Guidelines for Abstract Submission
2016 International Test Commission, Vancouver, July 01-04, 2016

Key Information and Important Dates

- All types of submission should be an APA style abstract in text only format of no more than 300 words.
- Each person can only submit 4 abstracts of which he/she is one of the authors. Of the four submitted, he/she can only be the leading author for 2 abstracts.
- Names and affiliations of the authors should be in the order of the authorship.
- The closing deadline for all types of submissions is **December 21, 2015, except for the deadline for the workshop, which is October 20, 2016**.
- Notification of review decision will be announced by February 28, 2016.
- Early bird registration ends April 30, 2016.

Types of Submission

WORKSHOP (Deadline is October 20, 2015)
A workshop covers an important or emergent topic that is of interest to the conference participants. The workshop should also include certain modes of exercises, real examples, and/or hands-on practice. Although more than one workshop facilitator is acceptable, **only one person will be designated as the leading facilitator and enumerated** for travel, accommodation, and registration fee if the proposal is accepted by the Conference Program Committee.
Time
A workshop is full-day long (6 hours) with 3 hours each in the morning and afternoon.
Formal Submission Requirements
- Importance of the workshop topic
- Relevance and usefulness to the conference participants
- Background of the facilitator(s) and his/her training and experience in the proposed topic
- Agenda for the workshop
- Logistics and or equipment for the workshop

SYMPOSIUM
A Symposium is a multi-presenter session. Any multi-presenter session including research, practice or theory-oriented content should be submitted here. Participants in a Symposium should include a chairperson and four to five presenters. Although individual presentations within a Symposium may have all authors from the same institution, the overall session must contain presenters from at least two different affiliations so that sessions do not become "advertisements" for products or research programs from a single company or academic program. The program is intended to be science-based and inclusive for all participants. Sufficient time should be allowed for audience participation. The person submitting the symposium proposal should submit an integrated summary of the symposium along with the abstracts of the individual presentations.

Time

Each symposium is 90-minute long including time for questions and discussions.

Formal Submission Requirements

A max. 300 word structured abstract of the overall symposium plus a max. 300 word structured abstract for each presentation.

Abstracts of the overall symposium are structured:

- Introduction
- Contributions
- Conclusions

Abstract of each paper in a symposium are structured:

- Introduction
- Objectives
- Design/Methodology
- Results
- Conclusions

SINGLE PAPER PRESENTATION

Single papers will be composed of coherent groups of individually submitted papers to form a 90-minute session by the Conference Program Committee.

Time

Each single paper presentation is 15-minute long including time for questions and discussions.

Formal Submission Requirements

A max. 300 word structured abstract:

- Introduction
- Objectives
- Design/Methodology
- Results
- Conclusions

POSTER

Posters are short research presentations displayed on large printed boards **(1.20 x 0.84 meter; portrait format)**. Individual posters will be clustered in poster sessions by the Conference Program Committee. At each poster session, many authors simultaneously present their posters and the audience circulates and stops to discuss posters of particular interest with the authors. Presenters of the posters are kindly asked to bring handouts on their poster to the session for interested visitors.

Time

Each poster session will be 40 minutes long.

Formal Submission Requirements

Max. 300 word structured abstract:

- Introduction
- Objectives
- Design/Methodology
- Results
- Conclusions

Submission Subthemes (Tracks)

In order to streamline the scientific program with the 10th ITC Conference theme, you are asked to select from the list of subthemes (tracks) to which your abstract is most relevant when you submit an abstract. Identifying a subtheme for your abstract(s) also helps the Conference Program Committee to select the most suitable reviewers for your abstract and the best fitting schedule in the conference program.

The subthemes (tracks) are:

1. Educational Testing and Assessment
* Challenges and Opportunities in International Assessment
* Applying New Technologies and New Psychometric Models in Testing
* Standards and Guidelines for Best Testing Practices
* Testing in Multilingual and Multicultural Contexts
* Assessment for improving learning in the classroom
* Assessment of 21st century skills
* Validity

2. Psychological Testing and Assessment
* Applying New Technologies and New Psychometric Models in Testing
* Standards and Guidelines for Best Testing Practices
* Testing in Multilingual and Multicultural Contexts
* Validity

3. Testing for Employment and Credentialing
* Applying New Technologies and New Psychometric Models in Testing
* Standards and Guidelines for Best Testing Practices
* Testing in Multilingual and Multicultural Contexts
* Validity

4. Testing for Program Evaluation and Public Policy:
* Applying New Technologies and New Psychometric Models in Testing
* Standards and Guidelines for Best Testing Practices
* Testing in Multilingual and Multicultural Contexts
* Validity

Review of Abstract and Decision Notification
All submissions will be subject to a blind review process by at least two independent peer reviewers. Your identification of a subtheme (track) for your abstract will play a key role in which reviewers will be assigned. The ITC Conference Program Committee will notify the first author (or the person who submits) on the decision via a formal email by **February 28, 2016**.

Responsibility of Authors If Abstract Is Accepted

If your abstract is accepted by the Conference Program Committee, at least one of the authors must register for the conference **before April 30, 2016** and present the work in person at the Conference. Failing to register before April 30, 2016 will result in the acceptance being removed, and information about your abstract will not appear in any formal documentation and the final program of the Conference.

Contact

We are happy to answer any of your questions regarding the call for volunteer reviewers on behalf the 2016 ITC Conference Program Committee. Send your inquires to itc.2016@ubc.ca by email.

Ready to Submit

To begin your submission, you must create a user profile for the 2016 ITC Conference. Your ***username and password*** will be sent to you via email. The Call for Proposals is housed on an external website accessed here:

- Create your profile – itc2016.educ.ubc.ca/profile
- Submit your proposal – itc.2016.educ.ubc.ca/submit

The online submission must be completed by the deadline in order to be considered for the Conference. Thank you for your continued interest in participating in the ITC Conference.