



## Conference Submission Guidelines

In-Person: November 30-December 2, 2023

Virtual: December 5-6, 2023

ACO, ADDA, & CHADD's 2023 Annual International Conference on ADHD is scheduled in-person on Thursday-Saturday, November 30-December 2, 2023, at the Hilton Baltimore Hotel at 401 West Pratt Street in Baltimore, MD. The Virtual Conference is scheduled for Tuesday and Wednesday, December 5-6, 2023. Speakers will have the option to submit for either or both conference formats.

The deadline for presentation proposal submission is **May 5, 2023**. Submissions must be made through the online presentation proposal submission portal at: <https://adhdconference.eventsair.com/adhd-conference/abstract>

### Topics

Sessions at #ADHD2023 should be related to the theme of the conference: **Connect.Learn.Thrive**. As always, successful proposals will be targeted to a mixed audience of individuals who have ADHD as well as their family members, various treatment providers, educators, advocates, and researchers. The major goals for the conference sessions are to disseminate the latest developments in research; to facilitate an ongoing exchange about issues related to ADHD by individuals with different experiences and viewpoints; to share strategies and tools for all people living with ADHD; and to increase public understanding of the disorder and its impact at work, at school, and at home.

See below for types of submissions.

### General instructions

- Proposal submission deadline: **May 5, 2023**
- Presentation types include Professional Sessions (1, 2, or 3 hours), General Conference Sessions, Lunch & Learns, Workshops, Innovative Programs, and Poster Sessions
- Each submission must include speaker information (Bio, Headshot & CV/Resume for each presenter), session title, description (up to 200 words), abstract (up to 500 words), learning objectives, activity schedule, and scientific references (if applicable).
- Available tracks include:
  - **Adults:** Practical and science-based information for adults with ADHD
  - **Coach & Professional Organizer:** Skills and practical strategies for working with teens, adults, and families with ADHD
  - **Educator/School Professional:** Practical information on curriculum, instruction, and classroom management strategies to assist students with ADHD; of particular interest to teachers, administrators and guidance counselors
  - **Parents & Caregivers:** Research-based information on ADHD, including treatment issues and practical strategies for managing behavior at home and at school
  - **Medical:** The latest research and information regarding the medical assessment and treatment of ADHD; of particular interest to psychiatrists and primary care providers, including pediatricians, general and family practitioners, physician assistants, and nurse practitioners
  - **Therapists:** The latest research and information regarding the assessment and treatment of ADHD; of particular interest to psychologists, psychiatrists, counselors, social workers, and therapists

## Submission Types for 2023

All submissions must have a structured format to cover a topic about ADHD in the interest of one of the tracks listed above.

### ● In-Person

- **Professional Session:** (1, 2, or 3 hours) Formally known as an API session, professional presentations offer more in-depth information on a variety of topics related to ADHD and are designed for coaches / professional organizers, therapists, medical clinicians, and various school-based professionals. If you are submitting for a professional presentation, you must submit 5 scientific references per clock hour, three of which must be from the last 5 years.
- **General Conference Session:** (60 minutes) Offers information on a variety of topics related to ADHD and is designed for the full conference audience of parents, adults with ADHD, coaches / professional organizers, therapists, medical clinicians, and various school-based professionals.
- **Innovative Program:** Share your novel way of treating, managing, living with, or educating people with ADHD. Display your program through texts and graphics. Discuss with interested attendees in an informal, drop-in block of time.
- **Poster Session:** Research in the area of ADHD related to specific topics of etiology, epidemiology, and social, familial, medical, and educational matters will be presented in a research poster session. Offers educational information that shares your research using the combination of texts and graphics on a poster board.
- **Lunch & Learn / Peer Support Group / Workshop:** (60 minutes) An opportunity for a small group to be engaged in educational material through intensive discussion and activity on a particular topic. These may be structured in the form of a dialogue or debate, case studies, and interactive activities. The Lunch & Learn will be set over the lunch hour with attendees bringing their lunch into the room.

### ● Virtual

- **Professional Session:** (75 minutes, including 15 minutes of Q&A) Formally known as an API session, professional presentations offer more in-depth information on a variety of issues related to ADHD and are designed for coaches / professional organizers, therapists, medical clinicians, and various school-based professionals. If you are submitting for a professional presentation, you must submit 5 scientific references, three of which must be from the last 5 years.
- **General Conference Session:** (45-60 minutes) Offers information on a variety of topics related to ADHD and are designed for parents & caregivers, adults with ADHD, coaches / professional organizers, therapists, medical clinicians, and various school-based professionals.
- **Workshop:** (45 minutes) An opportunity to be engaged in educational material through intensive discussion and activity on a particular topic. These may be structured in the form of a dialogue or debate, case studies, and interactive activities.

## Important Dates

- Presentation Proposal submission deadline: **May 5, 2023 at 11:59pm (EDT)**
- Notice of Acceptance: by **June 2, 2023**
- Presenter Registration Discount: Speakers will receive 10% off the prevailing rate (register by the early-bird registration deadline of September 22, 2023 to receive the most discounted rate).

Note: All **conference presenters** and co-presenters are provided with a 10% discount for registration to the in-person or virtual conference, depending on which they are speaking at. All in-person speakers are also invited to the Speakers networking reception on Wednesday, November 29, 2023 at the Hilton Baltimore.

## Submission Instructions

1. Visit <https://adhdconference.eventsair.com/adhd-conference/abstract>
  - New user – create an account by clicking “Update Contact Information”
2. Each presenter is allowed to be the primary submitter for up to two submissions for in-person and two submissions for virtual.
3. Click “Proposal Submission” and follow the prompts using the navigation bar on the left side of the

screen. The following information will be required:

- Select the type of submission (in-person and virtual options listed):
  - In-person: Professional Session, General Conference Session, Innovative Program, Poster Session, Lunch & Learn, or Workshop
  - Virtual: Professional Session, General Conference Session, or Workshop
- Track (select up to two): Adults, Coaches & Professional Organizers, Educator & School Professionals, Parents & Caregivers, Medical, Therapists.
- Audience Level: beginner, intermediate, advanced
- Session Title (up to 8 words)
- Presenter(s) Information - Bio, CV/Resume and Headshot
- Abstract (500 words)
- Session Description (3-5 sentences, up to 200 words)
- Learning Objectives (minimum of 1, 3 required for Professional Sessions)
- Activity Schedule: Please provide a brief outline of your session with a breakdown of major topics and time allocation
- Scientific References for Presentations
  - General Conference Sessions must have a minimum of 3 references
  - Professional Sessions must provide 5 references per clock hour, 3 of which must be from the last 5 years. For example, a 3-hour Professional Session needs 15 references (10 within the last 5 years).

Note: Revisions may be made through the submission portal until **May 5, 2023 at 11:59pm (EDT)**. Please be sure to proofread carefully as accepted session descriptions will be published as submitted.

#### Submission Review & Notification

- After the deadline, completed submissions will first be scored by blind reviewers which will guide the Conference Committee in selecting sessions and creating a balanced and diverse schedule.
- Incomplete submissions cannot be processed and will *not* be reviewed.
- The submitting presenter must incorporate any reviewer feedback before final approval is provided.
- The submitting presenter will receive notification of acceptance/rejection by **June 2, 2023**.
- Accepted presenters will be asked to submit a conflict-of-interest statement (if applicable), presentation (slide deck), handouts, and quiz (if applicable).
- Accepted in-person presenters will be expected to present in-person at the Hilton in Baltimore. All accepted virtual presenters will be expected to pre-record their presentation, submit it through the speaker portal and be available during the online conference for live discussion/Q+A.

#### Registration & Accommodation

- Submission or acceptance of a proposal does ***not register*** you for the conference. All speakers are required to register. Speakers will receive 10% off the prevailing rate (register by the early-bird registration deadline of September 22, 2023 to receive the most discounted rate). Registration will open **June 27, 2023**.
- Travel and hotel accommodation must be organized and paid for by speakers. The link to reserve your room will be included in your registration confirmation email.

#### Need Help?

If you are having trouble submitting, do not receive a confirmation email within 24 hours or have any questions, please contact [conferences@chadd.org](mailto:conferences@chadd.org) for assistance.