



Fédération Européenne des Associations de Professeurs de Déficiants Auditifs  
The European Federation of Associations of Teachers of the Deaf  
Europäische Föderation von Hörgeschädigtenpädagogerverbänden

## **25th FEAPDA Congress: Preparing deaf learners for life and independence**

*26 to 28 September 2019*

*Thursday, Friday & Saturday*

*Marriott Hotel str. Maksim Gorki, Plostad Makedonija 7, Skopje 1000, Macedonia*

### **Call for contributions**

Teachers, professionals, lecturers, researchers, service providers and service users, policy makers and students are welcome to present their work at the Congress. Your work can be submitted as one of the following three types:

#### ***1) Paper Presentation 2) Workshop/Interactive Presentation 3) Poster***

The contributions should cover one or more of the following aspects of the theme:

- careers, employment and Further and Higher Education
- at different phases/age groups
- socio- emotional development (identity, self-determination)
- independence/autonomy

The programme committee will select the abstracts according to the following **criteria:**

- Relevance to the topic of the conference
- Innovative content
- Contribution

Every person listed on the abstract submission is expected to attend the conference as a presenter. They must complete the required paperwork and register for the conference. The abstract submitter is responsible for all costs, including registration fees, associated with their participation in the event. Once their proposal is accepted, they must register before our programme development team can schedule the presentation. The abstract submitter is also responsible for ensuring that all persons listed have agreed to be listed on the abstract.

A maximum of four presenters may be listed per abstract. Once an abstract is accepted for presentation, changes to this list of presenters may not be made. Presenters cannot be added, and substitutions will not be accepted.

There is no limit on the number of abstracts that may be submitted by one person or organisation.

Abstracts that have been submitted or presented elsewhere are not automatically rejected; however, during the submission process we do ask when and where the material has been submitted or presented.

### **Submission guidelines**

- Word limit for presentation titles is 30 words (in English).
- Word limit for abstracts is 250 words (in English).
- Author's and presenter's information must contain first and last names, email address, postal address and affiliation (e.g. university, institute, school...)
- Review your abstract and edit for spelling and grammar prior to submission.
- Abstracts cannot be modified once they have been submitted.
- You are also required to submit a programme description of 50 words or less that will be used in the conference programme and should capture the conference attendees' attention, so that they choose to attend your presentation.
- The following may NOT be entered: charts, graphs, tables, bullet points, indentations.
- Files and/or videos may not be uploaded as attachments.
- Only abstracts in a Word format will be accepted.

Inclusion in the final programme is contingent on registration and payment of the registration fee by the presenting author.

Abstracts of the contributions (keynote, paper, workshop, poster) will be available on the website of the Congress.

### **Deadline for submission**

ALL submissions must be completed by 11:59pm on January 31<sup>st</sup> 2019.

### **Submission address**

Please send your proposals to [info@feapdacongress2019.org](mailto:info@feapdacongress2019.org)

DO NOT submit the same abstract twice, once as a paper presentation and once as a poster for example. Instead, choose the format of presentation which you would prefer.

### **Paper Presentation**

This type of session is best suited for reports on completed research or scholarly work. Authors present summaries or overviews of their work, describing the essential features (related to purpose, procedures, outcomes or product). The formal oral presentation of work should be limited to 20 minutes, with 10 minutes provided after

the presentations for Q&A and group discussion. Authors are welcome to include visual supports (paper handouts, computer slides, or digital displays) to assist delivery of their oral presentation. Please note that we cannot provide photocopying facilities, but we will provide data projectors for paper presentation.

### **Workshop/Interactive Presentation**

This type of session is best suited for teaching or demonstrating particular procedures, skills, or techniques and for presenting examples of best practice. Appropriate considerations for this session format may include, for example: a workshop, demonstration, performance, exhibition, staged conversation, debate, or extended dialogue with the audience. These sessions are scheduled for about 60 minutes and should be structured so that some explanatory or introductory information is provided, with ample time for audience interaction, participation, and involvement.

### **Poster Presentation**

This format is ideal for presenting preliminary results of work in progress, for best practice or for projects that lend themselves to visual displays and representations. Space for the poster or exhibit will be provided by the Congress organisers; however, all materials must be organised by the presenter, including posters, displays, handouts or other appropriate materials. Please note that we cannot guarantee a dedicated power source for each presenter.

Posters should be placed on the boards before 8:15am on the first day of the Congress and removed by 17:30pm on the second day of the Congress. Authors of posters are expected to be present next to the poster during the coffee breaks. The author is required to be present during the period allocated for the poster presentation.

Poster size and orientation: Posters must be produced in portrait style.

Poster size: 90 cm width x 120 cm height

Poster content:

- Title of the poster
- Full names and affiliations of all authors
- Introduction
- Objectives, methods, examples of best practice, presentation of educational projects, school presentations, presentation of educational material
- Results
- Conclusions
- References: If you feel references are essential, include no more than two or three

## **Poster Preparation**

- Choose a readable, sufficiently large font for the text. We suggest using a font size of 22 – 24 pt for texts and 60 – 70 pt for headings.
- You are kindly asked to bring your poster fully assembled and printed. There will be no possibility to print out on any larger formats at the conference.
- Illustrations should be clearly visible from a distance and less detailed than those used for screen presentations. Using colour may clarify an image, but be sure that the background and font colours are compatible for easy reading.
- The poster must be fully prepared when you arrive at the congress.
- Handouts may be used.
- Do not mount your work on very heavy cardboard, as this may be too difficult to fix on the wallboard. Only adhesives can be used to mount your poster. Adhesives will be available in the poster exhibition area.
- Posters that have not been removed at 18:00pm will be disposed of by the organisers.

A programme committee will consider the submissions