



# **Call For Papers Process and Guidelines**

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Adapted with permission from "ASHA 2023: Call For Papers Process and Guidelines".  
<https://convention.asha.org/presenters/submission-guidelines/>

# LSHA Call For Papers Process and Guidelines

Please contact us at [conventionchair@LSHA.org](mailto:conventionchair@LSHA.org) if you have any questions about the Call for Papers submission process.

## Submission Process and Guidelines

The 2024 LSHA Convention will have a formal virtual event in tandem with the in-person event. Poster presentations will continue to be in-person only. Please thoroughly read the updated step-by-step guidelines and explanations below before you begin the submission process.

We recommend that you draft, edit, and save your proposal in a Word/text document and then copy and paste the text into the submission system to ensure accuracy in word count, spelling, and grammar.

### Step 1: Submission Form

Begin the submission process by opening our [Call For Papers Submission Form](#).

You will be asked to indicate whether the proposal you are entering into the system is a General Submission or an Invited Submission. Most proposals submitted to the Call for Papers should use the General Submission Form. The Invited Submission Form is only for presenters who have been formally invited to present by the LSHA Convention Planning Committee. Do not select this option unless you have received special instructions from the committee.

### Step 2: Submitter and Authors

As the person initiating and entering the proposal into the submission form, you are automatically assigned the role of the submitter. As the submitter, you will need to answer questions on behalf of all of the authors/presenters on the proposal, such as any ADA needs or scheduling restrictions. Please make sure you've reviewed in advance the instructions and questions in these guidelines below so you can answer accurately on their behalf.

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You will be required to answer these four questions about your role:

- Are you an author who will be presenting at the session? (Presenting Author/Speaker)
- Are you an author, but will not be presenting at the session? (Contributing Author Only)
- Are you an academic advisor to any of the authors listed on the proposal? (Author Only/Academic Advisor)

If you are only a submitter and not an author or presenter, you should answer no to all these questions.

## Add Authors/Presenters

It is very important that accurate contact information is provided for each author which includes the author's institution, mailing address, email address, and phone number. Providing the correct email address is especially important so that authors do not miss any notifications or critical deadlines.

All authors must be assigned a role, which will be noted in the program:

- Presenting Author/Speaker,
- Author Only (non-presenting), or
- Author Only/Academic Advisor (non-presenting)

The Call For Papers Submission Form allows for the information for four authors/speakers to be entered. If you have **more than four authors/presenters**, you will need to compile the following information into a single document for the remaining speakers and upload it into the Call For Papers Submission Form:

- Author's Full Name & Credentials
- Email Address
- Biographical sketch (75 word or less)
- Headshot or picture
- Role of the author
- Financial Disclosures
- Nonfinancial Disclosures

## Author Order

Before submitting, ensure that the author order is correct and that ALL authors are listed. If they are not included in this form, they will not be added to the program and will not get important emails with notifications and critical deadlines.

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## Disclosure Agreement

All authors are required to complete a disclosure form indicating any financial or nonfinancial relationship(s) related to the content of the proposed session. When a proposal is submitted, each author listed is required to include full financial and non-financial disclosures and to provide a biographical sketch. Authors may update their disclosures by emailing [ceadmin@lsha.org](mailto:ceadmin@lsha.org) at any time prior to the presentation if a change occurs with their financial or non-financial relationships. Authors should also ensure that all presentation slides are updated as well.

As the submitter, it is your responsibility to make all authors on the proposal aware of the submission. If you have questions, you may email [ceadmin@lsha.org](mailto:ceadmin@lsha.org) and reference the proposal number and the word "Disclosure" in the subject line.

## Step 3: Proposal Details

### Session Format

LSHA Convention Planning Committee members review all proposals and consider all speaking requests. Please include any special requests in your proposal, including but not limited to, day preference and time preference. However, please know that all requests are not guaranteed.

#### In-Person Format

- 1 Hour Session\*\*
- Poster Presentation (Scheduled 60-minute onsite, in-person Q&A period with poster displayed)

\*\*If you opt for an in-person oral seminar, you will be asked whether the slides and audio from your presentation may be broadcast to the virtual platform in real-time, if selected by the Convention Program Committee. These live feed sessions will be predetermined in advance and available to watch only during the scheduled in-person presentations; they will not be recorded or available on the virtual platform after the in-person presentation concludes.

### Topic Area

You will need to select the Topic Area that best corresponds to your proposal. Read the descriptions carefully. Choice of the Topic Area directly influences the intended audience. The LSHA Convention Planning Committee has the authority to recategorize

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a proposal during the review process if the committee believes it better corresponds to another track.

If your proposal relates to more than one Topic Area, you may select an alternate topic. The LSHA Convention Planning Committee may consider the alternate topic to determine if a proposal might fit better under the other topic or if it should be cross-listed in the program under both tracks.

## Step 4: Proposal Content

We recommend that you draft, edit, and save your proposal in a Word/text document, and then copy and paste the text into the submission system to ensure accuracy in word count, spelling, and grammar.

LSHA adheres to the style guide of the American Psychological Association (APA) in using person-first or identity-first language. When there is a preference, LSHA honors that preference. Please adhere to this style guideline in your proposal title and content.

### Title

Enter the title of your proposal, not to exceed 15 words, using title case. Do not use all caps or unnecessary punctuation, such as quotation marks around the title or a period at the end.

### Instructional Level

Indicate whether the instructional level of your proposed presentation is introductory, intermediate, or advanced.

Introductory Level: Instruction at the Introductory Level is generally intended for professionals with novice experience in the content area. Material presented is based on fundamental principles or concepts that are well known and regularly applied. Often this level of training is intended to be a prerequisite to successive, more difficult topics offered at the Intermediate Level. At times, experienced professionals might be advised to take this training for review or in preparation for more advanced-level training. Introductory level can also be used to describe course content related to new or emerging areas of practice. Content at this level may be relevant to Assistants or Students.

Intermediate Level: Instruction at the Intermediate Level assumes some familiarity with the basic literature as well as some experience in professional practice within the area covered and targets more experienced professionals. The pace of the training and

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difficulty of concepts presented require more advanced knowledge and skills than the Introductory Level. Examples used at this level are often based on recent research and case studies that are complex in nature.

Advanced Level: Instruction at the Advanced Level assumes the participant already has established experience, knowledge, and skill within the area covered. The focus of courses at this level is on comprehension of findings in the current literature, and the synthesis and application of information presented to advance current clinical and research practices. The pace and level of difficulty of material presented is commensurate with the needs of a professional with comprehensive knowledge, ability, and experience in the content area.

## Abstract Type and Learner Outcomes

You must select either Professional Education or Student Forum as your abstract type. Should your topic overlap in both areas, please select “Both.” The type of selected abstract determines the evaluation criteria for the proposal and by whom it is reviewed. If you are unsure of the abstract type, please reach out to the Convention Chairperson at [conventionchair@lsha.org](mailto:conventionchair@lsha.org).

### Professional Education

Professional Education proposals should present innovative approaches to service delivery, new and emerging clinical methodology or techniques, and/or programming or discussion and debate regarding professional issues related to a Topic Area. They may present data or provide new evidence relevant to topics/issues previously presented in textbooks, research literature, professional conferences, or other dissemination outlets. They are submitted for originality, relevant contemporary impact, or continued appeal to a significant number of attendees. The quantity of information presented is appropriate to the proposed length of the session.

Professional Education proposals are evaluated by the following criteria:

- Strength of theoretical/scientific or professional rationale supporting the proposal
- Originality of proposal
- Relevance to contemporary issues in the profession
- Suitability of the amount of information to be presented to the proposed session length
- Clarity of goals
- Overall clarity of proposal

### Student Forum

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Student Forum proposals should present professionally driven information, though does not have to be directly related to speech-language pathology or audiology clinical practice. Topics can be in the areas of budgeting, finances, tools needed as a professional, interprofessional practice, billing, work-life balance, etcetera. Presentations should be based on factual information and provide relevant information pertaining to students at the graduate level. The objective of a Student Forum presentation is to share both professional and personal experiences of how to enter the workforce confidently and collaboratively.

Student Forum proposals are evaluated using the following criteria:

- Strength of personal and professional rationale for learner outcomes
- Originality of content for the graduate level clinician
- Positive learning experiences gained from proposed speaking topic
- Relativity to convention theme "Breaking Barriers"
- Overall clarity of proposal

## Learning Outcomes

You will be asked to enter three learning outcomes using an [action verb](#) [PDF] to generate the outcome phrase. Do not add ending punctuation/a period.

Learning outcomes are mandatory for all proposals and are an important piece of the review process. If the proposal is accepted for presentation, they are published in the program. Learning outcomes describe what participants will be able to do after attending the session and must be stated as observable behaviors that complete the sentence "Participants will be able to...".

For example, to enter the learning outcome, "Participants will be able to list three key issues related to hearing loss in infants," you would select "LIST" from the action verb PDF document and then add "three key issues related to hearing loss in infants" after your selected keyword.

Learning outcomes that indicate that an attendee will learn, understand, or know something are not measurable and are not eligible for ASHA CEUs and thus, cannot be accepted for presentation at the LSHA Convention. Should your proposal be selected and you wish to change or modify your learning objectives, you must email [conventionchair@lsha.org](mailto:conventionchair@lsha.org) no later than May 1, 2024.

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## Session Description

This brief description of your proposal, in 120 words or fewer, will be published (if accepted) in the program. Session descriptions are not edited and are published as submitted, so make sure you proofread your work carefully.

## Special Topics for Certification Maintenance

After you enter your abstract, you will be asked if your proposal focuses on ethics and ethical decision-making, supervision, or diversity, equity, and inclusion (DEI). Your response to this question will help attendees identify sessions that will help them meet the requirements for the [2020 Audiology and Speech-Language Pathology Certification Standards](#).

## Proposed Session Focus

You will need to indicate whether the proposed session will focus on one specific approach, product, product line, tool, technique, service, or model without mention of or information about other similar approaches, products, services, techniques, tools, or models.

ASHA's Continuing Education Board (CEB) has established guidelines to provide attendees with more information about the precise content of sessions. Some attendees may prefer sessions that focus on a particular product, product line, tool, technique, service, and/or model, while others may prefer sessions that cover more than one approach. This information allows us to properly categorize sessions into a more robust taxonomy. The intent is by no means punitive, nor will a particular response preclude a session from being considered.

Example:

You and your fellow authors conducted a study using one instrument. You are presenting a session where you report on the results of the study but will talk about the instrument you used. Since you did not use other instruments, you will not mention other similar instruments. In this situation, you would answer "yes" to this question.



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## References

Though not required, you are encouraged to provide references (not to exceed 500 words) that the LSHA Convention Planning Committee may consider as part of the proposal review. These references do not need to include a full list utilized in the presentation, if selected. References are not published in the program.

## Time-Ordered Agenda

You are encouraged to include for reviewers a time-ordered agenda in support of your request of desired session format. Agendas do not apply to poster presentations.

Example (for a 1-hour in-person session)

- 5 minutes—Introductions and Disclosures
- 15 minutes—Overview and Background
- 25 minutes—Case Study Small Group Discussion
- 10 minutes—Information Sharing from Small Group Discussions
- 5 minutes—Conclusion and Wrap-Up

## Step 5: Questions

You will need to answer a series of multiple-choice questions about your proposal.

- Does any author listed on this proposal require a reasonable accommodation (due to a disability) in order to present?
- If you selected an in-person session format (as opposed to a poster presentation), you will be asked to indicate if there are any days during the LSHA Convention on which you are unable to present. If your proposal is accepted, you agree to present as scheduled and all sessions are final as scheduled. **We are unable to accommodate requests for date or time changes once the schedule has been finalized, so it is important to indicate any schedule restrictions. These are requests with no guarantee of fulfillment.**
- Is this a panel presentation/discussion with five or more presenters?
- Are you presenting as an interprofessional team that includes non-CSD presenters? LSHA encourages submissions to any Topic Area by interprofessional teams where the non-CSD members will participate in the live presentation.

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- Will the presentation be of particular interest to any of the special audiences listed below?
  - Assistants
  - Early Career Professionals (under 5 years of experience)
  - International Affiliates
  - Public/Consumers
  - Related Professionals
  - Researchers
  - Students
- Does your proposal align with our 2023 theme, "Breaking Barriers: Let's Be the Change"? You may optionally identify your proposal by one of the following categories:
  - Excavator: A proposal with a new idea or research or innovation based on guiding principles or theories. An "excavator" proposal can have potentially meaningful contributions at the patient, system, or discipline level, but it is still in the beginning stages and may include pilot data. May highlight single or incremental innovation and results.
  - Bulldozer: A proposal that is based on significant evidence and theory. These proposals are moving the discipline forward, contributing to our clinical and scientific knowledge. Various stages of implementation and some impact is measured.
  - Wrecking Ball: Proposals that are based on solid evidence and theory. The work may be dramatically changing how clinical work or research is being conducted, systemic change, and provides guidance and pathways for continuing innovation and improvements.

## Step 6: Final Review

Review and proofread all aspects of your proposal for accuracy, using the scrolling bar on the screen to navigate back to a previous step to make edits.

## Step 7: Author Agreement

Your proposal is not submitted for review until you select the "Submit My Proposal" button. You will receive a confirmation of submission via email, and each author listed on the proposal will receive an email message containing a link to the Author Agreement and a Disclosure Agreement form corresponding to the proposal. All authors must agree to the terms and complete the disclosure form by Friday, March 31, 2024.

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Once your proposal has been submitted, it is unable to be edited. To submit revisions to your proposal, contact [conventionchair@LSHA.org](mailto:conventionchair@LSHA.org) no later than May 31, 2024.

Although we send all notifications to authors via email, we have been experiencing ongoing challenges due to increased spam filtering, and many messages did not reach recipients in previous years. If you have any issues regarding your proposal submission, please contact us at [conventionchair@LSHA.org](mailto:conventionchair@LSHA.org) for help.