



# ACSP

Connecting educators,  
researchers and students

## Abstract Process & Conference Timeline

2018 ACSP 58<sup>th</sup> Annual Conference, Buffalo, New York  
October 25-28, 2018

<b>May</b>	<b>Author notifications delivered the week of May 21</b> <ul style="list-style-type: none"><li>Request feedback for rejected abstracts by <u>contacting track chairs</u>.</li><li>For International Attendees – if you need a formal letter of invitation send a note to <a href="mailto:Lisa@acsp.org">Lisa@acsp.org</a>.</li></ul>
<b>June</b>	<b>Deadline for award submissions and nominations June 1</b> <b>Book of Accepted Abstracts published Tuesday, June 19</b> <b>Conference registration opens Tuesday, June 19</b> <b>Multiple Presentation Policy</b> If you get a personal email about this, a response is required before we can schedule your presentation.
<b>July</b>	<b>Draft schedule posted on ACSP web – Tuesday, July 17</b> <ul style="list-style-type: none"><li>Withdrawal as necessary. Simply send a message to <a href="mailto:abstracts@acsp.org">abstracts@acsp.org</a>.</li><li>Request edits to paper title or authors – <a href="mailto:abstracts@acsp.org">abstracts@acsp.org</a>.</li></ul> <b>Volunteer as discussant</b> using the <u>online form</u> .
<b>August</b>	<b>Award committees notify all award winners – first week of August</b> <ul style="list-style-type: none"><li>Student winners are promoted before the conference.</li><li>Faculty winners are announced at the conference with additional publicity after the conference.</li></ul> <b>Book hotel &amp; transportation, renew your ACSP individual or student membership</b> <ul style="list-style-type: none"><li><u>Travel Information</u></li><li><u>Hotel Information</u> – reservation deadline <b>September 29</b></li><li>Members are entitled to registration discounts – Don't wait until the early bird deadline to join or renew. Pre-empt the rush!</li></ul> <b>Early bird registration deadline Tuesday, August 28</b> <ul style="list-style-type: none"><li>Save \$50 if you make this deadline!</li><li>Consider donations to FWIG &amp; GPEIG</li><li>Registration assistance, email <a href="mailto:registration@acsp.org">registration@acsp.org</a>.</li></ul>

	<p><b>Consider Career Center options</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Post jobs</a> available in your department</li> <li>• <a href="#">Post or update your vitae</a></li> <li>• Do you need meeting space to host an Information Session or private interviews? Contact <a href="mailto:careers@acsp.org">careers@acsp.org</a></li> </ul>
<b>September</b>	<p><b>Prepare your presentation</b></p> <ul style="list-style-type: none"> <li>• <a href="#">What is a Moderator?</a> <a href="#">What is a Discussant?</a></li> <li>• <a href="#">Understand equipment availability</a>/plan to bring your own laptop and the correct power cords!</li> <li>• What are the <a href="#">poster dimensions</a>?</li> <li>• Understand <a href="#">lightning presentation</a> rules</li> </ul> <p><b>Student Paper Award winners announced</b> Watch for weekly newsletter articles, social media announcements and web postings to read about the best of the best student papers – then come hear them presented at the conference.</p> <p><b>Presenter's registration deadline Tuesday, September 18</b> <i>Everyone</i> with their name on the program must be registered by this date.</p>
<b>October</b>	<p><b>Submit your final paper by Tuesday, October 2</b></p> <ul style="list-style-type: none"> <li>• To your confirmed Discussant</li> <li>• Other presenters in your session</li> </ul> <p><b>Create your personal schedule</b></p> <ul style="list-style-type: none"> <li>• Log-in to the conference app to create personal schedule</li> </ul> <p><b>Conference dates – October 25-28, 2018</b></p> <ul style="list-style-type: none"> <li>• Annual Business Meeting, Friday, October 26, 7:00am</li> <li>• Faculty Awards Luncheon – Saturday, October 27</li> </ul> <p><b>Provide immediate feedback via the App!</b></p> <ul style="list-style-type: none"> <li>• Send comments immediately about a session</li> <li>• Send us your ideas for next year!</li> <li>• Send comments directly to the presenter</li> <li>• Post comments and photos using <b>#ACSP2018</b></li> </ul>
<b>November</b>	<p><b>Post conference survey! Deadline Tuesday, November 13</b></p> <p><b>Need a registration receipt?</b> Registration assistance, email <a href="mailto:registration@acsp.org">registration@acsp.org</a>.</p> <p><b>Faculty award winners publicized</b> Watch for weekly newsletters, social media, web postings and press releases that will highlight our winners.</p>
<b>December</b>	<p><b>Take a break! It all starts again next month.</b></p>