COMMUNICATION MATTERS GENERAL GUIDELINES FOR ABSTRACT SUBMISSION

Submission Requirements

By submitting an abstract, presenters agree to:

- Register for at least one full conference day
- Provide a written article (up to 2000 words) for the Communication Matters Journal within two months following the conference
- Present their work on the scheduled date and time
- Provide any handouts or materials required for their session

Individual Submission Limits

Please submit no more than five papers per individual to ensure a diverse conference programme.

Commercial Sponsorship Disclosure

If you are employed by a commercial AAC supplier, your attendance is funded by a supplier, or you use a supplier email address, this is considered a sponsored paper and must be declared on the abstract form.

Submission Details

Who Can Submit?

We welcome submissions from all members of the AAC community, including:

- AAC users and family members (particularly encouraged)
- Professionals and practitioners
- Researchers and academics
- Support workers and advocates

Topic Areas

All submissions should align with one of three evidence-based practice categories and be relevant to **Communication Matters' objectives**:

- Increasing awareness, understanding, and knowledge of good practice in AAC
- Providing a forum for information exchange related to AAC
- Promoting the positive role of AAC in empowering people with complex communication needs
- Supporting high-quality research in AAC

Choose from (please click on each format for detailed guidelines):

Platform Presentation - 45 minutes including questions

Workshop - 45 minutes including practical/demonstration elements

Poster - display with presenter availability during breaks

Lightning Talk - 6.25 minutes or 12.5 minutes for AAC users & a Lightning Talk Sample PowerPoint Template

How to Submit

Read the guidelines and privacy statement

To support you to have the best chance of your abstract being offered a session please download and read the evaluation criteria **here**.

Click on the submit abstract button

Complete the submission form with:

- Presentation title
- Abstract (maximum 300 words)
- Preferred presentation format
- Topic area
- Disclosure of any commercial sponsorship

IMPORTANT: Once you have clicked 'save and submit' you will need to log back in to the portal to make any amendments. It is important to keep note of your password.

All submissions will be acknowledged automatically via the email provided with the abstract – please contact us if you do not receive an acknowledgement within two working days of submission. The abstracts committee will examine all submissions and will notify all applicants of the outcome via email by **mid-May**. Accepted abstracts will be included in the conference programme.

If you are unable to access the system, please email us at events@hg3.co.uk or call us on +44 (0)1423 529333.

Privacy Statement:

By creating a log-in and submitting an abstract, you agree to the information you include on your profile and on your abstract submission being shared with Communication Matters personnel, and with Hg3 Conferences for administrative purposes only.

Accepted abstracts will be printed in the conference programme and so, if successful, all the authors full names and organisations, along with your abstract title, abstract and references will be shared with Hg3 Conferences and it's suppliers in relation to the Communication Matters Conference only.

All communications will come from Hg3 Conferences Ltd on behalf of Communication Matters.

Further details about how we use personal data can be found in our Privacy Policy.

Questions and Support

Contact us at

Email: events@hg3.co.uk

Phone: +44 (0)1423 529333

We look forward to receiving your submission and seeing you at Communication Matters 2026!