, Sunday
- Yes, Monday

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 participants in this submission have been authorized to present the content and data and that the correct authors have been credited for the work presented."

Research Standards Assurance

If submitting via email, type the following sentence: "In making this submission, I affirm that all procedures described in this presentation conformed to the internationally recognized standards set forth for research involving human or animal subjects."

Ethics Assurance

By checking one of the options below, you attest that:

- Ethical review and approval was not required (e.g., literature reviews, secondary data analysis, program evaluation, typical educational practices).
- Ethical approval for the research was required and was obtained from an appropriate ethical review board (IRB, IACUC).
- Ethical approval for the research was required but was not obtained.

ABAI audits ethical approvals randomly, for high-risk studies, and for studies in which the submitter notes ethical approval was not obtained. Failure to provide satisfactory evidence of compliance with ethical standards upon request may result in rejection of the submission.

Presentation Assurance

Your submission is acceptance of responsibility. If your submission is accepted, you guarantee that the presenting author (and chair, discussant, or panelists, as appropriate) will have current ABAI membership status, register for and attend the convention, and deliver the presentation as scheduled by the Program Board. **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."

Conduct Assurance

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Language Assurance

All submissions at ABAI events are expected to use appropriate language. The Program Board reviews the language in all accepted submissions for culturally sensitive and inclusive language using guidelines. You may refer to these guidelines in Appendix 1. Submissions that are accepted may be subject to requested revisions by Program Board to adhere to these recommendations. If submitting via email, type the following statement: "I affirm that my submission uses language that reflects our values of equity and inclusion of all cultures and groups and adhere to the guidelines outlined in the Call for Submissions Handbook."

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PANEL SUBMISSION GUIDELINES

Panels are organized by a chair, who also moderates the session. Panels are 50 minutes in length and have three panelists and one chair. Panels are driven by audience questions after delivery of a brief abstract by the chair. Panels may include brief introductory remarks from the panelists, but should not have lengthy presentations by each panelist. Time is allotted for interaction amongst the panelists and with the audience. The Program Board will give preference to submissions that include panelists representing multiple institutions and that include a multiple-domain focus (i.e., are translational). Panel submissions should not promote a particular organization and panelists should refrain from marketing or selling any particular service-delivery entity. Panel submissions should offer scientific dissemination and collaboration around a particular theme or topic.

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 8.

Submission Domain

Designate each submission as basic research, applied research, service delivery, or theory, as defined on page 7. 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: Basic sessions are appropriate for:

- BCaBAs
- Individuals offering direct therapy
- Beginning training in behavior analysis
- Recently completed baccalaureate-level work

Intermediate: Intermediate sessions are appropriate for:

- junior BCBAs.
- Behavior analysts within their first 5 years of practice, including practitioners, supervisors, etc.
- Currently enrolled in or recently completed graduate-level work

Advanced: Advanced sessions are appropriate for:

- BCBAs and BCBA-Ds.
- Completed graduate-level work
- Licensed or certified individuals
- Training is focused on specific area or need

Audience Size Anticipated

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

Submission Designation

If your submission meets the guidelines for addressing topics of "diversity" or "sustainability" please select designation.

Diversity submissions may address issues of access (to higher education, services, etc.) of marginalized groups; behavioral science research concerned with topics such as implicit bias in scientific research, interventions aiming to ameliorate the effects of systemic bias, and others; or analyses of discriminatory behavior, of both individual and systems. The Program Board is also open to reviewing novel interpretations of this program focus.

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Abstract

The abstract must follow American Psychological Association style guidelines and be 150-200 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.

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 be rejected. The addition or correction of graphs and tables after the submission deadline 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.

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.

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)

If relevant, 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.

Chair Information

A chair is *required* for all panel submissions. A detailed explanation of all roles can be found on page 5.

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.

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
- 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 27, 2022.

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

- The student must be a verified 2022-2023 student member of ABAI by October 27, 2022.
- The student's submission, including poster submissions, must be completed by October 27, 2022.
- The student must be the first (senior) author as well as the presenting author of the submission (poster, paper, panel, or symposium).
- The submission must be accepted for presentation at the 2023 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.

Continuing Education Information (Optional)

If you wish, your submission may be considered for BACB, NASP, PSY 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
- PSY
- 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
  - If submitting in the "intermediate" or "advanced" instruction level, please specify the necessary prerequisite skills and competencies the audience should have. Please be aware that submissions with a target audience of "parents" or "undergraduates" are not appropriate for CE.
- Learning objectives (a minimum of three is required)
  - Learning objectives are required and should take the following format: At the conclusion of the presentation, participants will be able to: (1) _____; (2) _____; (3) _____. 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.

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
  - BCBA-D
  - BCBA
  - 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/Indicate Interest in an Author Signing (Optional)

If you would like to recommend a book for the ABAI bookstore, please provide the following:

- Title
- Authors as they appear in the book
- Publisher
- Year of publication
- Publisher/distributor contact

- ISBN (International Standard Book Number)
- Track/area

If you would like to participate in an author signing event, please answer the following question:

- If you are an author on the above text, would you like to participate in an author signing?
- No
- Yes, Saturday
- Yes, Sunday
- Yes, Monday

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 participants in this submission have been authorized to present the content and data and that the correct authors have been credited for the work presented."

Research Standards Assurance

If submitting via email, type the following sentence: "In making this submission, I affirm that all procedures described in this presentation conformed to the internationally recognized standards set forth for research involving human or animal subjects."

Ethics Assurance

By checking one of the options below, you attest that:

- Ethical review and approval was not required (e.g., literature reviews, secondary data analysis, program evaluation, typical educational practices).
- Ethical approval for the research was required and was obtained from an appropriate ethical review board (IRB, IACUC).
- Ethical approval for the research was required but was not obtained.

ABAI audits ethical approvals randomly, for high-risk studies, and for studies in which the submitter notes ethical approval was not obtained. Failure to provide satisfactory evidence of compliance with ethical standards upon request may result in rejection of the submission.

Presentation Assurance

Your submission is acceptance of responsibility. If your submission is accepted, you guarantee that the presenting author (and chair, discussant, or panelists, as appropriate) will have current ABAI membership status, register for and attend the convention, and deliver the presentation as scheduled by the Program Board. **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."

Conduct Assurance

All presenters at ABAI events are expected to abide by ABAI's ethics and diversity policies and sexual harassment policy. Discriminatory and derogatory language with respect to individuals or groups based on their personal characteristics (e.g., race, gender) will not be tolerated in presentations at ABAI. If submitting via email, type the following statement: "All participants agree to abide by the ABAI ethics and diversity policies and will not use derogatory or discriminatory language."

Language Assurance

All submissions at ABAI events are expected to use appropriate language. The Program Board reviews the language in all accepted submissions for culturally sensitive and inclusive language using guidelines. You may refer to these guidelines in Appendix 1. Submissions that are accepted may be subject to requested revisions by Program Board to adhere to these recommendations. If submitting via email, type the following statement: "I affirm that your submission uses language that reflects our values of equity and inclusion of all cultures and groups and adhere to the guidelines outlined in the Call for Submissions Handbook."

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 also may review the submission at any time by returning to the "Call for Submissions 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.*

WORKSHOP SUBMISSION GUIDELINES

Workshops are educational sessions of three or six hours and involve the preparation of substantial training materials. Presenters limit enrollment and specify the academic level of participants. Participants are charged a materials fee (optional; 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.

Workshops that address topics that are in high demand by convention attendees are encouraged. When reviewing workshop submissions, the Program Board will give preference to workshops that:

- address topics that have been in high demand at recent annual conventions,
- clearly describe how they will provide supplementary materials (e.g., printed handouts, links to additional resources, sample data sheets, a copy of the presentation) to attendees, and
- clearly describe how they will use best training practices during the workshop (including behavioral skills training).

Preference will also be given to presenters whose curriculum vitae demonstrate an established track record of training experience and/or research in the topic area of the proposed workshop.

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 8.

Submission Domain

Designate each submission as basic research, applied research, service delivery, or theory, as defined on page 7. Designating a domain for each submission allows convention attendees to make informed decisions about which presentations to attend.

Audience Size Anticipated

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

Submission Designation

If your submission meets the guidelines for addressing topics of “diversity” or “sustainability” please select designation.

Diversity submissions may address issues of access (to higher education, services, etc.) of marginalized groups; behavioral science research concerned with topics such as implicit bias in scientific research, interventions aiming to ameliorate the effects of systemic bias, and others; or analyses of discriminatory behavior, of both individual and systems. The Program Board is also open to reviewing novel interpretations of this program focus.

Sustainability submissions may address ways behavioral approaches might be used (or are being used) to change behaviors of individuals, governments, and societies to implement policy or adopt practices that encourage and enhance environmental sustainability. Additionally, such submissions might cover approaches to securing funding for such research. The Program Board is also open to reviewing novel interpretations of this program focus.

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)

If relevant, 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: Basic workshops are appropriate for:

- BCaBAs
- Individuals offering direct therapy
- Beginning training in behavior analysis
- Recently completed baccalaureate-level work

Intermediate: Intermediate workshops are appropriate for:

- Behavior analysts within their first 5 years of practice, including practitioners, supervisors, etc.
- Currently enrolled in or recently completed graduate-level work

Advanced: Advanced workshops are appropriate for:

- BCBAs and BCBA-Ds.
- Completed graduate-level work
- Licensed or certified individuals
- Training is focused on specific area or need

Content Area

- Practice
- Theory
- Methodology

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.

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 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: (1) _____; (2) _____; (3) _____.

Workshop Activities

All workshops must include active participation of the attendees. They should not consist of long lectures. Priority is given to workshops that include description of audience engagement, opportunities to practice skill(s), inclusion of feedback to participants, and specification of measurable learning objectives. Sample workshop activities might be:

- Instructional strategies include: 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. If submitting in the "intermediate" or "advanced" instruction level, please specify the necessary prerequisite skills and competencies the audience should have. Please be aware that submissions with a target audience of "parents" or "undergraduates" are not appropriate for CE.

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 on page 5.

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:

- Name
- Affiliation (if including more than one affiliation, separate with a semi-colon [e.g., Affiliation One; Affiliation Two])
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- Country
- Province/State
- Citizenship

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Continuing Education Information

All workshops must be considered for CE, and may be considered for BACB, PSY, QABA, and NASP CE.

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
- PSY
- 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

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

  - BCBA-D
  - BCBA
  - 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/Indicate Interest in an Author Signing (Optional)

If you would like to recommend a book for the ABAI bookstore, please provide the following:

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

If you would like to participate in an author signing event, please answer the following question:

- If you are an author on the above text, would you like to participate in an author signing?
- No
- Yes, Saturday
- Yes, Sunday
- Yes, Monday

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 participants in this submission have been authorized to present the content and data and that the correct authors have been credited for the work presented."

Research Standards Assurance

If submitting via email, type the following sentence: "In making this submission, I affirm that all procedures described in this presentation conformed to the internationally recognized standards set forth for research involving human or animal subjects."

Ethics Assurance

By checking one of the options below, you attest that:

- Ethical review and approval was not required (e.g., literature reviews, secondary data analysis, program evaluation, typical educational practices).
- Ethical approval for the research was required and was obtained from an appropriate ethical review board (IRB, IACUC).
- Ethical approval for the research was required but was not obtained.

ABAI audits ethical approvals randomly, for high-risk studies, and for studies in which the submitter notes ethical approval was not obtained. Failure to provide satisfactory evidence of compliance with ethical standards upon request may result in rejection of the submission.

Presentation Assurance

Your submission is acceptance of responsibility. If your submission is accepted, you guarantee that the presenting author (and chair, discussant, or panelists, as appropriate) will have current ABAI membership status, register for and attend the convention, and deliver the presentation as scheduled by the Program Board. **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."

Conduct Assurance

All presenters at ABAI events are expected to abide by ABAI's ethics and diversity policies and sexual harassment policy. Discriminatory and derogatory language with respect to individuals or groups based on their personal characteristics (e.g., race, gender) will not be tolerated in presentations at ABAI. If submitting via email, type the following statement: "All participants agree to abide by the ABAI ethics and diversity policies and will not use derogatory or discriminatory language."

Language Assurance

All submissions at ABAI events are expected to use appropriate language. The Program Board reviews the language in all accepted submissions for culturally

sensitive and inclusive language using guidelines. You may refer to these guidelines in Appendix 1. Submissions that are accepted may be subject to requested revisions by Program Board to adhere to these recommendations. If submitting via email, type the following statement: "I affirm that my submission uses language that reflects our values of equity and inclusion of all cultures and groups and adhere to the guidelines outlined in the Call for Submissions Handbook."

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 also may review the submission at any time by returning to the "Call for Submissions 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.*

Additional Information Regarding Workshops

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

If your workshop has one to five registrants as of May 1, 2023, you will be contacted and asked if you wish to conduct your workshop. If your workshop has zero registrants as of May 1, 2023, you will be contacted to cancel your workshop at that time.

Please note that workshops with one to five registrants at the close of the pre-registration period will be canceled unless presenters commit, in writing, to conduct the workshop at the date and time scheduled regardless of the final registration number. This is important to ensure all registrants arriving early for workshops are guaranteed that opportunity.

Workshops with fewer than five registrants that are canceled for low enrollment will not be accepted for the 2024 convention.

Workshop Payment Formula

Workshop presenter payment is calculated based on the number of paid registrants for 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:

Base rate (registrants 1-5)	$360
Additional tuition (registrants 6-13)	$304
Material fee (registrants 1-13)	$260
Total:	**$924**

EXPO POSTER SUBMISSION GUIDELINES

The ABAI Expo is a special poster session for 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" (1,168 mm) by 3'10" (1,168 mm) and double posters should be 3'10" (1,168 mm) tall by 7'10" (2387 mm) wide to accommodate the provided poster boards.

Expo Poster Pricing		
	Single Poster	Double Poster
ABAI Board or Committee	$0	$0
ABAI Accredited Behavior Analysis Training Program	$0	$142
Behavior Analysis Training Program	$152	$299
Affiliate Chapter	$0	$142
Associate Chapter	$0	$142
Affiliate Special Interest Group	$0	$142
Associate Special Interest Group	$0	$142
Other Organization	$152	$299

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 150-200 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 on page 5.

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

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Presentation Assurance

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BUSINESS MEETING SUBMISSION GUIDELINES

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.

Purpose

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

Audience Size Anticipated

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

Scheduling

Business meetings will be from 7:00 pm–7:50 pm on 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; listing published in program
- **Closed:** invitation only; listing not published in program

Potential Scheduling Conflicts

List the titles of other business meetings that should not be scheduled in conflict with your meeting. **Due to the size and complexity of the convention schedule, it may not be possible to avoid all scheduling conflicts.**

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 presenting author (and chair, discussant, or panelists, as appropriate) will have current ABAI membership status, register for and attend the convention, and deliver the presentation as scheduled by the Program Board. **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.”

Conduct Assurance

All presenters at ABAI events are expected to abide by ABAI’s ethics and diversity policies and sexual harassment policy. Discriminatory and derogatory language with respect to individuals or groups based on

their personal characteristics (e.g., race, gender) will not be tolerated in presentations at ABAI. If submitting via email, type the following statement: "All participants agree to abide by the ABAI ethics and diversity policies and will not use derogatory or discriminatory language."

Language Assurance

All submissions at ABAI events are expected to use appropriate language. The Program Board reviews the language in all accepted submissions for culturally sensitive and inclusive language using guidelines. You may refer to these guidelines in Appendix 1. Submissions that are accepted may be subject to requested revisions by Program Board to adhere to these recommendations. If submitting via email, type the following statement: "I affirm that my submission uses language that reflects our values of equity and inclusion of all cultures and groups and adhere to the guidelines outlined in the Call for Submissions Handbook."

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 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 Submissions 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/RECEPTION SUBMISSION GUIDELINES

Reunion Arrangements

Reunions and receptions are social gatherings. Space for university programs, chapters, SIGs, retirement celebrations, and memorials will be provided at no cost; **exhibitors, sponsors, and other organizations will be required to pay a room rental fee.**

ABAI does not provide audiovisual equipment or refreshments; reunion chairs are responsible for arranging these details directly with the venue (venue contact details will be provided when reunions are scheduled).

Reunions/receptions may only be held on Sunday evening.

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.

Purpose of Event

The text entered here will be printed as the "purpose" for the event in the program book.

Organization Type

Select the type of organization holding the reunion/reception.

- ABAI Accredited Behavior Analysis Training Program
- ABAI Board or Committee
- Affiliated Chapter
- Associate Chapter
- Behavior Analysis Training Program
- Special Interest Group
- Sponsor/Exhibitor
- Other Organization

Payment Contact Information

If payment is required for the type of reunion/reception 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

Room Setup

Select the type of room setup you would like.

- **Banquet:** For formal, sit down events. Low top tables with chairs.
- **Boardroom:** A rectangular or oval table set up with chairs around all sides and ends.
- **Classroom:** Rows of conference tables with chairs facing the front of a room.
- **Cocktail:** Networking and mingling events. High top tables with chairs optional.
- **Open Square:** A series of conference tables set in a square or rectangle, with chairs around the outside.
- **Theater:** Chairs in rows facing a stage area, head table, or speaker.
- **U-Shape:** A series of conference tables set in the shape of the letter U, with chairs around the outside.
- **Empty Set:** An empty room.

Audience Size Anticipated

Providing this estimate will assist ABAI in scheduling your event in a room of suitable capacity.

Keywords or Phrases

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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 and will host the reunion at the convention.**

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])
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ANNUAL PROGRAM SCHEDULE

	May 25 Thursday	May 26 Friday	May 27 Saturday	May 28 Sunday	May 29 Monday	
7:00 am					ABAI Business Meeting	7:00 am
7:30						7:30
8:00		Pre-Convention Workshops	Opening Event and SABA Awards	Sessions	Sessions	8:00
8:30						8:30
9:00						9:00
9:30			Sessions			9:30
10:00						10:00
10:30						10:30
11:00						11:00
11:30						11:30
12:00 pm						12:00 pm
12:30		Pre-Convention Workshops				12:30
1:00			Poster Session and Author Signing	Poster Session and Author Signing	Poster Session and Author Signing	1:00
1:30						1:30
2:00						2:00
2:30						2:30
3:00			Sessions	Sessions	Sessions	3:00
3:30						3:30
4:00	Pre-Convention Workshops					4:00
4:30						4:30
5:00						5:00
5:30						5:30
6:00			Presidential Scholar Address		Presidential Address	6:00
6:30						6:30
7:00		Business Meetings	Business Meetings	Business Meetings		7:00
7:30		Student Welcome				7:30
8:00			ABAI Expo	Reunions		8:00
8:30						8:30
9:00					ABAI Social	9:00
9:30						9:30
10:00						10:00
10:30						10:30
11:00						11:00
11:30						11:30

PROGRAM BOARD CONTACT INFORMATION

Questions about invited presentations and any special requests for the following areas should be directed to the Program Board Coordinator Linda Hayes: BPN, EAB, EDC, PCH, SCI, TBA, and CSS. Questions about invited presentations and any special requests for the following areas should be directed to the Program Committee Chair Mitch Fryling: AAB, AUT, CBM, VRB, 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

Program Board Coordinator
Dr. Linda Hayes
University of Nevada, Reno
lhayes@unr.edu

Program Committee Chair
Dr. Mitch Fryling
California State University, Los Angeles
Mitchell.Fryling2@calstatela.edu

Convention Management
Dr. Maria E. Malott
Association for Behavior Analysis International
convention@abainternational.org

Program Area Coordinators

- AAB: Applied Animal Behavior
  - Erica Feuerbacher (2020–2024) and Nathan Hall (2019–2023)
- AUT: Autism
  - Regina Carroll (2020–2024), Corina Jimenez-Gomez (2019–2023), and Yanerys Leon (2021-2025)
- BPN: Behavioral Pharmacology and Neuroscience
  - August Holtyn (2020–2024)
- CBM: Clinical/Family/Behavioral Medicine
  - Michele Traub (2019–2023) and Vivian Ibanez (2021-2025)
- CSS: Community, Social, and Sustainability Issues
  - Sarah Richling (2019–2023) and Kathryn Roose (2021-2025)
- DDA: Developmental Disabilities
  - Yaniz Padilla Dalmau (2019–2023) and Patrick Romani (2021-2025)
- DEI: Diversity, Equity, and Inclusion
  - Jovonnie Esquierdo-Leal (2022-2023) and Elizabeth Fong (2022-2026)
- DEV: Behavioral Development
  - Jo Ann Pereira Delgado (2019–2023) and Kieva Hranchuk (2021-2025)
- EAB: Experimental Analysis of Behavior
  - Karen Lionello-DeNolf (2019–2023) and Marco Vasconcelos (2022–2026)
- EDC: Education
  - Renee Hawkins (2019–2023) and Tai Collins (2021-2025)
- OBM: Organizational Behavior Management
  - Nicole Gravina (2019–2023) and Sharlet Rafacz (2022–2026)
- PCH: Philosophical, Conceptual, and Historical Issues
  - Michael Hixson (2019–2023) and Caio Miguel (2021-2025)
- PRA: Practice
  - Susan Wilczynski (2020–2023)
- SCI: Science
  - Suzanne Mitchell (2020-2023)
- TBA: Teaching Behavior Analysis
  - Daniel Fienup (2020–2024)
- VRB: Verbal Behavior
  - Rocio Rosales (2020–2024) and Alice Shillingsburg (2022-2026)

APPENDIX 1. LANGUAGE GUIDELINES

ABAI is committed to centering traditionally marginalized voices in the ABAI program as well as ensuring that our conference reflects the lived experience and values of all participants. In 2020, the Program Board began evaluating the language in titles and abstracts for sensitivity and inclusivity of all groups. In our efforts to continually grow as a field and as an association, please use the table below to reflect on the language in your title and abstract before submitting it. This resource was adapted with consultation from Tai Collins from a rubric graciously provided by Landria Green and Vanessa Bethea-Miller of the ABA Taskforce to Eradicate Social Injustice. Please note language that is considered offensive in one culture may be considered standard in another culture and that standards evolve rapidly within each culture. Therefore, our goal in encouraging presenters to consider these standards is not to punish or exclude, nor to create a list of "bad" or "forbidden" words, divorced from context. Instead, we believe that presenters carefully and humbly considering our language from multiple perspectives can help support the global behavior analytic culture in evolving toward greater cultural humility and social justice.

Expectations for All Submissions	
Description of populations	• Abstract provides respectful descriptions of the individuals represented, from a diversity, equity, and inclusion (DEI) perspective. • Abstract or title does not include language that has negative undertones, is associated with bias or racism, or that could otherwise be considered discriminatory, offensive, or insensitive to the represented population.
Description of presentation topic	• Abstract or title describes the presentation topic in a manner that reflects cultural humility and respect for multiple perspectives within a DEI framework. • Abstract or title does not include descriptions of the presentation topic that indicate an absence of cultural humility (e.g., we always know what's best) or a lack of respect for the perspectives of the groups or individuals being discussed.
Presenter Qualifications	It is critical that presenters have the relevant training and/or lived experience to appropriately discuss topics, especially when related to culture or DEI issues. Consider whether the presenter(s) have sufficient expertise and experience presenting on the topic to present it skillfully and avoid unintentionally misrepresenting or offending the groups represented. If the presenter(s) do not share identity and lived experience with the populations being discussed: • Has the presenter presented on DEI topics in the past? • Has the presenter done clinical or advocacy work in the area of DEI in the past? • Has the presenter conducted research on DEI-related topics in the past? We expect presenters to self-reflect on these competencies when developing proposals.
Collaboration and Inclusion	We expect presenters to make every effort to ensure that their team includes individuals who represent the viewpoints of the groups being discussed. We also expect teams to include a diverse range of identities and perspectives.