ADHD COACHES ORGANIZATION
promoting adhd coaches & coaching worldwide

adda
Attention Deficit
Disorder Association

CHADD

EVENT: 2021 Virtual International Conference on ADHD

DATE: November 4–6, 2021

The 2021 Virtual International Conference on ADHD is the major research, practice, and public information conference dedicated to ADHD. Conference sessions will focus on providing current evidence-based information and its impact on the lives of individuals with ADHD of all ages. The conference will bring together adults with ADHD; parents of children, adolescents, and young adults with ADHD; and professionals working in the field of ADHD, including clinicians, educators, researchers, coaches, organizers, and advocates.

Our theme this year is *Learn, Laugh, Connect*, as we all adapt to the changes of the last year and work together to create a better life going forward as always, successful proposals will be targeted for an audience of individuals who have ADHD as well as their family members, various treatment providers, and educators.

The major goals for the conference are to disseminate the latest developments in research, to facilitate an ongoing exchange about issues related to ADHD by individuals with different experiences and viewpoints, to share strategies and tools for all people living with ADHD, and to increase public understanding of the disorder and its impact at work, at school, and at home.

Proposals for presentations are invited. Recognized best practices, science-based tools and strategies, and other topics backed by empirical studies are preferred. These can include, but are not limited to, collaborative practices, coping skills and strategies, learning differences, implementation of IDEA and Section 504, workplace advocacy and empowerment, research, educational interventions, inclusion, parent training, multimodal treatment issues particular to distinct populations (age, gender, ethnicity, etc.), coexisting conditions, diagnosis, treatment, and innovative programs. Of special interest are presentations that address cultural and ethnic diversity.

Please remember all members of your audience—who may or may not have ADHD—and their diverse learning styles. For some attendees, interactive, engaging activities are more effective than lectures. Some people learn best by doing, and benefit from a short opportunity to practice a strategy, role play, or try a tool. We will offer potential speakers a free webinar with suggestions to make their content more engaging.

These proposals will be organized by tracks—common topics of interest—that foster exchange, debate, and dialogue among families, parents or caregivers, mental health professionals, educators, physicians, adults with ADHD, coaches, organizers, and other conference attendees.

ADHD Professional Institutes (API)

The first day of the conference will consist of the API sessions with an audience of ADHD coaches, organizers, therapists, prescribing professionals, and educators. These sessions will offer material on providing services to individuals with ADHD or will present foundational knowledge that will better enable providers to work with clients, market their services, collaborate with other professionals, etc. Although there may be some nonprofessionals in attendance, professionals will be the primary audience and presentations should be oriented accordingly. For example, the API might offer a session for coaches on how to coach parents of children with ADHD, but would not offer a session for parents on how to set effective limits with their children. Therefore, sessions with a primary audience of nonprofessionals should be submitted to the general conference.

Most API sessions will be sixty minutes in duration, with a limited number of three-hour sessions for topics that require greater depth. You may apply for either one or both.

General Conference

The general conference will consist of a broad range of presentations with a much more diverse audience. These will include sessions similar to the API sessions that are related to service delivery for professionals, but also sessions for adults living with ADHD; parents of children, adolescents, and young adults with ADHD; romantic partners, etc. Regardless of their topic and intended audience, presenters should expect a range of attendees. For example, a session on fine-tuning medications intended for prescribers will likely also attract therapists, coaches, adults with ADHD, parents, etc.

Please note that the conference committee may move sessions from the general conference to the API and vice versa in order to provide a balanced program. If you choose to only apply to one, we will ask you before making the move.

Steps to Submit Proposals for ADHD Professional Institute (API) and General Conference Presenters

Step 1: ADHD Professional Institute and General Conference Presenters
Prior to starting your online submission, please gather the following:
- A CV or resume
- A short bio (in narrative form of 200 words or less for website)
- Abstract (500 words or less)
- Five (5) learning objectives for your session
- A headshot photo (high resolution preferred)
- At least 3 references (or the minimum number required on the online form; e.g., journal articles, books, etc.)
- **Proposal has to be submitted by Friday, April 2, 2021.**
  Notifications will be made in **May or June 2021.**

*If your proposal is accepted, you will be required to complete Step 2 of the process.

Step 2: ADHD Professional Institute and General Conference Presenters
Prior to moving to **Step 2,** you must gather the following:
- Eight multiple-choice questions based on the learning objectives submitted in round one
- Signed documentation stating you have the rights to your presentation
- Sign and return Faculty Disclosure Form
- Sign Confirmation of Participation Form
- Determine if you would like to pre-record your session of present your session live during the virtual conference (In order to avoid last minute technical issues, we are encouraging presenters to pre-record their sessions and then do a live Q&A at the time of their session. However, you will also have the option to do your presentation in real time. We will offer a training to help presenters create the best presentation possible and answer your questions.)
- Signed documentation that you will not attempt to sell your products or market your services during your presentation. *(We allow presenters other opportunities during the conference to sell their products or market their services.)*

Step 3: ADHD Professional Institute and General Conference Presenters
Prior to moving to **Step 3,** you must gather the following:
- Handouts for all presentations, which you must submit by **September 13, 2021.**
  Handouts should be provided electronically in Word or PowerPoint (*please convert your PowerPoint to handout format*). Handouts received after the **September 13, 2021** deadline will **not** be included on the conference website or in the conference app, and may affect future consideration of submissions.
- **Register for the conference at the special discount rate for presenters.**
- **Background Check:** We request that all prospective presenters be willing to submit to a background check. **Note that we cannot consider any applicant who refuses a background check.**

We strongly encourage you to keep a copy of your submission (in a Word document) in the unlikely event that there is a problem with your submission.

Please note that we begin with a blind review, so kindly refrain from including identifying information in your description or abstract.

Incomplete submissions will not be considered.

Selection Criteria

Submissions will be evaluated by the members of the conference educational subcommittee and will begin with a **blind review**. Criteria for selection will include:

• *Appropriateness of subject matter* (relevance to the goals of the conference as outlined in this call for papers)

• *An understanding of the context of the presentation* (its relationship to current research and an understanding about the diagnosis and treatment of ADHD)

• *Potential for facilitating an ongoing exchange about issues related to ADHD by individuals with different experiences and viewpoints*

• *Increasing understanding of the disorder and its impact among spouses, families, and the public*

• *Where appropriate, soundness of research design, methodology, and data analysis.*

If your proposal is chosen, these guidelines will apply:

• Presenters whose proposed presentations are accepted must participate at the time scheduled by the conference program committee.

• Submission of the proposal indicates agreement that the Annual International Conference on ADHD Committee may record the presentation. Recordings are made available for purchase after the conference.

Scientific Research Posters

Research in the area of ADHD related to specific topics of etiology, epidemiology, and social, familial, medical, and educational matters will be presented in a research poster session. Abstracts will be selected by a panel of reviewers based on scientific merit as well as on space limitations and the need for a balance of topics.

Steps to Submit Proposals for Scientific Research Posters

Step 1: Submission Requirements for Scientific Research Posters

Prior to starting your online submission, please gather the following:
- A CV or resume
- A short bio (in narrative form of 200 words or less for website)
- Abstract (500 words or less)
- A headshot photo (high resolution preferred)
- At least 3 references (or the minimum number required on the online form; e.g., journal articles, books, etc.)
- **Proposal must be submitted by Friday, April 2, 2021**
- Notifications will be made in **May or June 2021.**

*If your proposal is accepted, you will be required to complete Step 2 of the process.

Step 2: Scientific Research Poster Presenters
- Submit signed documentation stating that you have the rights to your presentation.
- Sign and return Faculty Disclosure Form.
- Sign Confirmation of Participation Form.
- Background Check: We request that all prospective presenters be willing to submit to a background check. ***Note that we cannot consider any applicant who refuses a background check.***
- Register for the conference at the special discount rate for presenters.

Step 3: Review Scientific Research Posters Guidelines

POSTER SESSION GUIDELINES
During the 2021 Virtual International Conference on ADHD, posters will be presented in separate Poster Sessions grouped by topic. The groupings are intended to provide each poster presenter the potential for a larger and more focused audience.
Poster Presenters will receive the opportunity to present their poster on **Thursday, November 4, 2021 from 5:00 pm – 6:30 pm.**
Each poster presenter will be able to:
- Provide a one-page Poster PDF

- Submit a two- minute recorded presentation (Optional)
- Participate in a live Q&A period during the poster session. (Optional)
- ***If your proposal is accepted, you will be required to complete Step 2 of the process.**

Poster PDF Requirements
All poster presenters should provide a one-page Poster PDF. Please remit your poster file(s) to conferences@chadd.org at least two weeks prior to the conference**. (**You will receive an upload link on August 31, 2021 from confernces@chadd.org.) If you do not receive the upload link on or before August 31, please contact conferences@chadd.org and confirm the email address these instructions should be sent to
- Name Your Poster using the presenter's name and the name of the presentation.

While we don't have a specific template, there are a number of companies that offer free templates to assist you in creating your Poster PDF. A poster size formatted vertically is the most popular based on the usual, physical dimensions for the Virtual Conference.

Online Resources

- https://www.postersession.com/poster-templates.php (see AO 85X120 cm Vertical Poster Template)
- https://www.posterpresentations.com/free-poster-templates.html (see option to personalize your template with the International A0 format)
- http://www.makesigns.com/SciPosters_Templates.aspx (select your preferred option in a 36 x 48 vertical format)

Graduate Students Research Award

An abstract submitted by a graduate student which represents his or her primary efforts will be selected for a special research award. The winner of this award will receive a complimentary conference registration.

If you are interested in being considered for this award, please mark your abstract "Research Award Submission."

Research Award abstracts must be received by May 15, 2021**.** Only online submissions will be considered.

Steps to Submit Proposals for Graduate Student Research Award

Step 1: Submission Requirements for Graduate Students Research Award

Prior to starting your online submission, please gather the following:
- A CV or resume
- A short bio (in narrative form of 200 words or less for website)
- Abstract (500 words or less)
- A headshot photo (high resolution preferred)
- At least 3 references (or the minimum number required on the online form; e.g., journal articles, books, etc.)
- **Proposal must be submitted by Friday, April 2, 2021.** Notifications will be made in **May or June 2021.**

Step 2: Graduate Students Research Award

- Register for your complimentary conference admission.

Innovative Programs

As employers, parents, educators, and healthcare providers become more aware of the needs of adults and children with ADHD and their families, they are finding extremely creative ways of addressing these needs. Such efforts include developing new and innovative programs, modifying existing programs, accommodating the needs of the person with ADHD through individually designed working and learning environments that accommodate his or her special needs, and developing company- and community-wide collaborative models.

Individuals representing a wide array of innovative programs and services will be on hand to share information with conference attendees.

Innovative Program abstracts must be received by **April 2, 2021.** Only online submissions will be considered.

Steps to Submit Proposals for Innovative Programs

Step 1: Submission Requirements for Innovative Programs

Prior to starting your online submission, please gather the following:

- A CV or resume
- A short bio (in narrative form of 200 words or less for website)
- Abstract (500 words or less)
- A headshot photo (high resolution preferred)
- At least 3 references (or the minimum number required on the online form; e.g., journal articles, books, etc.)
- Proposal has to be submitted by **Friday, April 2, 2021**
- Notifications will be made in May or June 2021.

*If your proposal is accepted, you will be required to complete Step 2 of the process.

Step 2: Innovative Programs Presenters
- Provide signed documentation stating you have the rights to your presentation.
- Sign and return Faculty Disclosure Form.
- Sign Confirmation of Participation Form.
- Background Check: We request that all prospective presenters be willing to submit to a background check. Note that we cannot consider any applicant who refuses a background check.
- Register for the conference at the special discounted rate for presenters.

Non-Session Activities

In order to provide a more diverse offering of experiences, we are soliciting ideas for alternatives from the standard speaker sessions. For example, last year we had peer support meet-up groups, recovery meetings, coach speed dating, and many other non-session activities during the conference. Bring some of your most creative ideas to the Conference Committee for consideration for this year's event.

Submission Requirements for Non-Session Activities
Prior to starting your online submission, please gather the following:

- A CV or resume
- A short bio (in narrative form of 200 words or less for website)
- Activity description (500 words or less)
- A headshot photo (high resolution preferred)
- **Proposal must be submitted by Friday, April 2, 2021.**
- Submit signed Confirmation of Participation Form.
- Notifications will be made in **May or June 2021.**

The Conference Committee will not be able to underwrite the expenses of presenters accepted from this call for proposals.

Questions? Call the Conference Department at (301) 306-7070 or email conferences@chadd.org.

Submit Proposal!