



2019 Call For Submissions

Child Life Annual Conference
April 11-14, 2019
Chicago Marriott Magnificent Mile
Chicago, Illinois

SUBMISSION GUIDELINES

The Association for Child Life Professionals (ACLP), established in 1982, offers an unparalleled educational and networking experience. The annual conference program provides ideas on innovative resources and best practices in child life and related fields. ACLP invites presentation proposals on issues that relate to the child life profession. Anyone wishing to present at the ACLP Conference should submit their abstract through the online Call for Submissions. This includes all presentation formats: professional development sessions, intensives, and posters. Submissions via email or fax will not be considered.

Submission Requirements

1. **Presenters and institutions must NOT be identified by name or description in the abstract, grid, or summary.** Please do not use a specific program name that is attributed to your hospital. (Think of it as something that is ‘trademarked’ or ‘copyrighted’ to your program). Please use “this author”, “this program”, and “this hospital” in your submission to avoid

naming yourself, your institution, or your program. If you, your institution, or program is named in the submission, your abstract may not be reviewed.

2. Each submission must be written in the third person (e.g. Child life specialists use play to communicate with children in the medical setting.).
3. Presentations must not attempt to sell or promote any particular product or service at any time.
4. The reference list as well as in-text citations must adhere to the format outlined by the American Psychological Association (APA). Please see the APA guidelines and resources [HERE](#).

Recommended Topic Areas

Submissions on topics related to the child life core competencies are strongly encouraged, specifically, abstracts related to assessment, ethics, leadership, and advanced child life practice. Presenters are encouraged to be collaborative with colleagues, practices, and values to include practitioners, leaders, investigators, and advocates.

Assessment:

- Prioritizing child life services
- Recognizing psychosocial factors
- Reaching the diversity of our populations
- Utilizing assessment tools
- Describing steps taken to completing assessments

Intervention:

- Integrating Evidence-Based Practice
- Presenting completed research projects
- Improving the use of technology
- Enhancing innovative play
- Partnering with patients and families

Professional Responsibility:

- Sharing progressive staffing models
- Exploring leadership styles
- Navigating change
- Developing member training
- Integrating self-care practices
- Advocating ethical practice

Submission Content

- I. **Title:** The title is engaging and a clear reflection of the topic. It should be direct, descriptive and professional.
- II. **Summary:** This information should reflect the content of the presentation 50-70 words (120-150 characters).
- III. **Learning Objectives and Organization of the Presentation:** List 3-5 objectives to describe what attendees will know or be able to achieve at the conclusion of the presentation. (e.g. *“By the end of this presentation, participants will be able to...”*). Each objective should start with an action verb and include a measurable behavior. Describe the presentation content that fulfills your presentation objectives. Indicate how much time will be allotted for each content area, the teaching methods of the corresponding content, and the credentials of the presenter for each section (NOTE: do not include presenter names). Please see the following example:
 - 1) Learning Objective: Participants will be able to ...
 - a) Time spent (in minutes)
 - i) Teaching Methods
 - (1) Credentials of the presenter(s)
 - (a) Content
 - (b) Content
 - (c) Content
 - 2) Learning Objective: Participants will be able to ...
 - a) Time spent (in minutes)
 - i) Teaching Methods
 - (1) Credentials of the presenter(s)
 - (a) Content
 - (b) Content
 - 3) Learning Objective: Participants will be able to ...
 - a) Time spent (in minutes)
 - i) Teaching Methods
 - (1) Credentials of the presenter(s)
 - (a) Content
 - (b) Content
 - (c) Content
- IV. **Abstract:** Abstracts must be between 500 and 700 words (1000 – 1400 characters), excluding the learning objectives/organization of presentation section and reference list. Each section of the abstract must be completed. Please keep in mind that sub-sections should flow from one to the next to create a comprehensible and integrated abstract.

Abstracts should fit into one of three categories: *Research*, *Program/Project Development*, and *Professional Advancement*. Please follow the instruction track for that category:

Track A: **Research** submissions describe a research project or protocol relevant to child life theory or practice. All research and analysis must be completed before submission.

Track B: **Program/Project development** introductions describe a program or project that has been implemented by the author(s).

Track C: **Professional Advancement** submissions describe a new idea, theory or approach and how this is relevant to child life education, assessment, intervention, or professional development that has impacted the author's practice.

Abstract Subsections:

1. Introduction

Track A: **Research** introductions should include relevant and current evidence that supports the rationale and design of the research study conducted.

Track B: **Program/Project development** introductions should describe why the author initiated the program/project and how the need for the program/project was assessed. Please include literature to support program rationale.

Track C: **Professional Advancement** introductions should include support for the new idea, theory or approach including how this was developed, discovered, and applied by the author. Please cite current evidence that substantiates the need and/or theoretical basis for the idea or approach.

2. Description

Track A: **Research** descriptions must include the author's research design, methodology, participants, sample size and any other related research procedures.

Track B: **Program/Project development** descriptions should describe in detail how the program/project was implemented. This includes the program/project components, steps to completion, setting, and target audience.

Track C: **Professional Advancement** descriptions should describe in detail the new idea, theory or approach being introduced by the author. Details should include how the idea, theory or approach was introduced to the author's practice and the potential impact on children and families.

3. Outcome

Track A: **Research** outcomes must include full and completed analysis of the data and description of the results of the study. Partial or preliminary analysis is not acceptable.

Track B: **Program/Project development** outcomes must explain what happened as a result of the program/project, specifically, how it impacted the care of patients and families.

Track C: **Professional Advancement** outcomes must illustrate the contribution the new idea, theory or approach has made to the author's practice.

4. Relevance to Child Life Practice

Authors should discuss how this research, project/program, or new theory/idea impacts the child life profession and practice. Describe why the submission is important and relevant to the field and to those who work in the field.

- V. **Domain:** Presenters must designate the domain for the topic of the abstract. For more information on Domain and Task, please visit the [Certification](#) section of the ACLP website. Please note that many sessions might be relevant to multiple domains...

Domain 1: Ethics (Task 1)

Domain 1: Professional Responsibility (Task 2-5)

Domain 2: Assessment (Task 1-3)

Domain 3: Intervention (Task 1-7)

- VI. **References:** Any time a statement is made that is based on resources that are not your own thoughts, it must be properly referenced. Use a variety of reference sources that fit with the topic; include peer-reviewed journals when appropriate. The reference list includes *only* citations used in the body of the abstract. The reference list as well as in-text citations must adhere to APA format (see the [APA Website](#) for more details).

- VII. **Presentation Format:** (audience size may range from 80-500, unless otherwise noted below). Please choose from the following:

- a. **Poster Presentation** (1-2 presenters): There will be a scheduled time frame for authors to present their poster.
- b. **Bite Size Talk** (1 presenter): 30-minute presentation to showcase a program, initiative, or clinical tool. Up to 3 of these presentations may be combined by the Conference Planning Committee to fit a larger program timeslot (i.e. 1 or 1.5 hour slot).

- c. **Professional Development Session** (Up to 2 presenters): One (1) hour presentation, including questions.
- d. **Professional Development Workshop** (Up to 4 presenters): One and one half hour (1 ½) presentation or panel, including discussion.
- e. **Half-Day and Full-Day Intensive Seminars:** Intensives explore content in depth. Half-day intensives are 3 hours (up to 3 presenters), and full-day intensives are 6 hours (up to 5 presenters). The audience may range from 50-150 attendees. Since registrants are charged additionally for attending an intensive, and there are a limited number offered, ACLP provides a stipend to intensive presenters. The stipend is a standard amount; please contact the ACLP office (conference@childlife.org) for the stipend scale.

VIII. **Previous Presentation:** Please indicate whether you have presented this research/program development/theoretical innovation at another venue. If so, where and when? Answers should not include any names or identifying information in order to maintain the blind submission i.e. rather than including hospital name, specify “this author’s institution”.

Presentation Information

Room Set:

Standard room sets are theater-style, with audience sitting side-by-side in rows (no tables). There will be one head-table with 2 chairs and a podium with a microphone. In addition, meeting rooms will have a PC laptop, screen and LCD Projector. Internet will be provided (1 presenter device per session). Presenter(s) are responsible for the cost of anything else needed outside of the standard room set-up (i.e., flipcharts, wireless microphones, etc.)

Recording Sessions:

Many sessions are recorded (audio and/or video) for possible educational use for the membership after the conference. Please indicate if there is a specific reason your session may not be recorded.

Confirmation that submission was received:

The primary contact will receive email confirmation of receipt through the online submission process. If you do not receive **confirmation of receipt of your submission**, review your submission to ensure that all required sections are completed. If you have done so and still have not received confirmation, please contact the ACLP office immediately at 1-800-252-4515.

Notification:

One presenter should be designated as the primary contact person. All correspondence pertaining to abstract submission will be sent to the primary contact person.

The primary contact will be notified via email, of the Conference Program Committee's acceptance or declination of each abstract submission. Individuals whose abstracts are accepted will be required to sign a contractual agreement with Association of Child Life Professionals that confirms each author's commitment to speak and present the content of the session as accepted by the Committee. To create a balanced overall conference program, the Committee may request changes to the presentation format or length of accepted abstracts; the contractual agreement will indicate any such changes.

Presenters whose abstracts are accepted and who agree to present must register for the ACLP conference and are committed to present. If unforeseen circumstances arise affecting a presenter's ability to attend conference, an alternate presenter must be identified to convey the content that is detailed in the accepted abstract. Presenters are responsible for all travel, hotel, and related costs. Presenters will receive a discount on basic registration and are strongly encouraged to register by the Early Bird deadline.

Presenter Biographical Information (*This information will not be shared with reviewers until after the first 3 rounds of reviewing*). For each presenter, please include the following information:

- Full name
- Academic and professional credentials
- Position title, affiliation
- Mailing address
- Telephone and fax numbers
- Email address
- Presenter's expertise which qualifies him/her to present this topic
- List the last three professional presentations made, or indicate you will be presenting for the first time

Abstract Review Process

The ACLP Call for Submissions is designed to elicit information necessary to review content and organization of proposed presentations. Members of the Conference Program Committee review the submissions, score and recommend submissions to be selected. Each abstract is rated according to:

1. **Quality of Content** - Evaluation of background/literature review, purpose and strength of the objectives; clearly articulated methodology and outcomes as well as relevance to child life practice.
2. **Quality of Abstract Organization** - Abstract is readable and understandable with clearly stated lines of logic from one thought to the next. Abstract is presented in an orderly, logical fashion. Call for Submission guidelines must be followed.
3. **Quality of Writing** – Abstract is written in conformity with standard grammatical rules, has

cogency/clarity, and correct sentence structure.

Helpful Resources

Please note there are several resources available to help you in writing your abstract:

- [Helpful Tips when Writing an Abstract](#)
- [APA Website](#)
- [Purdue Writing Lab Website](#)
- [Journal Article](#)

ACLP Style Guideline for Bulletin/Focus [Bulletin & Focus Writing Tips](#)

Deadline

Abstracts must be sent to ACLP through the online submission process:

opening Friday, June 1st and closing Friday, July 13th, 2018 11:59PM EDT

late submissions will not be accepted

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37th Annual Child Life Conference
conference@childlife.org
www.childlife.org