

THE CALL FOR ABSTRACTS & PANELS FOR THE ACHS 2024 CONFERENCE HAS NOW OPENED.

The Scientific Committee will be in touch shortly on your progress, and with updates on the program and presentation times.

The ACHS Galway 2024 Conference Organising Committee is pleased to invite presenters to submit the abstracts and panel sessions for oral presentations; poster presentations and hands-on workshops, to be delivered at the conference. Please follow our guidelines below to submit your abstract correctly. Before commencing the submission process, please note:

- Submissions must be written in English.
- Online submission is the only method of abstract submission.
- Abstracts submitted for presentation will be published exactly as received and should be checked for spelling and grammar prior to submission.
- It is the responsibility of the presenter / author to ensure that the abstract is submitted correctly.
- Abstracts must be submitted in the template format provided.
- Where there is more than one presenter all correspondence will be sent to the person who submitted the abstract.
- Every effort will be made to accommodate the presenter / author presentation preference however the Conference Committee (CC) reserves the right to allocate the presentation to best suit the program.
- The invitation to submit an abstract does not constitute an offer to pay travel, accommodation or registration costs associated with the Conference. Similarly, no presenter fee is paid to successful presenters.

Submissions close on 30 August 2023.

This date is ideal for those who like to get in early, benefit from additional promotion and lock your attendance in early.

Please see below for submission process, general policy and guidelines.

Key Dates

Abstract submissions open	Thursday, 06 April 2023
Abstract And Panel Sessions Submission Closing Date	Wednesday, 30 August 2023
Notification of abstract And panel submission acceptance	Two weeks after submission
Program published	Wednesday, 24 January 2024
Deadline for presenters to register / Early Bird registration closes	Monday, 6 December 2023
Deadline for submission AV (PowerPoint presentations) to support oral presentations	Monday, 29 April 2024

Submission Guidelines & Process

SUBMISSION GUIDELINES & PROCESS

There is a two-step process for abstract submission. Please follow the instructions below carefully to ensure your submission is correct and included in the evaluation process.

You must complete this two-step process for each submission you wish to make. Please note: by submitting an abstract, authors agree to the General Policies and Requirements and the Speaker/Author Agreement.

STEP 1 – FILL IN THE ABSTRACT /PANEL SESSION FORM

Please complete the abstract or panel session form which will assist you in formatting, structuring and naming your abstract or panel session correctly. Abstracts or Panel sessions must be submitted using this format, if sufficient information is not provided it will be rejected.

Simply fill in the editable sections as required, to be eligible for review. Once complete, it should meet the following criteria:

- Must clearly state the objectives and outcomes of the proposed presentation
 - Provide your abstract (maximum 300 words)
 - Provide a clear and concise title (maximum 120 characters)
- Provide a short biography of the presenter(s) / author(s) (maximum 100 words)
 - This document must be saved in Microsoft Word format. The file must be "surname_initial".doc (e.g. Smith_J.doc).
- If submitting more than one abstract add a number after your initial, 1 for your first abstract, 2 for the second abstract etc (e.g. Smith_J1.Doc, Smith).

Presenters / Authors unable to submit online should contact the Conference Organiser to make alternative arrangements via

STEP 2 – ONLINE SUBMISSION

Please upload the completed abstract or Panel Session online. There is a login required to submit your abstract online. You will be required to provide the following details on the form:

- Presentation Type (preference only) of **20 minute oral research OR practitioner presentation; 5 minute poster presentation, or Panel Session (30, 60 or 120 minute)**
- Theme "Custodianship" or any of the 5 dispositions on Custodianship: Sense of Self, Belonging, Potency, Continuance or Responsibility.
 - Name and Organisation of all Co-Presenters / Co-Authors

If you make a mistake, please re-submit and add a comment in the Notes section
If you have any questions or concerns, please contact the Conference Organising email, details as above

On completion of your submission you will receive a confirmation email with your unique record ID and the file name of your submission.

Presentation Types

A maximum of two presenters may present a single presentation. No additional time will be given.

Oral Presentation

- Each presenter will have 20 minutes for their presentation. The 20 minute presentation length is inclusive of question and answer time. Presenters can choose to speak for less than 20 minutes if they wish to allow for further discussion.
- Final presentations are to be submitted by the 29th of April 2024 prior to the conference for conference preparations and pre-loading.
- Rooms are equipped with a computer and multimedia projector. If additional equipment is needed, it must be previously requested and is subject to availability. Additional AV can be requested during the abstract/panel session submission process.
 - Abstracts not selected for Oral Presentation may be offered a Poster presentation.

Panel Sessions

- Panel Sessions presenters may choose to provide either a 30 minute, 60 minute or 120 minute interactive practical, hands-on workshop, dance or artistic prose
- Presenters are expected to provide an outline of the structure/plan for the session, indicating clearly how they will minimize presenter talk and maximise participant hand on experience and discussion/interaction.

Poster Presentations

- All Poster presentations will be prominently displayed in the Conference venue. Full instructions on the format and display of Poster will be detailed within acceptance notifications and sent to the nominated presenting authors.