

## Rules governing poster submissions

1. The closing date for submissions is 31 December 2017. Only submissions received by this deadline are guaranteed to be accepted for review. Submissions received after the deadline risk being rejected.

2. Authors who wish to present a poster must make their submission via the **online** submission portal: <https://www.surveymonkey.co.uk/r/JD5FTNQ>.

Submissions sent by post, fax or e-mail will not be accepted. If you are having difficulties using the online submission portal, please contact us at [conference@nas.org.uk](mailto:conference@nas.org.uk) and we can help.

3. Authors can enter a submission for presentation at the conference in either of the two presentation options:

- **Oral poster:** the poster is on display with the rest of the accepted posters. You will also have a 15-minute oral presentation slot, which will be delivered in a location that is separate from where the poster is displayed and will have technical support available for you to use (i.e. a projector, screen, computer, etc).
- **Poster only:** this is where your poster is displayed at the conference for delegates to read, but there is no opportunity to give an oral presentation.

4. The submission title is limited to 25 words and the text is limited to **500** words.

5. All submissions must be written in **English**.

6. Authors are limited to a maximum of 3 (three) submissions in total.

7. Submissions must not contain either illustrations or tables. The final posters may contain illustrations, tables, pictures and so on.

8. Where possible, the body of the submission should be ordered in either of the following 2 formats, whichever best fits the content:

### Format 1

- a. Background and objectives / introduction
- b. Methodology
- c. Results
- d. Conclusions/Perspectives

## Format 2

- a. Background / introduction
  - b. Rationale
  - c. Main points
  - d. Conclusions
9. Submissions will be printed exactly as they are submitted on the online system. Any error in spelling, grammar or scientific fact will be reproduced as typed by the author. It is the author's responsibility to submit a correct a submission and this can be done at any time prior to the submission deadline.
10. Presentations will be marked according to the following criteria:
- **Quality:** how solid is the submitted work? Is the rationale appropriate? Do any data seem accurate? Are there any fatal flaws in the underlying assumptions?
  - **Originality:** will attendees learn something that they didn't already know from this submission?
  - **Impact:** what impact will the work described in the submission have on the lives of autistic people? Is this anticipated impact clearly outlined in the submission text?
  - **Relevance and accessibility:** how relevant is the abstract to the audience? How accessible is the content for the audience?
  - **Communication:** how easy was it to understand the submission? Was the writing style appropriate for the audience? Were the spelling and grammar of a sufficient standard?
11. Notification of selection will be sent to the presenter by e-mail no later than 30 January 2018.
12. The judges' decision is final and no discussion will be entered into on this topic. Limited feedback may be available on request, however. Please contact us after receiving notification of selection should you then wish to have feedback on your submission. We cannot guarantee that feedback will be available – it will be at the judges' discretion.
13. Presentation slides should be prepared and posters designed and displayed according to the instructions sent to after selection. At least one of the poster's authors must be present at the conference.
14. Anonymity and respect: anonymity and respectful representation of any person portrayed in any presentation (oral or poster) is **MANDATORY**. Supply of the written consent of the person and/or his or her legally authorised representative is the authors' responsibility. The National Autistic Society does not take any responsibility for this.

15. Language: please ensure that all language used in submissions and at the conference is respectful of autistic people and their families / carers. A list of terms which it would be considered unacceptable to use is available on the conference website.
16. Submissions not prepared according to these instructions will not be accepted.

If you need assistance with submitting your abstract or have any queries, please contact us at [conference@nas.org.uk](mailto:conference@nas.org.uk).

### **Privacy and Data Protection Statement**

At the National Autistic Society we are committed to protecting your privacy. For our full privacy and data protection policy, please visit our website:

[www.autism.org.uk/privacypolicy](http://www.autism.org.uk/privacypolicy)

If you have any questions regarding our management of your personal data please contact:

Data Protection Officer  
The National Autistic Society  
393 City Road  
London EC1V 1NG

Email: [Dataprotection@nas.org.uk](mailto:Dataprotection@nas.org.uk)