

The Florida Association for Behavior Analysis

Announces

**The 13th Annual
Three-Day Convention
&**

Workshop Session

September 22-24, 1993

The Westin Hotel at Cypress Creek
Fort Lauderdale

CALL FOR PRESENTATIONS

Deadline for Submissions May 15, 1993

FABA

Department of Psychology

Florida State University

Tallahassee, FL 32306

NOMINATIONS BALLOT ENCLOSED

Wed -22

Th -23

FR -24



FT. LAUDERDALE

John Austin
Department of Psychology
Tallahassee FL 32306



CALL FOR PRESENTATIONS

The Florida Association for Behavior Analysis (FABA) invites all persons engaged in research, training and/or the practice of Behavior Analysis, Therapy, Management and Modification to submit requests to present during the THIRTEENTH ANNUAL CONVENTION in Ft. Lauderdale, Sept. 22-24, 1993. Applied, experimental and theoretical analysis in the specialty areas indicated below are desired including program descriptions, case studies and technical presentations. Reviews and commentaries on legal, ethical, social, philosophical or historical perspectives are also welcome. Significant works in the fields of behavioral medicine, pharmacology, physiology and biology are also appropriate, in addition to psychology, education, business and industry.

I. TYPES OF PRESENTATIONS

Presentations of research projects in basic and applied areas of Behavior Analysis and Therapy, and descriptions of innovative program models will be made in the format of WORKSHOPS, PAPERS, SYMPOSIA, POSTERS and PANELS.

Workshop: presented by an individual or team of persons to a small audience. The upper limit on size is usually 50, depending upon the room assigned. The presenter can specify a smaller limit, if desired. The duration options are 1-hr. 50 min. or 2-hr. 30 min. Sometimes, we accept proposals for two 2-hr. 30 min. sessions, one to be given in the morning, followed by the second in the afternoon or on the morning of the second day. Workshops should be designed to provide EXTENSIVE AUDIENCE INVOLVEMENT. We expect that the audience members will gain some skills which can be applied upon return to their home setting and to this end workshop presenters are expected to have in-session practice sessions, role-plays and/or feedback to audience members. Extensive use of HANDOUTS is expected.

Paper: an oral and/or audio-visual presentation by an individual to an audience for 15-30 min. Individual papers are grouped together by the Program Committee to form a PAPER SESSION of 50-min. to 1-hr. 50-min. in length. The Program Committee may select a person (occasionally one of the speakers) to "Chair" the session. The chair will introduce each session and each of the speakers and keep track of time so that the Paper Session is kept to its assigned period. Speakers and the Chair should allow time at the end of each paper for questions. There is no Discussant. The Program Committee may assign certain "paper" proposals to a POSTER SESSION where it deems appropriate. The use of HANDOUTS is recommended for all papers.

Symposium: several speakers presenting papers on a very similar topic. A Symposium is organized by someone who also agrees to Chair the session. The Chair also designates a Discussant (someone prominent in the field) to discuss and critique each of the papers. Questions from the audience are addressed at the end of the symposium. The duration is 50-min. to 1-hr. 50-min.

Poster Session: held in a room or hallway arranged with multiple tables (usually 6-ft long and 2-3 ft wide) around the perimeter. Each presenter erects a poster-board on this table. The POSTER is a visual representation by an individual or team of persons and consists primarily of data-oriented information presented in an attractive, easily understood style which will attract onlookers and encourage direct discussion with the authors. Large versions of graphs that can be seen from 4 ft. away are used. Color backgrounds, color photos (8x10) and colored letters all help to make a poster interesting and attractive. Large lettering for headings should be used, large type for text is recommended, and the most important aspect of the poster is placed in the center. Generally, headings such as METHOD, SUBJECTS, RESULTS and DISCUSSION are used. A 1-2 page HANDOUT describing the work and giving the author's name & address is helpful in allowing the audience to keep track of interesting topics for follow-up at a later time. Presenters are to remain with their poster for at least 1-hr. The Poster should remain set up for at least 3 hrs.. Presenters are given only 15 min. to set up the poster so they should require very little on-site construction. Features of the best posters are good content value, conciseness, clarity, creativeness and attractiveness.

Panel Discussion: several individuals of similar expertise in a subject matter who are brought together to discuss current topics of interest or concern. The organizer of the panel needs to select a Chairperson and provide this information on the submission form. The Chairperson is responsible for introducing the topics and speakers, as well as keeping the session moving. Panels need to be developed to cover either 50 min. or 1-hr. 50-min. A question-and-answer period should be part of this presentation. HANDOUTS are recommended.



II. IF YOUR PAPER, POSTER, WORKSHOP, ETC. IS ACCEPTED...

FABA is a professional society and adheres to the conventions of the Association for Behavior Analysis in regard to registration fees. All attendees, INCLUDING THOSE WHO SUBMIT PRESENTATIONS, are required to pay the registration fees for the conference. These FABA fees are the primary source of funding to present the Fall and Spring Conferences, as well as, support the newsletter and all other FABA activities.

Note:
All Participants
Must Pay
Registration Fees

III. RECOMMENDATIONS FOR SPEAKERS

Style of presentation:

Speakers are advised to give careful thought to the style of their presentation. For example, papers should NOT simply be read. The presentation should be conversational in style from notes or an outline. Good speakers make eye-contact with the audience and watch carefully for audience reaction. Excessive yawning and leaving are two good signs of a boring presentation. A monotone voice, repeated use of certain expressions and gestures and drifting from the topic to discuss irrelevant issues also make for a bad presentation. **SPEAKERS ARE ADVISED TO PRACTICE THEIR TALKS WITH COLLEAGUES PRIOR TO COMING TO FABA.**

Use of audio/visual equipment:

- Overhead and Carousel projectors will be available in each room. If you need other special equipment, e.g. video monitors or decks, you must make your own arrangements.
- For presentations other than poster sessions, lecterns, microphones, electrical outlets & cords, projection screens, blackboards & chartpad stands are available on a limited basis. Specify needs on your submission form.
- If you plan to use transparencies, it is advisable that the lettering/typing be at least 12 pt..

This is an example of 12 point size type

Anything smaller, e.g., typewriter typing, simply will not show up well on the screen.

- If you are using slides, be sure to bring them in your own tray to the conference. Trying to sort them into trays just before your talk can lead to disaster and does not suggest a thoughtful, well prepared speaker.
- It helps if you have slides or videos of the project setting, procedure demonstration, etc.

Handouts:

Bring at least 25, 1-3 page handouts. This should provide a brief ABSTRACT on the paper as well as summary points you would like to make. A copy of the main graph of your data or a brief summary of the data is also helpful. Don't forget to put your name, address, and phone number on the paper so that audience members can contact you for further information. Handouts reduce note-taking requirements, increase the application of your ideas, and are the mark of the best presenters.



Instructions for Submitting Presentations for The 13th Annual Three-Day Convention & Workshop Session

1. All submissions must be made using the enclosed Presentation Submission Form and the Proceedings of the 13th Annual Convention form (abstract form).
2. The Proceedings form must be typed, preferably in 12-point size. Be sure that the type is dark enough to be photocopied clearly. This form will be duplicated as submitted for publication. Prepare it carefully using the instructions entitled "Preparing Your Abstract". Since only one copy of the form is included, you might find it helpful to photocopy it several times before typing your abstract, in case corrections are needed.
3. Please do not fold or staple your forms. Mail them flat with a stiff backing to prevent wrinkling.
4. If you have questions about preparing your submission, you may call Michael Hutchison at (904) 259-6211, ext. 1327, 9 am - 4 pm, M - F.
5. Return your completed Submission Form, Proceedings form, and any other necessary materials to:

**Michael Hutchison, Ph.D.
FABA Program Chairperson
Northeast Florida State Hospital
Highway 121
Macclenny, FL 32063**



**CALL
FOR
PRESENTATIONS
DEADLINE
MAY 15, 1993**

Presentation Submission Form

Instructions: 1. Place a check mark in the appropriate box for type of presentation. 2. Complete section 2 for any type of submission. 3. Complete sections 3 and 4 unless you are submitting a poster. 4. Only complete sections 5 or 6 if you are submitting a symposium or workshop, respectively.

1. Type of Presentation (check one):

- Poster Paper Panel Symposium Workshop

2. Presentation Title: _____

Presenter(s):

<u>Name</u>	<u>Affiliation</u>	<u>Degree</u>
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Contact Person:

Name: _____ Phone Number: _____

Address: _____

3. Visual Equipment Needs: Overhead Carousel

- 4. Preferred Duration:**
- Paper: 15 min. 30 min.
 - Panel or Symposium: 50 min. 1-hr. 50 min.
 - Workshop: 1-hr. 50 min. 2 hr. 30 min.

5. Symposiums:

Names, affiliations and degrees of Chair and Discussant:

Chair: _____

Discussant: _____

Submit separate abstracts for each presentation in the symposium, in addition to an abstract for the overall presentation.

6. Workshops:

Intended Audience/Specialty Area: _____

Intended Audience Size (50 or less): _____

Please give 50 words or less describing the learning objectives, to be printed in the program.

[To help determine CEU credits, include resumes of all presenters.]

7. Send all materials to:

Michael Hutchison, FABA Program Chair
Northeast Florida State Hospital
Highway 21
Macclenny, FL 32063

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Preparing Your Abstract

An abstract is a brief description of the information you are submitting for presentation at the FABA conference. Your abstract will be reproduced in the Proceedings publication in exactly the condition in which it is submitted. Therefore, it is very important that you prepare it carefully. All parts of your abstract must be typed on the enclosed form or a good quality photocopy of the form, in 12-point size type. Again, it may prove helpful to photocopy the abstract form before using it so you will have extra copies if the need should arise. Remember, all presentation submissions must include this abstract and the submission form.

There are four parts to your abstract:

Title: This is the title of the presentation you are submitting. It should be centered and typed in all capital letters.

Authors and Affiliations: The names of the people who are going to make the presentation and the places that they worked or went to school when the presentation was created. This should be centered with the first letters of presenters' names and their affiliations capitalized. List the presenters' names followed by their affiliation. For example:

Jane Smith, Mark Doe, Jill Jones, and Bob Feeney
Pasco County School of Light

If the presenters do not all have the same affiliation, provide each different affiliation after the presenter(s) name(s). For example:

Jane Smith, Mark Doe
Pasco County School of Light
Jill James
University of Middle Florida
and
Bob Feeney
Pasco County School of Light

Abstract: The main body of your abstract should provide a 75 - 100 word description of your presentation. **The abstract must be typed, single-spaced, and should include, in addition to a description of the problem/issue being investigated:**

1. The general characteristics of the people you worked with (e.g., elementary school children; a severely retarded 40-year old man; out-patient clients).
2. The setting in which the problem was addressed (e.g., school; community mental health center; group home; community restaurant).
3. The type of behavior investigated (e.g., disruption; aggression; self-injury; shopping).
4. The type of intervention (e.g., differential reinforcement; time out; instructional package; prompting; extinction).
5. The results (e.g., increased by 60%; decreased from an average of 20 to 6 per day). If space permits, properly sized graphic display of your data would add to your document.

Contact Person: The person who should be contacted if someone wanted more information about your presentation.

