
ABSTRACT SUBMISSION GUIDELINES

IMPORTANT NOTE: ALL PRESENTERS MUST REGISTER FOR THE IASSIDD REGIONAL CONGRESS.

CALL FOR SUBMISSIONS

Abstract submissions are now being accepted for presentation at the 2014 IASSIDD Europe Regional Congress to be held in Vienna, Austria, July 14-17, 2014. The theme for this year's conference is Pathways to Inclusion. The Topics addressed at the conference will follow a structure closely linked to the UN Convention on the Rights of People with Disabilities (CRPD). The focus of this conference will allow participants to detect areas for future research meaningful with respect to an evidence-based promotion on those rights as expressed in the CRPD.

We seek to ensure this congress is as inclusive as possible by:

1. Requesting all who submit an abstract for peer-review to submit a second abstract, using the same title, in accessible, easy language. An example of an easy-language abstract will be available soon.
2. Encouraging authors to present their work using easy language. Authors who will present using easy language are asked to notify congress organizers, so we can advertise it as such. Definitions of easy language will be available soon.

Abstracts accepted for oral, poster or round table presentations at the 2014 IASSIDD Europe Congress will be published in a special edition of the Journal of Applied Research in Intellectual Disabilities.

Important Dates

1. **December 1, 2013** – Call for Abstract sent out and IASSIDD site begins to accept abstracts.
2. **January 31, 2014** – Abstract submissions closed. After this date, you will no longer be able to submit an abstract. Abstracts which have already been submitted will become temporarily unavailable to authors while they are reviewed.
3. **February 28, 2014** – By this date, all authors will be notified if their abstract has been accepted, declined, or if changes have been requested.
4. **March 7, 2014** – All changes must be completed.
5. **April 14, 2014** – All authors must be registered for the Congress by this date

CREATING USER PROFILE

If you are a member of IASSIDD OR have used the online system to submit an abstract to an IASSIDD event in the past, you will already have a user profile, and can skip this step and go to SUBMITTING ABSTRACT.

If you feel you should already have a user profile, but are having trouble logging in, see troubleshooting in section 4 of this guide.

1. Go to www.iassidd.org and select the button BECOME AN IASSIDD MEMBER. You are not required to become a member of IASSIDD to create a user-profile. You will only have to follow the first few steps.
2. Follow the online directions through the following steps:
 - a. Enter email and create password
 - b. Login (using the information in step 1, above)
 - c. Enter contact details

At this point, you will see the message that your settings have been saved, and your profile in the conference system has been updated.

3. Click on the HOME link at the top left section of the page.
4. Click on the 2014 IASSIDD EUROPE REGIONAL CONGRESS link
5. Log in using the email address and password created in step 2. The login area is found in the top right section of this web page.

You have now created your user profile and can submit your abstract.

**PLEASE SEE TROUBLESHOOTING,
PAGE 3, FOR ANSWERS TO
TYPICAL QUESTIONS ASSOCIATED
WITH CREATING A USER PROFILE.**

PRESENTATION TYPES

Oral presentations will be grouped into symposia of 4 presentations, allowing each presenter 15 minutes, followed by questions.

Poster presentations are the preferred format for presenting preliminary research or describing experimental projects/programs or works-in-progress. Poster sessions allow direct access to the authors in a way not possible through oral presentations.

Roundtable sessions are designed to encourage discussion, and should have a minimum of 4 and maximum of 5 presenters, including a chair.

Demonstration sessions allow participants to showcase their research in non-traditional formats, such as by video presentation. Depending on the nature of the demonstration, authors may be asked to provide an excerpt for the review committee before it is accepted.

HOW TO SUBMIT

All abstracts submitted to the tracks listed on page 2 of this document **must be submitted online** through the IASSIDD Conference website, and must be submitted in English. Authors agree, upon acceptance, to also provide an easy language version of their abstract. Authors who wish to **present** in easy language are asked to notify conference organizers in the **Comments for the Conference Director** section (see page 2).

GETTING STARTED

- Go to www.iasidd.org and Click on the 2014 IASSIDD EUROPE REGIONAL CONGRESS link.
- Log in using the email address and password you used to create your user-profile. The login area is found in the top right section of this web page.
- Click on CALL FOR PAPERS AND ABSTRACT SUBMISSIONS (located near the top left of the page).
- Click on STEP ONE OF THE SUBMISSION PROCESS.

STEP ONE OF ONLINE SUBMISSION

PLEASE SELECT A TRACK:

Select one of the conference tracks from the drop-down list. The options are:

- **Law and Liberty of the Person**

Focus: legal questions of including people with ID into society; consequences of changes in local or international legislation; supported decision making; questions of personal freedom of people with ID; consequences of abuse, and institutional mistreatment

- **Living in the Community**

Focus: about or contributing to the awareness of the public towards persons with ID; about attitudes towards people with ID; programs to include persons with ID further into their communities; on possibilities to raise awareness for the inclusion of people with ID; service systems

- **Education**

Focus: special education vs. inclusion into the regular education system; Life-long learning in people with ID

- **Work and Employment**

Focus: ways to integrate people with ID into the primary working sector; business and organizational models contributing and supporting people with ID

- **Participation over the Lifespan**

Focus: age related challenges in ensuring participation and inclusion of people with ID; specific possibilities and challenges related to old age for people with ID; specific possibilities and challenges for children and adolescents with ID

- **Health: General Health and Specific Health Issues**

Focus: matters of physical or mental health; health related behaviors

SESSION TYPE:

Select the appropriate option. Are you submitting an abstract for an **ORAL, POSTER, ROUNDTABLE** or **DEMONSTRATION** presentation?

SUBMISSION CHECKLIST: You must check all boxes in this section.

COMMENTS FOR THE CONFERENCE DIRECTOR:

- Are you submitting an abstract as part of a symposium? If so, use this space to provide detailed information about the symposium, including Symposium Title and the titles of other abstracts to be grouped with this one.
- Tell us in this space if you will you be presenting using Easy Language.

CLICK SAVE AND CONTINUE!

STEP TWO OF ONLINE SUBMISSION

PRESENTING AUTHOR INFORMATION – ALL SESSION TYPES

Fill out this information for the person who will be presenting, adhering to the format identified below. This is how author information will be displayed in the abstract book. All fields below are required.

FIRST NAME: Enter the first initial only of presenting author.

LAST NAME: Enter the full last name of presenting author.

EMAIL: Enter the email address of the presenting author.

AFFILIATION: Institution and address of presenting author.

COUNTRY: Enter country of residence of presenting author.

OTHER AUTHORS: Enter the first initial and last name of all other authors as you would like them to appear in the abstract book, separated by commas (see sample abstract at end of this document).

TITLE AND ABSTRACT – ORAL, POSTER and ROUNDTABLE PRESENTATIONS

Enter the title and the abstract. Abstracts must be no more than 200 words, and must include the following headings, each separated with colons (see sample abstract at end of this document):

Aims: Method: Results: Conclusion:

TITLE AND ABSTRACT – DEMONSTRATION SESSIONS

Enter the title and the abstract. Abstracts must be no more than 200 words, and must include the following headings:

1. Purpose: a statement of focus to be addressed by this discussion or demonstration

2. Rationale: why you are addressing this issue at this congress, including a description of its scientific contribution
3. Summary: a summary of what you expect your discussion or demonstration to achieve.

CLICK SAVE AND CONTINUE

EDITING YOUR ABSTRACT

You may edit your abstract at any time until the end of the abstract submission period, and again after the review.

1. Go to www.iasidd.org and Click on the 2014 IASSIDD EUROPE REGIONAL CONGRESS link.
2. Click on USER HOME
3. Under 2014 REGIONAL CONGRESS, beside AUTHOR, select # ACTIVE.
4. Under TITLE, select THE TITLE OF THE ABSTRACT YOU WISH TO EDIT.
5. Select EDIT METADATA. This will open your abstract and allow you to make changes
6. Save your changes by selecting the button SAVE METADATA. Otherwise, all changes will be lost.
7. If you wish to notify the Congress Committee that you have made requested changes, select the REVIEW tab near the top of the page.
8. Select the email icon beside NOTIFY DIRECTOR. This will open an email window. If you were unable to notify us of the other presentations in your symposium previously, please do so now in this email.

TROUBLESHOOTING

1. I've created a user-profile, but I can't log into the congress website.

This can usually be corrected by resetting your password.

- a. Go to www.iasidd.org and Click on the 2014 IASSIDD EUROPE REGIONAL CONGRESS link, and try to log in. This will take you to an error page saying INVALID USERNAME OR PASSWORD.
- b. Select FORGOT YOUR PASSWORD and follow the online instructions to reset your password.

2. I already reset my password, and I still can't log in.

This often results when users reset their password in

the IASSIDD main site (www.iasidd.org) instead of in the conference site. If you aren't certain which page you were on when you reset your password, follow the instructions in step one and try again.

3. Still can't log in?

Rarely, there can be an issue with your user-profile that has to be fixed by our tech support people. This is usually a very quick process. Please contact admin@iasidd.org.

4. I've been asked to edit my abstract, but can't find the link EDIT METADATA referred to in step 5 of EDITING abstract.

This usually means one box has been left unchecked by the review committee, and it can be quickly corrected. Contact admin@iasidd.org

WHAT IS EASY LANGUAGE?

A definition of Easy Language will be available soon.

SAMPLE ABSTRACT FOR ORAL OR POSTER PRESENTATIONS

Please use this sample abstract to guide you in preparing your own for Oral or Poster presentations.

TITLE clearly identifies topic of presentation

AUTHOR NAMES listing presenting author first, followed by other authors in the order you wish them to appear in the journal.

AFFILIATION Institution and address of presenting author.

ABSTRACT No more than 200 words, with Aims:, Method:, Results:, and Conclusions: clearly identified.

Ascertaining Health-Related Information on Adults with ID I. Developing and Testing the Rochester Health Status Survey

P. Davidson (davidsonph@aol.com)*, **C. M. Henderson, M. P. Janicki, L. M. Robinson, K. M. Bishop, A. Wells, J. Garroway and O. Wexler**

**University of Rochester School of Medicine and Dentistry, 601 Elmwood Avenue, Rochester New York, 14642, USA*

Aims: There is a need for researchers and service providers to ascertain and track health status and healthcare utilization trends among older adults with I/DD. **Method:** We developed and field tested the Rochester Health Status Survey (RHSS), a survey instrument that identifies incidence, lifetime prevalence, and point prevalence of organ system conditions diseases and disorders common in adults, as well as health system access and utilization. The survey is designed to be completed from chart review, includes 54 questions and requires about 45 minutes to complete. An initial version of the survey was developed in 1998, revised in 2003, and then validated on a cohort of adults ages 21 to 73 years. Data were collected on each subject by three different respondents (a service coordinator, and a nurse, and when available a family member). These responses were compared item by item with the responses of a geriatrician.

Results: Correlations and Kappa statistics confirmed that the highest agreement scores resulted between nurses and the geriatrician. **Conclusions:** The RHSS appears to be viable as a useful tool to track health outcomes and health services utilization

SAMPLE "EASY LANGUAGE" ABSTRACT FOR ORAL OR POSTER PRESENTATIONS

Please use this sample abstract to guide you in preparing your own for Oral or Poster presentations.

What is the title of the speech?

Finding out information about the health of people with intellectual disabilities

Who will give the speech?

P. Davidson (davidsonph@aol.com)*, **C. M. Henderson, M. P. Janicki, L. M. Robinson, K. M. Bishop, A. Wells, J. Garroway and O. Wexler**

Where does the person who will give the speech work?

**University of Rochester School of Medicine and Dentistry, 601 Elmwood Avenue, Rochester New York, 14642, USA*

What is the speech about?

We need to have information about the health of people with intellectual disabilities as they get older. For example, we need information about:

- What are common health problems of people with intellectual disabilities?
- How often do they need the help of a doctor?

We came up with a survey to find out what kind of health problems people with intellectual disabilities commonly have. It is called the 'Rochester Health Status Survey'. The speech will be about this survey.

The survey is made up of 54 questions about the health of a person with intellectual disability. We asked these questions to 4 people who knew this person with intellectual disability:

- a professional
- a nurse
- someone from his or her family
- a doctor

We did this survey many times with different people with intellectual disabilities.

We found out that doctors and nurses often gave us similar information. We also found out that this survey is a good way to check information about the health of people with intellectual