Abstract Submission Guidelines

79th Annual Meeting
October 15-18, 2025
New Orleans Marriott, New Orleans, LA

The Scientific Review Committee is pleased to invite abstract submissions in the following presentation formats:

- **Scientific Presentations – Podium Presentations and Scientific Posters**
- **Demonstration Posters**
- **Clinical Observation or Single Case Study Posters**
- **Education Sessions (60 minutes)**
- **Pre-Conference Sessions (240 minutes)**

AACPDM Annual Meeting Policy Reminders

- Authors are strongly encouraged to be an AACPDM Member (https://www.aacpdm.org/membership).
- Abstracts accepted for the 79th Annual Meeting must be unbiased and free of conflicts of interest. Abstracts must be non-promotional in nature and without commercial bias. Papers that are written in a manner that promotes a company, service, or product will not be considered.
- All presenters of accepted abstracts are **required** to register for the Annual Meeting. Fees are *not* reduced or waived for presenters. The second author should be prepared to attend if an emergency prevents the primary author from attending. We welcome authors from all areas of the world to submit; for practical planning, we encourage you to consider applying for any necessary visas upon submission of an abstract.
- Withdrawal of an accepted abstract after the final program has been finalized will result in the lead author being barred from submitting work to the next Annual Meeting.

The committee will look favorably on submissions that support the meeting theme **"Celebrating Resilience"** in the following high priority topics:

- Basic science, technology and care delivery innovation
- Evidence for complimentary and alternative medicine
- Integration of scientific evidence into practice (implementation science)
- Disability representation in medicine

DEADLINE: Abstract submissions must be received by **Friday, January 31, 2025 at 11:59pm EST.**
Notifications will be emailed in April 2025.

Online Abstract Submission Instructions

1. Visit ABSTRACT SUBMISSION SITE LINK HERE.
2. To create an account and begin building your profile, scroll to the bottom of the page and select "New Submission". The email and Access Key will be used for future access to this site. This is separate from your login to the AACPDM website.
3. The AACPDM does not have access to your access key for abstract submissions. If you have forgotten your access key, select "Lost your access key?" and follow the instructions.
4. Once you log in, you can modify your account, start a new submission or update and review previously submitted abstracts.
5. To begin a new submission, select "Click here to begin a new Abstract". Please read and follow all instructions thoroughly.
6. Once you enter your title and select your submission type, complete each task and follow the directions that are provided.
7. After all tasks have been completed, select "Preview and Submit" to finalize your submission.

Expectations of Abstract Submissions:

- Each author listed on the abstract is required to complete a Financial Disclosure, which is located in the "Financial Disclosure" section of the submission site.
- Abstracts should be submitted in "people-first" language and avoid potentially pejorative terms, such as "wheel-chair bound", "afflicted", or any other terms that may be deemed insensitive to persons with disabilities (http://rtcil.org/products/media).
- It is expected that all research involving human participants or animals has been approved by the appropriate ethical review committee.
- Detailed expectations for each submission type are outlined on the following pages.

IMPORTANT: Make sure to follow abstract formatting criteria for your desired presentation type. For example, there is a significant difference between "**Scientific Presentation**" and "**Demonstration Poster**" (see below). Selecting the incorrect presentation category for your submission can result in abstract rejection. Please review ALL of the instructions below before selecting your presentation category.

Scientific Presentations

The purpose of a scientific presentation is to highlight new research findings from completed studies, or substantiative interim analyses of ongoing studies. Scientific presentations appear in two formats at the annual meeting:

- **Free Paper** (podium presentation) – A short oral presentation held during one of the concurrent "Free Paper" sessions during the Annual Meeting. Many listeners can hear the presentation at once, and there is a short time for questions.
- **Scientific Poster** –Scientific Posters are presented in two formats: a traditional mountable poster and an ePoster (an electronic version). The ePoster may be included in online meeting content posted on the AACPDM website after the Annual Meeting, and in the Annual Meeting app. The dual display methods increase exposure to the work and allow for more flexible access.
  - **Systematic Review Poster** – Systematic reviews are among the highest level of evidence and valuable for our members to explore conclusions and implications for practice. All accepted scientific reviews will be displayed in a special poster section dedicated to this study type.

The Scientific Program Committee determines the presentation format of Scientific Presentations after review and selection, but authors can indicate their preferences during the submission process. All accepted Scientific Presentations will be published in a Developmental Medicine and Child Neurology Supplement. **Abstracts may not be submitted if they have been published as a full research paper at the time of submission. Please note: Individuals may be the presenting author on a maximum of two oral (Free Paper) presentations (although they may be a secondary author on more than two).**

The members of the AACPDM Scientific Program Committee will review the abstracts, blinded to the names of the authors and institutions affiliated with the submission. Presentations will be selected on the basis of their research question or hypothesis, study design/methodology/conclusions, impact/relevance and importance. Student status will not affect abstract submission type or the grading of the abstract.

In order to make fair comparisons of the quality of submitted abstracts across a wide spectrum of disciplines, it is imperative that the following structured abstract format be followed. There is a strict 3000-character count, including spaces, on the length of the body of the abstract. The format of abstracts should be as follows:

- **Study Design:** Authors will select the option that most closely describes their study from a list. This is not included in character count.
- **Background and Objective(s):** Provide a brief statement about the problem or question/s of interest followed by the specific objective/s of the study.
- **Study Participants & Setting:** Describe participants and relevant information about the setting(s) in which the research was conducted so that generalizability of the results can be determined. The inclusion/exclusion criteria, number who participated out of the number eligible and pertinent socio-demographic information may be described. Some terms used to describe participant selection processes include: random sampling, consecutive series, convenience sampling, purposeful (or purposive) sampling. Examples of relevant settings include primary care, tertiary or referral center, institutional setting, community, etc.
- **Materials/Methods:** Describe the methods used to conduct the study. Where applicable, identify the primary (and important secondary) outcomes and statistical methods (where applicable) used to conduct the analyses. For qualitative studies, describe the methodology used and briefly summarize data collection methods and data analysis processes.
- **Results:** Scientific abstracts **must** contain results from the **completed** study. Statistical analyses must be appropriate for the study design and level of data. Standard deviations or 95% confidence intervals and the level of statistical significance are to be reported, when applicable. Results of qualitative studies must include brief summary of themes or theoretical model, as appropriate.
- **Conclusions/Significance:** Only those conclusions that can be supported by the data presented in the study should be stated. The significance or implications of the findings may be described.

Demonstration Posters

The purpose of a Demonstration Poster is to showcase emerging ideas, generate discussion regarding new and innovative service delivery models, highlight novel techniques and technologies, and/or advocacy efforts pertaining to the care of people with childhood-onset disabilities.

Demonstration Posters can be used to highlight an upcoming funded clinical study or a program or service evaluation, but **abstracts that include scientific data, analyses, and results WILL NOT BE CONSIDERED FOR THE DEMONSTRATION POSTER CATEGORY** and are **more appropriate for submission as a Scientific Presentation.**

The Demonstration Posters will be fully recognized in the program; however, please note that these abstracts will not be published in the *Developmental Medicine & Child Neurology* (DMCN) supplement.

Demonstration Posters are presented in two formats: a traditional mountable poster and an ePoster (an electronic version). The ePoster may be included in online meeting content posted on the AACPDM website after the Annual Meeting, and in the Annual Meeting app. The dual display methods increase exposure to the work and allow for more flexible access.

The members of the AACPDM Scientific Program Committee will review the abstracts, blinded to the names of the authors and institutions affiliated with the submission. Posters will be selected on the basis of their innovation, potential to impact research and/or clinical practice in childhood-onset disability, and safety. Student status will not affect your abstract submission type or the grading of your abstract.

In order to make fair comparisons of the quality of submitted abstracts across a wide spectrum of disciplines, it is imperative that the following structured abstract format be followed. There is a strict 3000-character count, including spaces, on the length of the body of the abstract. The format of abstracts should be as follows:

- **Background/Objectives:** Provide a brief introductory statement about the issue at hand followed by the specific objectives of the Demonstration Poster.
- **Description:** Provide a description of the information to be presented in the poster.
- **Significance:** Briefly explain the significance or importance of the information being presented, highlighting novel and innovative aspects. Where appropriate, suggest future research that might help establish, validate or strengthen these new ideas.

Clinical Observation or Single Case Study Posters

The purpose of clinical observations or single case study posters is to illustrate important or novel findings, treatment outcomes, or lines of scientific inquiry. The goal is to serve as a forum for interesting observations that may not meet the robust standards of scientific evidence needed for a scientific poster but are compelling to our attendees and inspire idea generation about potential new directions for clinical consideration and scientific inquiry. **Abstracts that include scientific data, analyses and results WILL NOT BE CONSIDERED FOR THE CLINICAL OBSERVATION OR SINGLE CASE STUDY POSTER CATEGORY** and are **more appropriate for submission as a Scientific Presentation.**

The Clinical Observation or Single Case Study Posters will be fully recognized in the program; however, please note that these abstracts will not be published in the *Developmental Medicine & Child Neurology* (DMCN) supplement.

Clinical Observation Posters are presented in two formats: a traditional mountable poster and an ePoster (an electronic version). The ePoster may be included in online meeting content posted on the AACPDM website after the Annual Meeting, and in the Annual Meeting app. The dual display methods increase exposure to the work and allow for more flexible access.

The members of the AACPDM Scientific Program Committee will review the abstracts, blinded to the names of the authors and institutions affiliated with the submission. Posters will be selected on the basis of their innovation, potential to impact research and/or clinical practice in childhood-onset disability, and safety. Student status will not affect your abstract submission type or the grading of your abstract.

In order to make fair comparisons of the quality of submitted abstracts across a wide spectrum of disciplines, it is imperative that the following structured abstract format be followed. There is a strict 3000-character count, including spaces, on the length of the body of the abstract. The format of abstracts should be as follows:

- **Background/Objectives:** Provide a brief introductory statement about the observation or case study and objectives of the poster.
- **Description:** Provide a description of the information to be presented in the poster.
- **Significance:** Briefly explain the significance or importance of the information being presented, highlighting novel and innovative aspects. Where appropriate, suggest future research that might help establish, validate, or strengthen these new ideas and/or novel clinical implications.

Education Sessions

The purpose of Education Sessions is to engage with content that informs the audience about diagnosis or evaluation tools, interventions, unique approaches, basic science, or other topics relevant to AACPDM membership. All education sessions will be 60-minutes in duration to provide a wide range of learning opportunities for attendees.

Content should be current, evidence based, practical, applicable, and provide a balanced perspective. We highly encourage the inclusion of those with lived experience with childhood onset disability (including family members) as co-presenters, as well as multi-center and international collaborations. The time allotment may be best suited to 2-4 presenters, but to support the inclusion of additional voices as appropriate up to 6 presenters will be considered. Please note, *there is a maximum of 2 Education Session presentations per speaker.*

The members of the AACPDM Scientific Program Committee will review the abstracts, and education sessions will be selected on the basis of the clarity of their content, significance to AACPDM, and quality of their evidence.

In order to make fair comparisons of the quality of submitted abstracts across a wide spectrum of disciplines, it is imperative that the following structured abstract format be followed. There is a strict 3000-character count, including spaces, on the length of the body of the abstract. The format of abstracts should be as follows:

- **Purpose:** Indicate the overall goal of your education session.
- **Target Audience:** Please indicate the audience that content is geared toward, such as physicians, allied health, researchers, persons with lived experience, etc.
- **Level:** Select from Basic, Intermediate, Advanced, General. Level is not included in character count.
- **Learning objectives:** Include 4 objectives that finish the sentence, 'Upon completion, participant will be able to….' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc. Learning objectives are not included in the character count.
- **Background and Summary:** Provide context for the importance of the education session and describe why it is an important topic for learning and discussion at the Annual Meeting. If the presenters bring a unique expertise or point of view, indicate that here.
- **Format**: Due to the multidisciplinary nature of our membership and range of topics, there may be a variety of ways that presenters use their 60 minutes. The plan for time usage during the session should be clearly outlined with times and speakers allotted for individual sections. We encourage presenters to use active learning strategies with opportunities for audience participation to the extent possible.
- **References:** Provide a minimum of 5 and a maximum of 7 current and relevant bibliographic references. References are not included in your character count. If this is not possible for your presentation, please indicate why.

Prepared background materials (handouts, references) are **required** and should be made available prior to or at the meeting. Handouts will be submitted electronically prior to the meeting will be included on the AACPDM mobile app. Prior permission must be obtained to duplicate copyrighted materials. Instructions on submitting handouts will be sent to presenters and posted on the AACPDM website. Not submitting a handout may be considered in future annual meeting submissions by the presenters.

Pre-Conference Sessions

Pre-Conference Sessions are 4 hour (240 minute) in-depth tutorials held on Wednesday October 15, 2025 (also known as "Pre-Courses").These dynamic courses will include content experts from multiple institutions providing evidence-based instruction on up-to-date topics that are of high interest to Academy members. Because we anticipate accepting a limited number of Pre-Conference Sessions, we encourage active collaboration between members prior to submission.

Preference will be given to Pre-Courses that include multi-center presenters. International collaboration is encouraged. Limit the number of seminar speakers (including author) to no more than 10. There is a maximum of 1 pre-conference per speaker. There is a strict 3000-character count, including spaces, on the length of the body of the abstract. The format of abstracts should be as follows:

- **Purpose:** Indicate the overall goal of your education session.
- **Target Audience:** Please indicate the audience that content is geared toward, such as physicians, allied health, researchers, persons with lived experience, etc.
- **Level:** Select from Basic, Intermediate, Advanced, General. Level is not included in character count.
- **Learning objectives:** Include 4 objectives that finish the sentence, 'Upon completion, participant will be able to….' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc. Learning objectives are not included in the character count.
- **Background and Summary:** Provide context for the importance of the education session and describe why it is an important topic for learning and discussion at the Annual Meeting. If the presenters bring a unique expertise or point of view, indicate that here.
- **Format**: The plan for time usage during the session should be clearly outlined with times and speakers allotted for individual sections. We encourage presenters to use active learning strategies with opportunities for audience participation.
- **References:** Provide a minimum of 5 and a maximum of 7 current and relevant bibliographic references. References are not included in your character count. If this is not possible for your presentation, please indicate why.

Indicate whether the Pre-Course is co-sponsored with another participating professional society. Handouts are **required** for any accepted abstract for a Pre-Course. Handouts submitted electronically prior to the meeting will be sent to registered attendees. Prior permission must be obtained to duplicate copyrighted materials. Additional instructions for submitting handouts will be sent to presenters and posted on the AACPDM website prior to the annual meeting.