

TIPS FOR SUBMITTING PRESENTATIONS



ASSOCIATION OF
PROFESSIONAL BEHAVIOR ANALYSTS



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.





LEARNING OBJECTIVES (LOs) • • • • •

- Use your abstract to inform your learning objectives (LOs).
- LOs should be:
 - Observable and measurable
 - Relevant to the content required for the type of CEU offered (e.g., BACB's task list and/or Ethics Codes)
 - Clearly aligned with the content of the presentation
 - Free of vague terms like "understand" or "know"

LO Non-Examples

- Understand how to supervise effectively.
- Increase familiarity with the Ethics Code.
- Be familiar with behavior analytic terms.
- Learn about cultural competence.
- Appreciate the importance of data collection.

LO Examples

- Describe at least three common barriers to effective supervision and identify strategies to address each.
- Identify and describe at least 2 different data-based decision-making strategies in skill acquisition programming.
- List four key components of a function-based behavior intervention plan.
- At the end of the workshop, attendees will be able to demonstrate how to deliver performance feedback using behavior skills training in a role-play scenario.



DATA • • • • •

- If data are required, ensure that you are only including data for which you obtained informed consent and removed all identifying information.



BEFORE SUBMITTING • • • • •

- Before submitting, carefully review the requirements for the specific submission type to ensure that you include everything necessary for a complete submission. Requirements may include submission of data, maximum number of presenters, need for a chair or discussant, and limits on number of presenters from the same organization.
- Make sure you have any specific information required for submitting (e.g., CV, email, bio, headshot). The required information may differ across roles (e.g., the submitter, co-presenters, CEU lead instructor).

