

ASSOCIATION FOR BEHAVIOUR
ANALYSIS AUSTRALIA



ABA AUSTRALIA



**9TH ANNUAL CONFERENCE
MELBOURNE 2024**

WORKSHOP
SUBMISSION

GUIDELINES



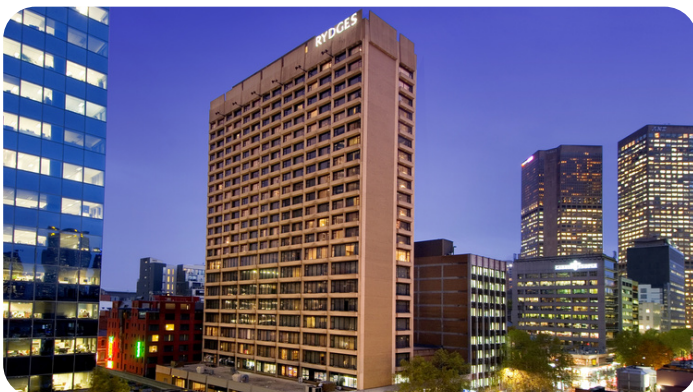
Acknowledgement of Country

The conference will be held on the lands of the Wurundjeri Woi-wurrung and Bunurong / Boon Wurrung peoples of the Kulin and we acknowledge their role as cultural custodians and holders of knowledge. We recognise their continuing connection to culture, land, water and community and pay our respects to Elder's past, present and emerging.

The Conference

The Association for Behaviour Analysis Australia (ABA Australia) is a professional organisation that seeks to assist in the development and advancement of the field of behaviour analysis within Australia through research, education, and dissemination of information.

ABA Australia's Annual Conference provides the platform as a meeting point for all behaviour analysts and related professionals, from all sectors in Australia and the international community. The Annual Conference provides unparalleled opportunities to become stronger as professionals and as an industry, with an engaging program and a forum to collaborate, network and build partnerships amongst our colleagues, peers, and industry leaders.



The Venue

The conference will be take place at the Rydges Melbourne from Friday 26th July to Sunday 28th July 2024.





Major Deadlines

Deadlines relevant to submissions are highlighted below.

WORKSHOPS

20/11/2023

Submissions open

01/02/2024

Submissions due

09/02/2024

Notification of acceptance for submissions





General Information

The Annual Conference will feature a series of half and full-day workshops (requiring attendees to pay an extra fee beyond standard conference registration).

Workshops should highlight current topics related to behaviour analysis, in particular assessment, education, disability, supervision, or ethics are encouraged to submit. Workshops should be designed to teach new skills that may be used by the participants. The format of the workshop must involve extensive audience participation, use of handouts, opportunities for participants to practise the skills, and/or the use of guided notes.

Presenters limit enrollment and specify the academic level of participants. If materials are provided the workshop delegates are charged a materials fee (optional; set by the presenter). Presenters will be paid 20% of workshop ticket price for each delegate that attended their workshop.

We welcome workshops related to:

- Developmental Disability
- Mental Health
- Education
- Organisational Behaviour Management
- Education
- Experimental Analysis of Behaviour
- Sexual Behaviour
- Health
- Applied Animal Behaviour
- Acceptance and Commitment Therapy
- Autism
- Supervision
- Ethics
- Behavioural Insights/Economics
- Climate Change/Sustainability
- Cultural Diversity
- NDIS
- and many more!





General Questions

Who can submit?

We invite proposals from behaviour analysts and other related professionals and industry partners - essentially anyone with a passion and commitment to the important role that behaviour analysis plays in our society.

How to submit

- Please review the information provided in this guide carefully to prepare your submission.
- Submissions must reference existing research and literature relevant to the content of the submission.
- Persons submitting workshops must have the appropriate authorities/ permissions to share the content they are intending to present. This includes sharing of audio-visual content as part of their workshop.
- Persons submitting content must meet the deadline listed above to ensure that their submissions are considered for inclusion in the conference program.
- Submissions are only accepted by completing the online form.

What happens after I submit my abstract?

- All submissions will be reviewed following the closing date (1 February 2024) by a committee including researchers and professionals within the field.
- Inclusion of submissions for the conference will be based on their scientific merit and relevance to the theme of the conference.
- All successful workshop submissions will be contacted based on the date noted in the table above.





Submission Guidelines

Each workshop proposal must include:

Primary Presenter/Key Contact Person

This is the person responsible for submitting the proposal. They should plan on being present for the workshop. This person will be the one receiving all communications from the ABA Australia Conference Committee. They should be prepared to share all communications with their co-presenter, if applicable.

Title

The title should be a clear and concise description of what the workshop is about.

Please use title case when entering the title, not all lowercase or all capital letters (e.g., Using Behavioural Skills Training via Telehealth Sessions for Toilet Training). Please limit titles to 15 words (200 characters) and spell out all acronyms.

Write a workshop description (max 300 words) that includes:

- Scope and topics of the workshop .
- Why is the topic current and important?
- Explains/highlights the relevance of your workshop to behaviour analysis.





Submission Guidelines

Learning Objectives

You will need to provide learning objectives for your workshop. Learning objectives should be written in behavioural terms that specify what the delegates will do during the workshop or should be able to do after completing the workshop, rather than what the delegates will “know”, “understand”, “comprehend” or what the presenter(s) will do. Make sure to focus on what the delegate will get out of the workshop, not your goals for the workshop. Be realistic about what delegates will actually be able to do at the end of your workshop.

Half day workshops: List at least 3 learning objectives

Full day workshops: List at least 6 learning objectives

For each learning objective, complete the following statement (or similar), “At the conclusion of this workshop, participants will be able to...”

Learning Objective Examples

The participant will be able to compare AAC's - manual signing, picture exchange and speech generating devices based on published literature.

Following this workshop, participants will be able to describe how to use values clarification to identify reinforcers for your supervisees.

At the conclusion of the workshop, participants will be able to:

- define ACT as a behaviour analytic treatment approach
- outline the key behavioural conceptual and theoretical foundations of ACT
- describe the potential benefits of integrating ACT into ABA treatment settings





Submission Guidelines

Presenter Qualifications (200 word limit)

Please include a brief statement about qualifications of the presenter(s) relative to the proposed topic. DO NOT include names of affiliations of the presenter.

During the final selection of submissions, qualifications of the presenters(s) may be considered when more than one proposal addresses the same or similar topic area.

Presenter CV

We will need a copy of your CV.

Email events@auaba.com.au a pdf copy of the presenter(s) CV.

References

Include references to demonstrate that your workshop is evidence-informed (books, journal articles, websites, etc.).

Should include 3-5 varied resources preferably within the last 10 years. Seminal pieces older than 10 years are acceptable. References to the literature should be formatted using APA style.

Who is the target audience of the workshop?

State the groups of people who will benefit from attending the workshop.

Is any prior knowledge necessary to participate?

Note for intermediate or advance workshops, please specify the necessary prerequisite skills and competencies the delegate should have.





Submission Guidelines

Duration of the workshop

Half day workshops go from either 8:30 - 11:30 am or 12:30 - 3:30 pm. There will be 1hr 15 min of presentation time then a 30 min morning tea or afternoon tea break, followed by another 1hr 15 min of presentation time. Resulting in 2hr 30 min of instruction.

Full day workshops are from 8:30am - 3:30pm. There will be 4 presentation time blocks, each lasting 1hr 15 min. These time blocks are separated by morning tea, lunch, and afternoon tea. Resulting in a total of 5 hrs of instruction.

Provide a tentative detailed schedule for the workshop

If you are running a half day workshop, provide a schedule of your instruction/activities for 3 hours. State what instruction/activities will occur in session A (75 min of instruction time), note the 30 min break, then state what instruction/activities will occur in session B (75 min of instruction time).

If you are running a full day workshop, provide a schedule of your instruction/activities for 5 hours. State what instruction/activities will occur in each session block (A, B, C, and D).

- Session A - 75 min of instruction time
- Morning Tea - 30 min
- Session B - 75 min of instruction time
- Lunch - 60 min
- Session C - 75 min of instruction time
- Afternoon Tea - 30 min
- Session D - 75 min of instruction time





Submission Guidelines

Select the maximum number of delegates that could sign up for your workshop

- 16 delegates
- 48 delegates

Please note that these numbers are based on the sizes of the rooms available at the hotel.

Academic level

Beginner: The workshop is designed for practitioners with little or no knowledge of the subject. Information is provided in a general, introductory manner.

Intermediate: The workshop is designed for practitioners with a general working knowledge of current practice trends and literature related to the subject matter. The emphasis is on increasing understanding and competence in the subject matter.

Advance: The workshop is intended for practitioners with in-depth knowledge of the subject matter based on current theories and standards of practice, as well as current literature and research. The focus is on the latest advances and trends in the field, and/or research applications.



Submission Guidelines

Presentation Short Description

Provide a brief, 2-3 sentence summary of your proposed workshop that covers expectations to draw your target audience. This description will be used for promotional material and programming. If your submission is accepted, this information will be published on the ABA Australia website and MUST be submitted ready for publication. Please ensure proper spelling, grammar, and punctuation.

Handouts

If you wish to provide handouts for delegates at the conference, you need to bring these with you, as there will be no photocopying facilities available.

Accessibility

ABA Australia is committed to providing universal access to all of our events. Please contact Alayna Haberlin at events@auaba.com.au to request disability accommodations. Advance notice is necessary to arrange for some accessibility needs.





Workshop Evaluation Criteria

The number of accepted workshop proposals is limited by the time available and the facilities of the conference venue.

Workshop proposals will be evaluated according to the following:

- Quality of the proposal
- Significance to context of behaviour analysis in Australia
- Quality of workshop experience for participants
- Workshop description articulates purpose and content of presentation
- Learning objectives are appropriate and clearly stated
- Level of material is appropriate for the identified target audience (e.g. Intermediate, Advanced)
- References are current and relevant
- Proposal is coherent
- Overlap with other workshops
- Preference will also be given to presenters whose curriculum vitae demonstrate an established track record of training experience and/or research in the topic area of the proposed workshop.
- Preference will be given to workshops that have not been presented in previous years





Selected Workshops

If your proposal is selected you will need to provide the following within 2 weeks of notification of the workshop acceptance.

- Evidence that a conference ticket has been purchased
- Provide a 1 minute video advertising your workshop that will be shared on our website and social media (information below).
- Provide a headshot to use in advertising your workshop
- Provide a 100 word biography
- Agree to the terms and conditions for running a workshop at our annual conference.
- Email signed copy of the 2024 ABAA Workshop Terms and Conditions to events@auaba.com.au

Workshop Advertising Video

We use short videos to advertise your workshops. Please create a 1 min video to explain/promote your workshop. Remember to highlight what your workshop is about and what delegates will get out of your workshop. Videos need to be in mp4 format. Email videos to events@auaba.com.au.





Professional Development Information

All workshops will be considered for professional development units for ABA Australia and may be considered for Behavior Analyst Certification Board (BACB) Learning Continuing Education (CE).

Please state the type of content related to (select all that are relevant):

- Ethics - Please provide a rationale and how many PDU/CE relate to ethics
- Supervision - Please provide a rationale and how many PDU/CE relate the supervision
- Cultural diversity - Please provide rationale and how many PDU/CE relate to cultural diversity
- General Learning (if the submission does not meet one of the above types of PDU/CE then select general learning)





Professional Development Information



The following information is required for the submission to be considered for BACB CE credit.

Qualified ACE Instructors

The CE instructor must be prepared to either directly give instruction or actively supervise the instruction when multiple presenters are involved. The CE instructor must meet one of the following qualifications:

- hold active BCBA certification
- have a doctorate and substantial, formal training in behaviour analysis
- be a current graduate student who has completed a master's degree and is enrolled in a behaviour-analytic doctoral program

If a presenter does not meet one of the above qualifications, then they can be a co-presenter of the workshop and must be under the in-person supervision of a Qualified ACE Instructor.

By requesting this submission be reviewed for CE, you are attesting that the CE instructor and any co-instructors have completed substantial formal or experiential training in the subject matter of this submission.

All presenters must adhere to the BACB Code of Ethics during the presentation.





Conference Schedule

FRIDAY

7:30 AM	Registration opens
8:30 AM	Morning workshops
11:30 AM	Lunch
12:30 PM	Afternoon workshops
3:30 PM	Workshops end
4:00 PM	AGM

SATURDAY

7:45 AM	Registration opens
9:00 AM	Morning Session A - KEYNOTE
10:25 AM	Morning Tea
10:55 AM	Morning Session B
12:10 PM	Lunch
1:00 PM	Afternoon Session C
2:15 PM	Afternoon Tea
2:45 PM	Afternoon Session D
4:00 PM	Social and Poster Session

SUNDAY

8:00 AM	Registration opens
9:00 AM	Morning Session A
10:15 AM	Morning Tea
10:45 AM	Morning Session B
12:00 PM	Lunch
1:00 PM	Afternoon Session C
2:15 PM	Afternoon Tea
2:45 PM	Afternoon Session D - KEYNOTE
4:00 PM	Conference Finishes





Room and Audio/Visual Information

The session rooms will be set cabaret style and equipped with the following: a lectern at the front of the room, presenter table, LCD projector, speakers, and projection screen. You will need to bring your own laptop to present off of. Those using Mac computers will need to provide their own cable adapters.

The standard projectors do not have sound support. Presenters requiring separate sound equipment must request it during the submission process. Assignment of workshops to rooms specially equipped for sound is at the discretion of the conference committee.

Internet connection

There will be WiFi internet connection available throughout the hotel, but you should have a back-up plan ready to go in case the network is slow or too busy to provide an adequate connection for your presentation.

Advice for preparing to present with AV

Try out your media ahead of time prior to the conference starting or during one of the breaks. Be at your presentation early to hook up and test your media. Bring your media on a flash drive too in case you need to use someone else's machine. There will be an AV technician available throughout the conference to assist you if needed.



Conference Policies

You must read and agree to the following when completing your submission application.

Consent to present data

Your submission is verification that you have permission to present the data and information in the submission. That is, you affirm that the participants in this submission have given authorisation to present the content and data and that the correct authors have been credited for the work presented.

Research Standards

If submitting your own research, you affirm that all procedures described in the presentation conformed to the internationally recognised standards set forth for research involving human or animal subjects.

Scheduling Changes

The conference committee reserves the right to move workshop room or time from one session to another at their discretion.



Conference Policies

Conference Attendance and Registration

Any accepted workshop/presentation included in the final program is expected to have at least one author attend and present at the conference. All presenters (presenting author, discussant, panellists, moderators, chair, and workshop presenters) are required to register and attend the ABA Australia 9th Annual Conference in Melbourne, VIC. All presenters will receive flash sale prices on their conference registration fee if they are a current member of ABA Australia. If they are non-member or qualify as an international delegate with membership with ABAI or APBA they will receive early bird registration fees. If the presenter is attending the conference only on the day of their presentation, they still pay the full conference fee.

All accepted presenters are required to confirm their acceptance and register for the conference within two weeks of the acceptance email for the workshop. Accepted presenters include only the presenting author(one person) from the submission.





Conference Policies

Code of Conduct

The ABA Australia is committed to providing a friendly, safe, and welcoming environment for all, regardless of gender, sexual orientation, disability, race, ethnicity, religion, national origin, or other protected characteristics. All presenters at ABA Australia events are expected to abide by ABA Australia's Anti-discrimination policy and sexual harassment policy.

We expect all attendees, media, speakers, volunteers, organisers, venue staff, guests, and exhibitors to help us ensure a safe and positive conference experience for everyone.

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behaviour and speech.
- Be mindful of your surroundings and of your fellow participants. Alert the ABA Australia staff at the registration desk if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct.





Conference Policies

Code of Conduct continued

Unacceptable Behaviour

- Offensive, intimidating, harassing, bullying, abusive, or discriminatory behaviour or language based on race, religion, colour, national origin, sexual orientation, gender expression or identity, transgender status, age, disability, veteran or marital status, or any other similar categories.
- Visual harassment, such as displaying sexual or offensive images OR inappropriate language at the event, including in presentations, slide decks, as backgrounds, or on clothing visible to attendees.
- Possession of a weapon or something that could be construed as a weapon during the event.
- Photographing, video- or audio-recording of slides, oral, or poster presentations without presenter/author's permission.
- Sharing your event registration information, including your conference badge, with another person(s).
- Inappropriate disruption of events.
- Real or implied threat of professional or financial damage or harm.
- Any other illegal activity not already covered above.





Conference Policies

Disclosures

Disclosures are for anything of value received from a commercial interest or financial relationship which relates directly or indirectly to the subject of a presentation. Presenters are asked to disclose any relationship they may have with companies that may have relevance to the content of their presentations during the submission process. ABA Australia must be made aware of any disclosures in advance.

All presenters are asked to show a disclosure slide at the beginning of their presentation, even when they have nothing to disclose. Such disclosure is intended to provide participants with sufficient information to evaluate whether any given presentation has been influenced by the presenters' relationship(s) or financial interest(s) with said companies.

The disclosure slide must be the first slide after the title slide. As you show your slide, it must also be verbalised.





Conference Policies

Photography Release

You acknowledge that while at the ABA Australia event, you may be photographed by an ABA Australia-approved photographer. By making a submission, you are granting the ABA Australia permission to use your likeness in photograph(s) in all of its publications and in any and all other media, whether now known or hereafter existing, controlled by the ABA Australia, in perpetuity, and for other use by the association. You will make no monetary or other claim against the ABA Australia for the use of the photograph(s).

Publishing Release

By submitting your abstract, you acknowledge that all submissions (abstracts, biographies, and presentations) may be published on the ABA Australia website, social media channels and conference program.

Please note: Accepted abstracts will be published on the conference website as per your original submission. Please ensure that your abstract has been proof read before submitting and does not contain any personal or contact details that you do not wish to be published.

ASSOCIATION FOR BEHAVIOUR
ANALYSIS AUSTRALIA



We thank you very much for participating in what we are sure will be a wonderful event, made possible by your contribution.

Questions contact: events@auaba.com.au