

THE 49th ANNUAL CLINICAL APHASIOLOGY CONFERENCE

Tuesday, May 28, 2019 - Saturday, June 1, 2019
The Lodge at Whitefish Lake, Whitefish, Montana USA
<http://lodgeatwhitefishlake.com/>

CAC 2019 ABSTRACT SUBMISSION INSTRUCTIONS

The abstract submission process for CAC 2019 is now open and will remain open until **January, 15th 2019 at 11:59pm PST**.

Evaluation and Acceptance:

- All submissions will be evaluated according to their Rationale, Scientific Merit, Originality, and Clinical Relevance.
- Each extended abstract will be reviewed by three referees.
- Two authors from each accepted proposal will be invited to attend the conference. As space permits, first authors of proposals that are not accepted for presentation may be invited to attend.

For the second year: Length of extended abstract is now only **750 words**.

INSTRUCTIONS

1. To open the Login Page for the submission, follow this link:

<https://easychair.org/conferences/?conf=cac2019>

2. Please follow the step-by-step instructions for submissions detailed here or the “**EasyChair Instructions**” page under the Submissions menu.



- If you have used EasyChair Conference System in the past, continue to step 3.

- If you have not used the EasyChair Conference System before, click “sign up for an account” for instructions on how to set up an EasyChair account.

a. You will have to provide your name, a password, and a valid e-mail address.
b. You will then receive a confirmation e-mail. To continue, click the embedded link.

c. Complete the sign-up process by filling out your account information and clicking “**create my account**”.

d. You will then be shown a confirmation and be given a link returning you to the sign-in page.

3. Sign in with your user name and password.

4. Click “**New Submission**” from the menu.

5. Fill in your **“address for correspondence”**. Make sure your correspondence information is correct.
6. Add authors to your submission. You can enter author information manually; to add co-authors with whom you have already submitted a paper via EasyChair, press **“click here to add an associate”** and select them from the list. By default three author forms are shown, additional forms can be added by clicking the link **“add more authors”** at the bottom of the third author form.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name¹:

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

7. Fill in the paper **“Title.”** Please use sentence case and limit to 12 words.
8. Submit **a short abstract** (approx. 100 words; no more than 750 characters). To enable a blinded review process, please do not include any author identifying information in the short abstract. This short abstract will appear in the conference program.
9. Submit **3 key words**.

Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title (*):

The abstract should not exceed 100 words

Abstract (*):

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords (*):

10. Select whether your submission is for a:
 - a. **Platform Presentation** - 15-minute talk + 15-minute question period
 - b. **Poster Presentation** - You are expected to stand with and discuss your poster at a dedicated poster session
 - c. **Round Table Discussion** - To promote discussion or exploration of a selected topic, with an emphasis on active engagement of about 12 participants. You present for 15 minutes and facilitate a 45-minute

discussion of the topic. Round table discussion submissions are particularly sought on the following topics; however, submissions on other relevant topics are also welcome: *Bilingualism and aphasia; Group treatment approaches; Resilience, coping skills and other psychosocial factors; Discourse; Patient-reported outcomes; Neuroimaging; Primary progressive aphasia; Test/tool/rating scale development.*

d. No preference

Submission Type (*). Platform presentation - 15 minute talk + 15 minutes question time
Poster session - Stand by poster for dedicated poster session
Round table - present for 15 minutes and facilitate 45 minute discussion with group of 10-12 participants

Platform Presentation
 Round table
 Poster Presentation
 No preference

11. **NIDCD Fellowship applicants:** check the box if you are applying for an NIDCD Fellowship. Any student who is active in an academic program and who has earned authorship on a paper submitted to CAC may apply. Additional information must be submitted. Please visit <https://clinicalaphasiologyconference.org/students-at-cac/nidcd-student-fellowship/> for additional information.
12. Submit **one learning objective** for the conference. Learning objectives are required to obtain ASHA CEUs and all authors **must** provide a single learning objective for conference participants consistent with the nature and content of the submission.
13. Submit **a biosketch** for the first author not exceeding 100 words. Provide a brief description of your educational and research credentials.
14. All authors on a paper that is submitted to CAC must provide **disclosures of any potential conflicts of interest**. Please provide your name, title of submission and any financial or nonfinancial disclosures of potential conflicts of interest. These are defined on the ASHA website <http://www.asha.org/Events/convention/Call-For-Papers-Agreement-and-Disclosure-Policy/>. For example, if a university or granting agency is mentioned in a presentation, and an author receives a salary from the university, is an investigator on a grant from the agency, or reviews grants for the agency, this needs to be disclosed. These are just a few examples. The ASHA website provides a comprehensive list.

Disclosures of Potential Conflicts of Interest (Financial) (*). All authors on a paper that is submitted to CAC must provide disclosures of any potential conflicts of interest. Financial conflicts of interest are defined on the ASHA website as "those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, gift, speaking fee, honorarium, ownership interest or other financial benefit." Authors must also note any "contracted research" when research is funded by a grant. For example, if a university or granting agency is mentioned in a presentation, and an authors receives a salary from the university, is an investigator on a grant, or reviews grants for the agency, this needs to be disclosed. The ASHA website provides a comprehensive list.

Disclosures of Potential Conflicts of Interest (Nonfinancial) (*). Include any nonfinancial conflicts of interest that are personal, professional, political, institutional, or religious if they are related to the course content.

15. Submit an **extended abstract** of no more than 750 words. To enable a blinded review process, please do not include any author identifying information in the extended abstract.
 - a. Extended abstracts for:
 - **platform and poster presentations** should consist of: i) Introduction; ii) Aims; iii) Method; iii) Results; iv) Discussion.
 - **round table discussions** should consist of: i) Introduction; ii) Aims; iii) Content (summary of background information leading to central question/issue/problem to be discussed); iv) Questions for Discussion; v) Participant Engagement Methods/Strategies.
 - b. You may place references, figures and tables at the end of the extended abstract. These are **not** included in the word count.
16. Upload the PDF file of the extended abstract by clicking on the **“Choose File”** button in **“Upload Paper”** section. Complete the process by clicking **“Browse”** and choosing the corresponding PDF file.
17. You will then be directed to the next page which concerns conflicts of interest with the Program Committee reviewers. You can select the names of any Program Committee members with whom there may be a conflict.
18. You are done with your submission. You can navigate to your paper’s main page which will have several links in the top right hand corner. Here, you have the options to update or withdraw your submission until the submission deadline.
19. To submit an updated version of your paper, click **“Submit a New Version”** and attach your updated paper (in pdf). The version that will be considered for reviewing will be the one deposited here at the time of the submission deadline.