



# 87th Annual International Conference

## Submission Guidelines

October 3 - 8, 2022

If you use a screen-reader and need assistance, please contact the [ABC Office of Business Communication](#).

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### Conference Participation

If you are interested in attending the ABC 87<sup>th</sup> Annual International Conference, please submit a business communications-related topic. All virtual and in-person participants must register first. Due to hotel and conference constraints, we may limit the number of in-person presentations this year.

Once approval notices have been sent, the submitter will be asked to accept the approved status within two weeks of the emailed notice. This can be done by logging on to the submitter's profile or looking at the **My Presentations** page. In July, we will send approval notices to the submitter and any co-presenters or co-authors. You can also check your submission status by visiting your **ABC profile** and looking at **My Presentations**.

### Submission Checklist

- Register to be an **Organization Member** or **Organization Guest** by visiting the [ABC membership page](#) before submitting your presentation.
  - o Below, the **Membership and Guest Information** section explains this more thoroughly.
- Secure permission to include co-presenters in your presentation before submitting a group proposal.
- Inform co-presenters that they must pay to register, attend, and present at the conference once the submission is approved.
  - o Do *not* include anyone as a co-presenter if they have not agreed to attend the conference. Instead, list these individuals as co-authors.
- Submit only **one submission** per group. Be sure to include all group members' names.
  - o **Exception:** you are permitted to make additional submissions for **How Do You Teach Diversity, Equity, and Inclusion?**, **My Favorite Assignment, Posters, or Research Roundtable** as well.
- Register for the conference if accepted, even if presenting virtually.

### Membership and Guest Information

Presenters must be either an organization member or an organization guest. A presenter or co-presenter can create a free **Organization Guest** account (no member benefits) by visiting the [ABC membership page](#). Please establish this account prior to your submission to keep all the presenters in the communication loop.

Organization members receive a discount at the conference. The full submission is archived if the member submits and maintains an ongoing membership. Guest members do not receive ABC member discounts nor archived submission details.

You may [create a guest account and later turn it into a membership account](#). Contact the [ABC Office of Business Communication](#) for assistance.

## Session Types

### Regular Presentation (20 minutes)

- One to two speakers will present a topic.
- Presentations will be grouped together by the conference chairs.

### Group Panel (60 minutes)

- Three or more speakers will present on a topic.
- Conference chairs may group the panel with another presentation.
  - This depends upon panel size and conference needs.

### Poster

This year, we are offering a new twist for the poster session. Presenters are now required to share a project overview within a three-to-five-minute presentation. There may be one or more presenters per poster, and the duration of each overview will depend upon the total number of presenters. The overview should include:

- Project goals
- Central questions
- Findings (if appropriate)

Following the overview, presenters must be available to display their posters and interact with colleagues in order to obtain feedback and suggestions. Check the website in early July for poster preparation tips. Virtual presentations will be scheduled alongside other poster presentations.

Stay tuned for more details.

### Workshop

A workshop is two to three hours in which one or more presenters share highly interactive, themed events that are outside of the regular program. Participants should learn a new approach to teaching, researching, or consulting business communication that they can immediately implement. Proposals on thematic topics are welcome.

**Indicate in your submission the proposed workshop length.**

Examples of possible workshops include:

- Creating a scholarship of teaching and learning research projects.
- Understanding emotional intelligence and designing appropriate assignments.
- Working with international writers.
- Developing a stable assessment plan for a business communication course or program.

## Samples

Your rigorous adherence to the submission process helps us continuously improve the conference experience for everyone. We review, then approve or decline proposals based on all submission details.

[View an example of a strong submission](#), or [view a sample submission form](#) on our website.

On the submission form, the submitter is asked to indicate the following:

"I understand that the criteria below is being used throughout the evaluation and selection process."

- Proposal's purpose, goals, methodology, and outcomes.
- Extended abstract text that is 750-1000 words, not including the reference listing.
- Attractive abstract that describes the presentation in 60 words or less and uses third-person writing.
- Agreement between presenters and co-presenters to register and present at this conference.

Selection of a particular track does *not* influence the selection process. However, a selected track alongside a project's focus helps us best schedule your presentation.

We hope you will permit ABC to consider your extended abstract for publication in the citable [Conference Proceedings](#) (ISSN 2472-0658). The submitter is asked to respond *yes* or *no* to the following:

"I grant the Association for Business Communication permission to display my extended abstract (proposal) publicly. Should I choose to revoke this permission, I understand I may do so by contacting the [ABC Office of Business Communication](#) or another such contact as directed by the Association for Business Communication."

## Ready to Submit?

Submissions are closed, except for certain sponsored sessions.

| Submission Deadlines  |                           |
|---|---------------------------|
| <b>Workshop proposals:</b>  | Friday, February 18, 2022 |
| <b>Presentation and panel submissions seeking early approval:</b> | Wednesday, March 2, 2022  |
| <b>All other submissions:</b>                                     | Wednesday, March 30, 2022 |