Welcome to IASSIDD 2024 Abstract Submission!

The IASSIDD 2024 Organising Committee is delighted that you are participating in The 17th World Congress of the International Association for the Scientific Study of Intellectual and Developmental Disabilities by submitting an Abstract or a Symposium.

Theme: Reimagining Connections

The theme for IASSIDD 2024 – Reimagining Connections – invites reflection and debate on how advancements in the biological, behavioral, humanities, and social sciences related to intellectual and developmental disabilities can support progress in providing services and support for individuals with intellectual disabilities. We also encourage exploring technological advances and inclusive research approaches.

We welcome creative proposals that show how research and theory directly impact and influence practice at all levels. IASSIDD 2024 brings together practitioners, researchers, educators, providers, students, and others to share recent practice, research, developments, and innovations.

We hope you find the below guidelines helpful – should you require any further assistance please contact us directly via iassidd2024@in-conference.org.uk

Type of Submissions

Individual Spoken Word Presentations

We welcome submissions for individual spoken word presentations, which are 20 minutes long - 10 minutes to talk and 10 minutes to answer questions. They should be novel and report on previously unpublished work, presenting a fully rounded argument based on completed research or work in progress. Individual spoken word presentations will be reviewed by at least two reviewers and are expected to be published in the proceedings.

Posters

Posters provide a format for emerging issues, work in progress, case studies, and self-contained projects. They should clearly describe the topic, its relevance to conference themes, and its unique contribution to the field. They should be novel and report on previously unpublished work, presenting a fully rounded argument based on completed research or work in progress. Posters aim to improve knowledge, highlight new capabilities, share practical solutions, and experiences. Posters will be reviewed by at least two reviewers and will be published as abstracts in the proceedings.

Round Table Discussion

This is chance to host a 90 minute group discussion. One or two persons will take responsibility to lead a short introduction (no more than 15 to 20 minutes). One person will then facilitate a discussion around the room and it is expected that as many people as possible in the room will have a chance to have their say.

Symposium Proposal

If you wish to submit an organized symposium, each symposium should include a total of 4 presentations on the same topic. The symposium organizer should submit a "Symposium Proposal" providing overall information on the symposium. Additionally, each presenter should submit a "Symposium Spoken Word Presentation" with specific information on their abstract and presentation. Symposium Spoken Word Presentations are 20 minutes long - 10 minutes to talk and 10 minutes to answer questions Please use the symposium name as entered by the symposium organizer.

The symposium proposal and the 4 associated presentations should be submitted separately. When submitting the presentations, there is a section in the portal where the title of the symposium can be entered. This will ensure that they are linked and marked together during the review process. For the authors section (see page 8 below for further detail), the organisers of the symposium proposal should be entered. For the symposium presentation submissions, this is where you will enter the authors that contributed to each one, and will also indicate who the presenting author(s) will be.

Word Count

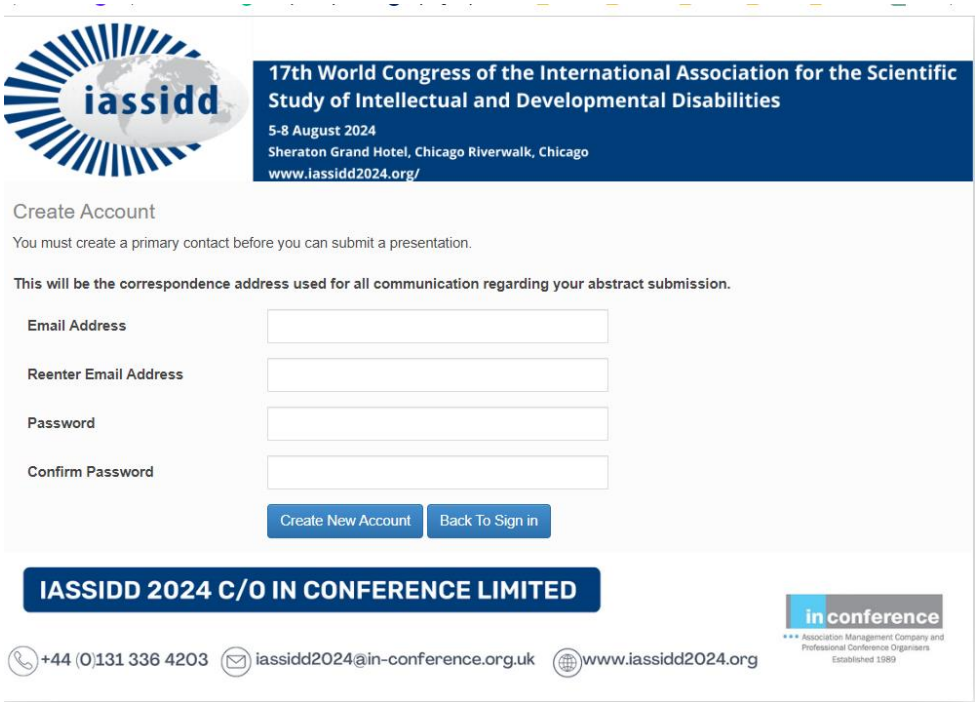
The total word count for each type of submission should not exceed 300 words. This refers to the content of the submission only, and does not include the title or author information.

Submission Guidelines (for abstract or symposium)

Please follow these guidelines whether you are submitting an abstract for an individual spoken word presentation or poster, a round table discussion, or for a symposium proposal or symposium presentation.

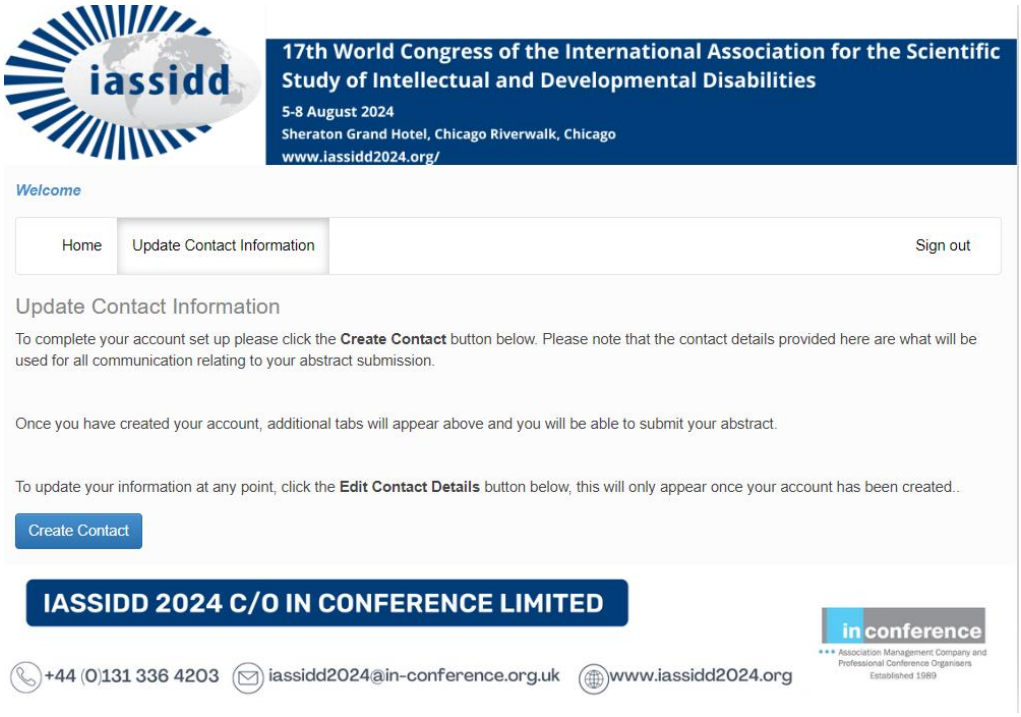
1. Create a New Account

- Click on the 'Create New Account' button on the first page of the portal.
- Enter your email address and create a password.
- Click 'Create New Account' to proceed.



2. Update Contact Information

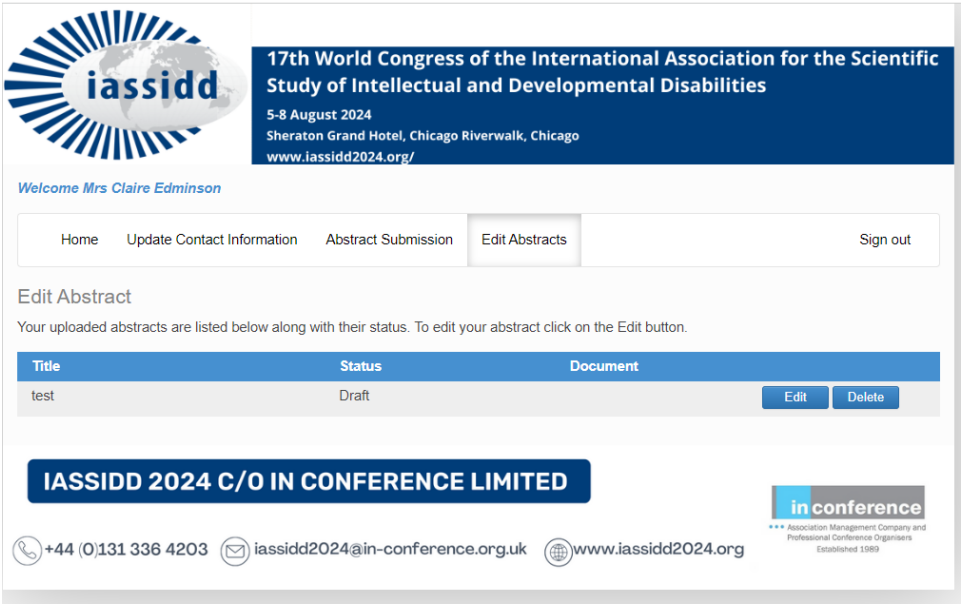
- After creating your account, provide your contact information.
- Read and give consent to the Data Processing Consent information on the first page.
- Complete all required fields (indicated with a red star) and click 'Submit.'



The 'Edit Contact Details' button lets you change any of your contact details.

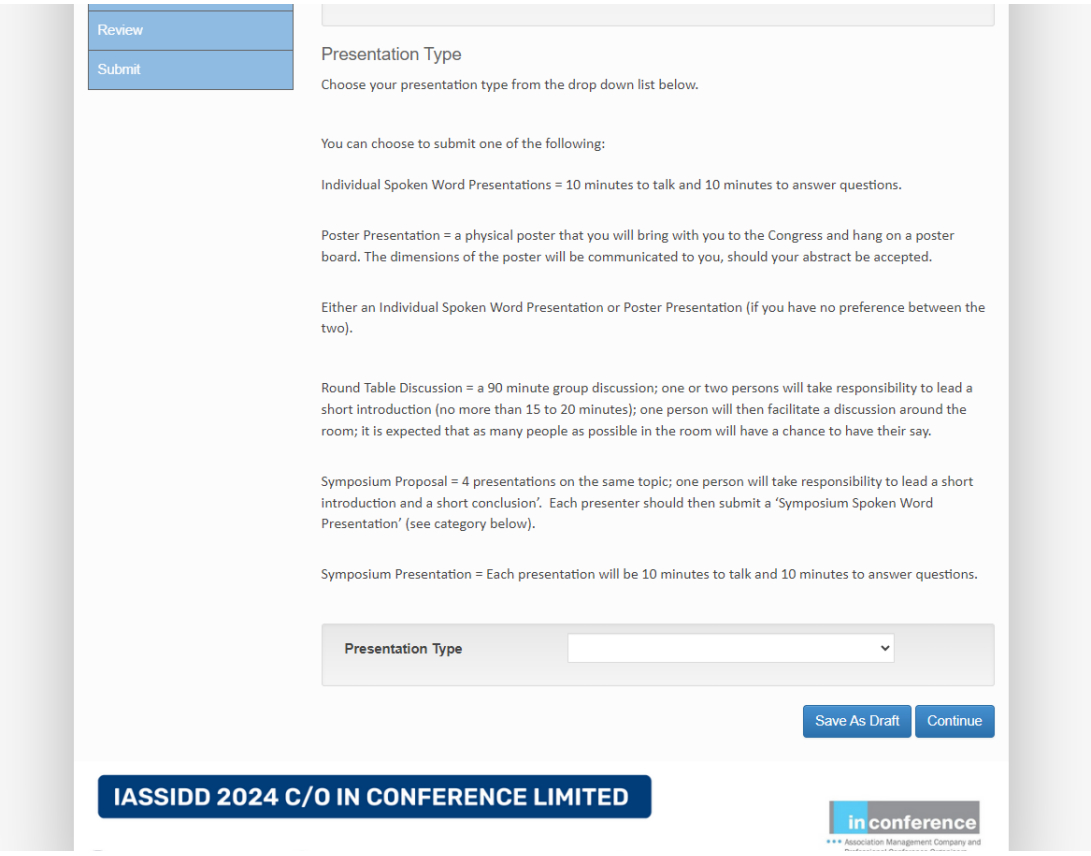
Abstract Submission

Follow the blue boxes representing the stages of the submission process. Use the 'Save As Draft' button to save progress and return later to complete. Log back in and click on the 'Edit Abstracts' tab to continue.



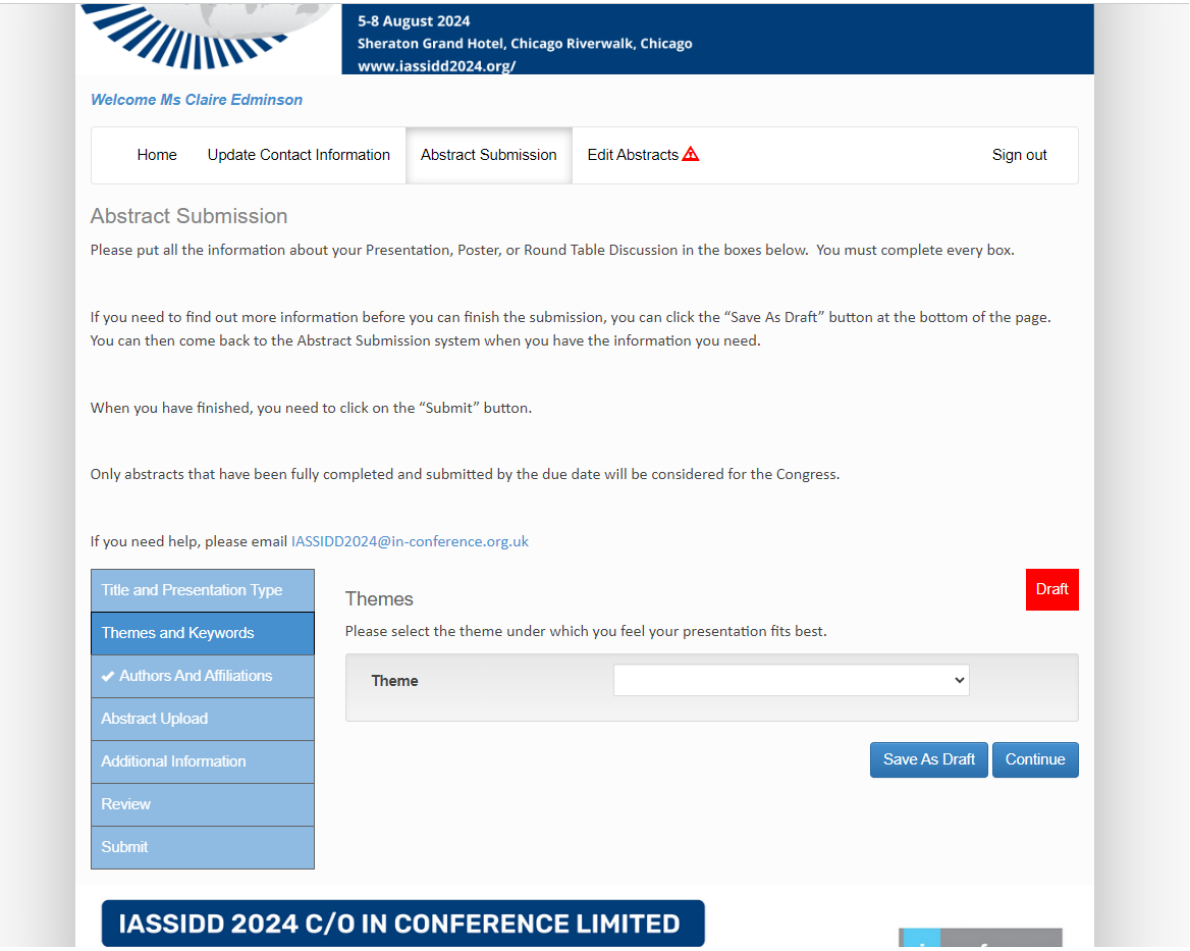
Title and Presentation Type

- Add the title of your submission in the box, noting the word limit of 15 words.
- Then select the presentation type from the dropdown list.
  - Individual Spoken Word Presentation
  - Poster Presentation
  - Either individual spoken word or poster presentation *(if you have no preference between the two)*
  - *Round Table Discussion*
  - Symposium Proposal *(submit this if you are the Symposium organiser and will submit the overall information about your symposium)*
  - Symposium Presentation *(submit this if you are presenting as part of an organized symposium and would like to submit your presentation information and abstract for this symposium)*



Themes

- Select the theme that best fits your presentation

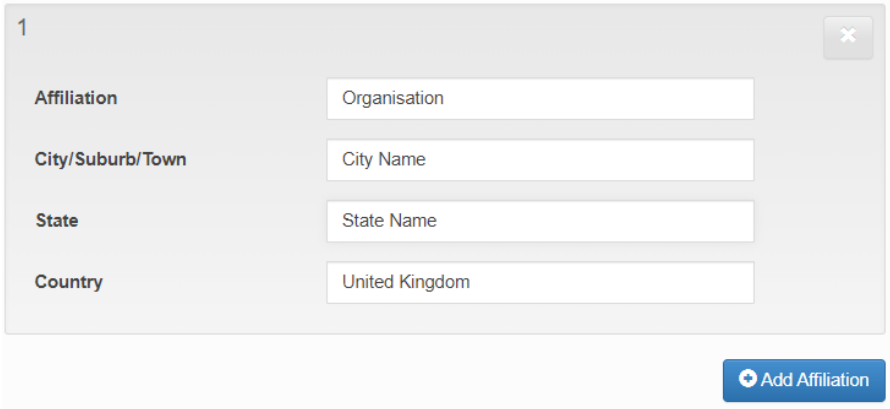


The themes include:

- Aging
- Autism Spectrum Disorder
- Challenging Behavior / Mental Health
- Comparative Policy and Practice
- Down Syndrome
- Inclusive Research
- Ethics
- Families
- Health Issues
- Inclusive Education
- Parenting with Intellectual Disabilities
- Profound Intellectual and Multiple Disabilities
- Quality of Life

Authors and Affiliations

Adding Affiliations



The author affiliation is the organization or educational institution that each author is from.

You must include at least one affiliation for each author, but if you don't have an organization, just say "Self". Please first provide all author affiliations in the box shown on the portal.

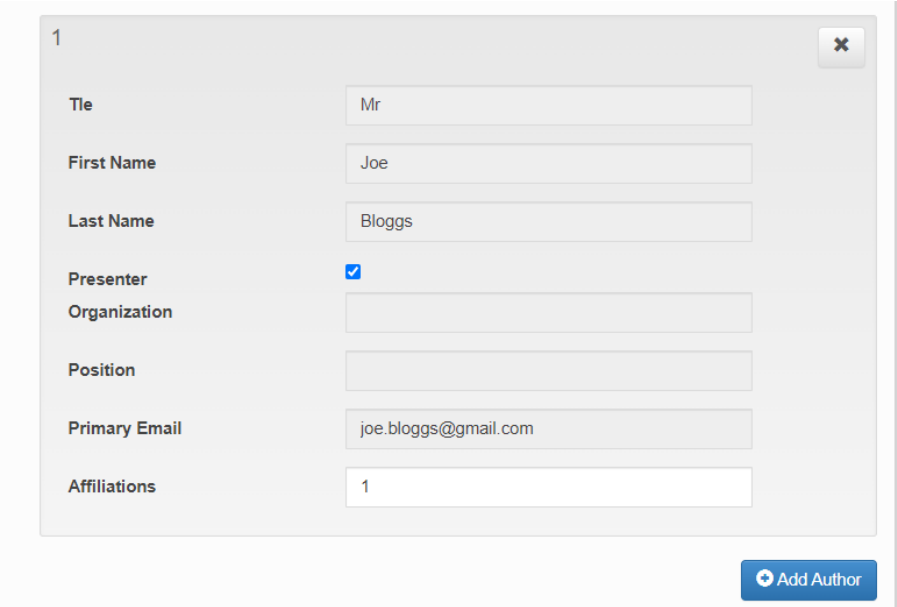
Press the "Add Affiliation" button for every new additional institution or organization. You will see that they are allocated a different number, which will be used when you add the author details.

Help: Each affiliation is given a number is so that when the author's name is published in the abstract book, a small number will appear next to their name to save space. There will then be an affiliation 'key' at the bottom.

Example
Joe Bloggs1, Pat Smith 1, 2, David Jones2
1 University of Dundee
2 University of Stirling

Once you have added all required affiliations, you can then add the details of each author. Only one author needs to speak at the conference. This is called the 'Presenting Author'.

Adding Authors



Indicate the presenting author with the Presenter box. Please note that you can only select one author as the presenting author, and the presenting author should be the first named author on the abstract.

Since you have already added your affiliations, you are now ready to match them up with the authors. In the 'Affiliations' field, please add the allocated number of the affiliation(s) that the author belongs to. Please do not add the name of the affiliation here.

Please add the authors in the order that you wish them to appear on the book of abstracts, although this can be amended later by the Congress Organizers if required.

Abstract Upload

This is where you will add the main body of your submission. There is a template on the portal for each submission type, along with some helpful pointers, and for reference we have included the headers for each template on page 10.

Once you have completed the relevant template for your submission type, copy and paste the text into the 'Content' box.

The total word count for each type of submission should not exceed 300 words. This includes all sections combined and also includes the headings. It does not include information such as title, keywords and authors/affiliations.

Once you have added your abstract/proposal, please select 'Continue'.

Template headers for: Individual Spoken Word Presentation, Poster Presentation or Symposium Spoken Word Presentation

- **Background** - Why this topic is important; what did you want to find out; what was your research question or topic of inquiry?)
- **Method** - What did you do in your project; how did you do your project
- **Findings** - What did you learn from your project; what do others need to know
- **Conclusions** - What needs to be done in the future; what could other people do with the information you found?

Template headers for: Symposium Proposal

- What is the problem, issue or question that the symposium will address?
- What will each of the 4 papers contribute to the symposium?
- What is the overall take-away message from the symposium?

Template headers for: Round Table Discussion

- What is the problem, issue or question that the Round Table will address?
- Briefly, what information will the facilitators provide to the group?
- What should people think about before coming to the Round Table or be prepared to talk about?

Additional Information

Answer the questions in the additional information section, by either selecting yes, no, or prefer not to say. Only those with a star are required to be answered, the rest are optional and can be left blank.

If your submission is to propose a symposium or forms part of a proposed symposium, please enter the Symposium Name in the box.

Terms and Conditions

We require your permission on the below to accept your submission.

- Please ensure that each author on your submission has provided their permission to have this abstract submitted.
- Please let us know that you are happy to have your abstract featured in the IASSIDD 2024 book of abstracts and in the IASSIDD 2024 mobile app.
- Please provide your permission to correct small grammatical errors and/or spelling mistakes before publishing your abstract in the book of abstracts.

Review

On this page, you will see if there are any sections that have not yet been completed. Any sections that are still required to be completed for submission are noted in red; however, if you have completed all required sections, you will see 'ready to submit' in green.
This is a good chance for you to review all completed sections to make sure you are happy with all submitted information.

Submit

Once you are ready to submit, click on the blue 'Submit' button on the left hand side and check the box to say that you agree to the Terms and Conditions. You will then see that the

'Submit' button on the right changes from grey to blue, and you can then submit your abstract.

Once submitted, you will then receive a confirmation email to the email address you provided in the contact section.