



ASSOCIATION OF  
PROFESSIONAL BEHAVIOR ANALYSTS

# 2026 ANNUAL CONVENTION

*Submission Guide*

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Thank you for considering submitting to  
APBA's 2026 Annual Convention!

Whether you are a seasoned submitter or taking the leap for the first time, please review this document carefully. This document is broken down into the follow sections (click a title to jump to the section):

- [APBA Specific Information & Requirements](#)
- [General Tips for Submitting](#)
- [Specific APBA 2026 Submission Descriptions, Requirements, & Tips](#)
- [Submission Preparation Checklist](#)

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## APBA SPECIFIC INFORMATION & REQUIREMENTS

**SUBMISSION PROCESS** — You will submit through the BehaviorLive platform and will be required to enter information, upload documents, and agree to APBA's submission terms. One primary individual should complete the submission, even if there are co-presenters or others involved (e.g., discussant, chair). You can start your submission, save it, and come back to finish it later—but DON'T forget to submit it by the due date.

**SUBMISSION REVIEW** — APBA will carry out blind reviews of all submissions (except Scholar Presentations) using a standard rubric. Each submission will be reviewed by at least two reviewers. A final decision will be sent to the submitter via email (using the email affiliated with their BehaviorLive account) by **DATE**. Please note that it is the primary submitter's responsibility to communicate with other co-presenters or other with roles in the submission (e.g., chair, discussant).

**SUBMISSION ACCEPTANCE DISCOUNT** — Should your submission be accepted, APBA will provide you with a code for 50% off that you (and your co-presenters, up to 6 total for panels, up to 5 for symposia) can use when registering for the convention, in appreciation of you sharing your knowledge and expertise with our professional community. Note for Workshops: if you have a workshop that is accepted, APBA will provide a code for 100% off registration and CEU fee for up to three workshop presenters.

**REQUIREMENTS UPON ACCEPTANCE** — If accepted, you will complete an additional agreement form. Before submitting, ensure you (and co-presenters) can meet requirements, should your submission be accepted:

- Be an active APBA member
- Register for and attend the convention in person
- Adhere to APBA's conduct code
- Ensure the content submitted is within your scope of competence
- Ensure the content you present is your own and that you give proper attribution when referencing others' work



# TIPS FOR SUBMITTING PRESENTATIONS



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## BEFORE GETTING STARTED

- Make sure you meet the requirements outlined in the Submission Guidelines. This includes things like: membership, registration for the event, attending in person, being in good standing with licensure/credentialing bodies, and adhering to ethics/conduct codes.
- Review the submission types and requirements to determine which one is right for your work. Check for any submission restrictions (e.g., limits on the number of submissions or roles)



## ABSTRACTS

- Write your abstract in a document and use spell and grammar check to ensure it is free from errors before submitting. It is ok to edit or revise an existing abstract so that it is unique and up to date.
- Review the description and requirements when writing your abstract to ensure that your content is framed appropriately for the convention/conference and submission type, includes the required components, and meets CEU requirements (if applicable). If content is meant to meet Behavior Analyst Certification Board® (BACB®) CEU requirements, ensure that the content is conceptually systematic and behavior analytic (see the [ACE Provider Handbook](#) for more info).
- Abstracts are typically short (i.e., 250 words), clearly describe the main content that will be covered, and are often framed in a way that demonstrates how the speaker will attempt to answer a question or share information in a useable way.
- It's not typically required, but it's ok to include a few citations and you can provide a list of a few references at the end of your abstract.
- Avoid including language in the abstract that names or otherwise identifies any of the presenters.
- Abstracts should be free from commercial products or advertising, except in the case of validation or comparison studies including commercially available products or services, in which case a statement disclosing any interests in the product or service should be included.





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## SPECIFIC APBA 2026 SUBMISSION DESCRIPTIONS, REQUIREMENTS & TIPS

### **Applied Demonstration**

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Applied Demonstrations allow a presenter to share applied, systematic demonstrations of clinical, performance management, supervisory, or training activities that address a unique question or demonstrates a creative application of ABA-based strategies with clients, caregivers, or staff. The abstract clearly describes the primary take away(s) for the audience (e.g., how can the audience put the information into practice). Note - the project need not be formal research.

#### **Requirements:**

- Must include baseline/pre data and one treatment data point/post data for at least one participant. Submissions without data included will not be considered.
- Submissions without the required data will not be reviewed.
- Must include a statement that consent was obtained for all data and information collected and presented.
- Maximum presenters - 2
- Duration: 50 min / 1CEU

#### **Applied Demonstration Submission Tips**

- Ensure that your abstract clearly describes how the presentation will answer a unique question or describe a creative application of ABA-based strategies.
- If your content centers a specific population (e.g., clients, caregivers, or staff), indicate so in your abstract.
- Provide a clear description of how attendees will be able to use the information in practice - this is the takeaway.
- Clear description of the primary takeaway(s).

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## SPECIFIC APBA 2026 SUBMISSION DESCRIPTIONS, REQUIREMENTS & TIPS

### **Panel**

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A Panel allows panelists to focus on a common theme, issue, or question related to ABA practice or research. Typically, panelists share their views and experiences and engage the audience in a discussion or Q&A session. Panels consist of 3 – 5 panelists and one chair. The chair (who may also be a panelist) organizes, completes the submissions, and facilitates the panel (e.g., poses questions to the panelists, solicits questions from the audience and responses from the panelists, and manages the time). Panels should allocate a minimum of 15 mins for audience participation.

### **Requirements:**

- The abstract must include a description of how audience participation will be facilitated (e.g., discussant will solicit questions before/during the panel, submitted questions will be addressed throughout or at time reserved at the end, audience polls).
- The abstract must include at least 2 sample discussion questions aimed at facilitating audience participation.
- To increase the inclusion of differing viewpoints, no more than 2 panelists may be from the same institution, research project, association, or organization.
- Chair required
- Maximum presenters - 3 or 5 depending on duration
- Duration for 3 panelists: 50min / 1 CEU
- Duration for 4-5 panelists: 75min / 1.5 CEU

### **Panel Submission Tips**

- Determine what type of panel this will be. For example, will it be a facilitated discussion about a topic, a structured sharing of experiences and suggestions, or an open discussion focused on brainstorming solutions to a common issue or concern?
- Envision how you will engage the audience and clearly describe that in the abstract. Will you include language in the abstract to encourage pre-submitted questions? Will the chair solicit questions from the audience? Will polls be used to engage the audience in the discussion?

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## SPECIFIC APBA 2026 SUBMISSION DESCRIPTIONS, REQUIREMENTS & TIPS

### **Scholar Presentation**

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A paper presentation provides one presenter the opportunity to discuss one or more of their own scholarly works that have been published, currently submitted, currently under review, or in progress.

#### **Requirements:**

- Data must be included demonstrating, at a minimum, baseline data and completed intervention for one participant.
  - Submissions without the required data will not be reviewed.
- Include citations for published or under review works. Note – reviews will not be blind.
- Maximum presenters – 1
- Duration: 50 min / 1CEU

#### **Scholar Presentation Submission Tips**

- Ensure that you are an author on any published, under review, submitted, or in progress works included in the submission. Note – it is fine to reference foundational works by others with proper attribution, but that content should not make up the majority of the presentation.
- If submission focuses on just one project, clearly describe how the project will be presented (e.g., discuss the procedures, results, and applied implications).
- If submission focuses on multiple of your works, clearly describe how the works relate.



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## SPECIFIC APBA 2026 SUBMISSION DESCRIPTIONS, REQUIREMENTS & TIPS

### Poster

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A research poster is a physical display of scholarly work, usually reporting empirical research. Poster presenters must bring a printed poster that is 36 inches high by 48 inches wide (poster-boards or a surface for display will be provided) and should be prepared to remain with their poster during the poster session to describe their project and answer questions.

#### Requirements:

- At a minimum, complete baseline data and one treatment data point for one participant must be included in the submission.
  - Submissions without the required data will not be reviewed.
- Posters should be 36 inches high by 48 inches wide (poster-boards or a surface for display will be provided).

#### Poster Submission Tips

- Instead of simply pasting in the abstract from your poster content, draft a new version that is unique for your submission.
- If you do not have all the data at the time of submission, include a description of the intended timeline and data. You can include fake data to demonstrate what you expect the data to show, just label it clearly as fake data.
- If your poster is already made, include a pdf of it in your submission.
- APBA Member Resource: (must be logged to your account to access): 5 Tips for Prepping Your Poster
- Free Resource: The [‘betterposter’ poster design template](#) by Fabio Cramerì based on Mike Morrison’s initiative (<https://osf.io/ef53g/>) is available from the s-lnk.org collection.

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## SPECIFIC APBA 2026 SUBMISSION DESCRIPTIONS, REQUIREMENTS & TIPS

### **Student Paper Session**

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APBA offers one Student Paper session at the annual Convention. This paper session consists of a collection of in-progress or completed research projects. The purpose of this event is to highlight quality work conducted by Masters and Doctoral students in ABA. The Review Committee will select 3-4 submissions to create the APBA Student Paper Session. Students who are selected for this special session will be offered complimentary registration. The APBA Student Paper Symposium will be chaired and discussed by an APBA Board Member or designee. Submissions to the APBA Student Paper Session must consist of research that was conducted while the presenter was a student, and the student must not have graduated from their program more than 6 months prior to the convention.

#### **Requirements:**

- Data (a minimum of baseline and at least one intervention data point for one participant or some preliminary group or survey data) must be included at the time of submission.
  - Submissions without the required data will not be reviewed.
- Research must have been completed while the presenter was a student, and abstract should indicate if the student is/was a in master's or doctoral program.
- Presenter must not be further than 6 months post-graduation.
- Duration: 80 minutes - Up to 4 presentations (maximum 15 minutes to present if there are 4 presenters)

#### **Student Paper Session Submission Tips**

- Include a clear description that the research was conducted while you were a student and that you will still be a student at the time of the convention or will not have graduated more than 6 months prior to the convention.
- Include a description of your program level (e.g., undergraduate, master's, doctoral) and the purpose of the study (e.g., program requirement, thesis, dissertation).

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## SPECIFIC APBA 2026 SUBMISSION DESCRIPTIONS, REQUIREMENTS & TIPS

### Symposium

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A Symposium provides a group of presenters an opportunity to share a collection of in-progress or completed research on a theme that is coordinated and led by a chair and includes a discussant. The symposium abstract must provide a clear description of how the students/projects relate in a cohesive theme.

#### Requirements:

- Chair (may also be the discussant OR a presenter, not all three)
- Discussant (may also be the chair, may not be a presenter in the same symposium)
- Include a brief abstract for the symposium that describes the theme and an individual abstract for each study/project.
- Data for each study (a minimum of baseline and at least one intervention data point for one participant or some preliminary group or survey data) must be included at the time of submission. Data can be uploaded, or screenshots can be included.
  - Submissions without the required data will not be reviewed.
- Duration for 2 papers & discussant: 50 min / 1CEU (approx. 15min per presenter and 10-15min for discussant and 5-10 for intro and transitions)
- Duration for 3 papers & discussant: 75 min / 1.5CEU (approx. 15min per presenter and 20-25min for discussant and 5-10 for intro and transitions)

#### Symposium Submission Tips

- The abstract should describe a clear and cohesive theme across the individual projects (e.g., supervision practices, functional assessment in schools, ethics in telehealth), while also making it clear how each project is distinct.
- Consider using the abstract to answer one or more of the following questions:
  - What question(s)/problem(s) does the symposium address?
  - How do the projects advance the science or lines of research?
  - What can attendees learn that can be applied in their practice?

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## SPECIFIC APBA 2026 SUBMISSION DESCRIPTIONS, REQUIREMENTS & TIPS

### **Technical Description**

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Technical Descriptions provide presenters the opportunity to share a system, practice, process, or procedure that addresses a practice-related issue or barrier in a meaningful or creative manner. The abstract clearly describes the primary take away(s) for the audience (e.g., how can the audience put the information into practice). Data are not required but are encouraged.

#### **Requirements:**

- Maximum of 2 presenters
- Duration: 50 min / 1CEU

#### **Technical Description Submission Tips**

- Indicate if you will be discussing a system, practice, process, procedure, or something else.
- Clearly describe the practice-related issue or barrier that will be addressed.
- Describe if what you'll be discussing can easily be replicated in the average setting, and if not, what infrastructure is needed to successfully implement the solution being described.

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## SPECIFIC APBA 2026 SUBMISSION DESCRIPTIONS, REQUIREMENTS & TIPS

### Workshop Description

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Workshops provide presenters with the opportunity to teach skills on an applied topic that is of current interest to the profession and aims to teach or enhance a specific skill, set of skills, or knowledge content. The workshop submission must **1) describe the specific skills(s) to be taught; 2) how the skill(s) will be taught (e.g., behavioral skills training; supported creation of products); 3) what materials (print and/or electronic) will be provided; and 4) what materials, if any, attendees should bring (e.g., laptop or table, paper and writing instrument)**. The submission should also describe the appropriate level of the material (e.g., beginner, intermediate, advanced).

### Requirements:

- o Meet the 4 requirements described above
- o Duration: 3hrs / 3.5 CEUs or 6hrs / 7CEUs
- o Note that workshops may be 3 hours or 6 hours. The indicated duration of 150min or 300min relates to the amount of material that you must cover to meet the CEU requirements. Therefore, the 3- or 6-hour schedule duration allows you to provide breaks to attendees without impacting the required content.
- o Maximum of 3 presenters

### Technical Description Submission Tips

- • Ensure that the abstract includes all 4 required components.
- • If materials will be provided and are already created, include them in the submission. If the materials have not been created at the time of the submission, consider making a document outlining what the attendee materials will include (e.g., guided notes, reflection prompts, practice activities, discussion questions, templates, examples) and upload that document with your submission.

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## SUBMISSION CHECKLIST



Review the requirements for if you and any co-presenters have a submission accepted.



Select the best submission type for your content and review all requirements and submission tips.



Draft your abstract, ensuring it meets all requirements and is free from spelling and grammar errors.



Gather all required documents (CV, de-identified data) and information (BxLive associated emails).



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**BEST OF LUCK WITH  
YOUR SUBMISSION!**

*Thank you!*