

LCA XVII Special Session Guidelines

Special sessions are designed to be more interactive than our traditional conference session, which have four presentations with questions and answers. In order to qualify for a special session you need to ensure that your session will be interactive and include audience participation. We have received feedback from previous conferences that this is what our attendees would like to see. Special sessions are clearly indicated on the agenda and the attendees will expect that special sessions are interactive.

Please follow the guidelines below when submitting your Special Session Proposal:

- Title of Session:
- In the authors section please insert all authors for the session.
- Abstract:
(Note: you are only submitting the special session abstract here, not each individual abstract for each speaker in your session. Those abstracts should be submitted separately.)
 - First Paragraph: Summary of your session.
 - Second Paragraph: Purpose of your session
 - Third Paragraph: Format of your session
 - Format (presenters on a panel, short presentations, other with further details....).
 - What type of audience participation will you have (small breakout groups, audience discussion, other with further details)?
 - Fourth Paragraph: Outcomes of your session, what will attendees gain from your session and how will the information or outcomes be shared with the LCA community.
 - Agenda of your session: Please list proposed speakers with affiliations.

It is also important to note that both special sessions and normal sessions cannot be commercial in nature. We strongly discourage any “sales’ pitches” during a session. Please ensure your session adheres to this.

Please have your proposed speakers submit their “special session abstract” for your session separately. When submitting their abstract for your special session they should indicate it is a “Special Session” and then tick the box “This is an abstract for a special session that has already been submitted?”

Special session proposals will be reviewed by our special session review sub-committee and will be scored based on the following criteria:

- Adds something new to the field
- Interesting topic
- Quality of presenters/abstracts
- Quality of the special session abstract
- Suitability for a special session (i.e. meets the criteria of being different from a regular session, includes audience interactivity)

Using Conftool to Submit your Special Session Proposal:

- Go to www.conftool.pro/lcaxvi/
- Click on the link: "Create an account and submit a contribution"
- Fill in all mandatory fields, which are marked with an *, then choose a username and password. *(Note: if you will be requiring an invitation letter for a visa application to travel to the United States, please include your passport details and travel plans, this information is not necessary if you do not require this letter).*
- Confirm your registration by clicking on "Submit and Begin with Submission of Contribution." You can now enter your abstract. If you wish to confirm your registration and enter your abstract later simply click on "Create a User Account Only, Submit Contribution Later."
- Once you create your account, the system will send you a confirmation email. When you receive it, please validate your email address through the link sent in the email. *(Note, if you do not receive a confirmation email and are unable to log in please contact the conference organizer: Kelly Griffiths kgriffiths@aclca.org)*
- ENTER the special session title the field at the top
- ENTER yourself as an author. Co-authors are added in the same way – if they are not located in the database, you will be asked to enter their information.
- USE spell check and grammar check.
- BE complete! You have a 600-word limit for the body of the abstract, plenty of room to explain yourself.
- PROPERLY cite works, using the citation system. Citations should be numbered in the text (e.g. [1]). The system will assign the citation numbers sequentially, so you do not need to enter the numbers as part of the citation.
- SELECT Special Session when submitting your proposal.
- SELECT up to three topics for your abstract.
- REMEMBER: by submitting the abstract you are explicitly and irrevocably giving ACLCA copyright to the document and to presentation material. If you do not want to have your work appear on the ACLCA website, do not submit an abstract.
- Make sure to select "Complete Submission" in order to save your submission.

- Until the closing date for submissions, you can edit your abstract or withdraw (an resubmit) your contribution. The last uploaded version at the time of the closing deadline for submissions will be considered for review, unless the contribution was withdrawn after submission.
- If the body of the abstract does not display properly, it could be due to formatting that is dragged in from your word processing program. Passing the text through a simple text editor can usually clean that up.

Things not to do

- DO NOT provide an abstract of work that was published elsewhere.
- DO NOT focus your abstract on a commercial product developed by your organization. If a new commercial product was used or developed, focus on the issues it addresses, and the results obtained from the use of the product. If your abstract seems like a sales pitch, it will be rejected.
- DO NOT exclusively cite your own work. If you must cite your work, make sure that your abstract is building on it, not repeating it.
- DO NOT leave out your results! The absence of results is the most common complaint of reviewers, who especially like to see numbers.

Please refer to last year's agenda for some examples of special session abstracts:

<http://www.lcacenter.org/lcaxvprogrampage-9.aspx>