Presentation Types & Required Materials

ASPIRE (formerly the HFES International Annual Meeting) submissions in all presentation formats are reviewed and subjected to the same acceptance criteria, although the review criteria vary in accordance with each submission type. All sessions are 90 minutes induration except Workshops, which may be either three or six hours.

All submissions must meet the requirements specified for each presentation type and be prepared according to the formatting guidelines.

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Submission Requirements for Each Presentation Type

Requirements vary for each presentation type, so be sure to follow the guidelines below when preparing your submission.

Alternative Format - Creative and unique approaches to presenting information, such as group activities. The alternative format category is intended primarily for proposals that do not fall under or are not suited for the other presentation formats. Examples of alternative format presentations include (but are not limited to) debates, on-site experiments, simulations, and other innovative approaches to present topics that would be of interest to HF/E professionals. The Alternative Format proposal consists of an abstract and summary of objectives, subject matter, presentation format, and expected benefits to attendees, formatted according to the instructions below. The proposal should explain the nature of the alternative format, and how it will be managed, so that it can be adequately reviewed. Alternative format submissions are expected to fill a full 90 minute session.

Materials to submit: The proposer of an Alternative Format session submits:

- Proposal title (up to 200 characters) and abstract (up to 150 words);
- **No author names or affiliations** (for double-blind review);
- A description and diagram of any special room/furniture arrangement (other than the standard theater-style arrangement, which includes a head table and rows of chairs for the audience);
- If any charts, tables or graphics would be helpful to reviewers in evaluating your submission, you can upload a supporting materials file.

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Demonstration - Brief oral presentation (5–10 minutes) followed by a live demonstration of a tool or product. Demos provide an intimate, interactive forum for acquainting audience members with new hardware, software, research techniques, and so forth through hands-on experience. This hands-on aspect of demonstrations is what distinguishes a demo from a typical lecture/oral presentation.

Accepted demonstrations will be scheduled for presentation in dedicated meeting rooms. Two to three will be scheduled at the same time, allowing presenters about 30 minutes to describe the demo and allow time for hands-on interaction by audience members.

All demonstration proposals are submitted to the appropriate Technical Group for review. Accepted demos will be scheduled for presentation by the Interactive Sessions chair. Please note that demonstrations are not alternatives to exhibits; therefore, purely commercial or sales-oriented demonstration proposals will not be accepted.

Materials to submit: The proposer of a Demonstration submits a proposal consisting of:

- Proposal title (up to 200 characters) and abstract (up to 1250 words); this should include a description of the interactive nature of the demo presentation, and possible applications;
- Sufficient explanation of the demonstration materials to ensure an adequate review;
- **No author names or affiliations** (for double-blind review);
- If any charts, tables or graphics would be helpful to reviewers in evaluating your submission, you can upload a supporting materials file.

Discussion Panel - Brief statement (5 minutes) by no more than six panelists followed by at least 30 minutes of discussion involving the audience and panel members. **NOTE: These statements are not intended to be lecture presentations but, rather, a brief overview of the panelist's experience with the topic.**

Panel proposals may be submitted by an organizer who does not intend to serve as session chair and appoints a chair for the panel, or the organizer can also serve as the session chair. The panel organizer or chair should not also be a panelist in the session. The organizer of the panel serves as the contact between the program chair and individual panelists. The panel organizer is responsible for submitting the proposal, selecting a chair and cochair, notifying panelists of acceptance or rejection, obtaining letters of agreement to appear from each accepted panelist, and providing panelists with copies of the panel abstracts and overview summary. HFES discourages panels in which a majority of the participants come from a single organization. Exceptions may be made with the concurrence of the appropriate Technical Program Committee members. Please consider diversity when assembling a discussion panel.

Materials to submit: The organizer/chair of a Discussion Panel submits:

- Proposal title (up to 200 characters) and abstract (up to 150 words);
- Author names and affiliations retained (for single-blind review);
- If any charts, tables or graphics would be helpful to reviewers in evaluating your submission, you can upload a supporting materials file.

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Industry/Practitioner Case Studies - Real-world applications, experiences, and lessons learned from industry experts and practitioners in the field shaping the landscape of human systems.

Materials to submit: The proposer of Case Studies submits:

- Proposal title (up to 200 characters) objectives (up to 500 words), approach (up to 250 words), findings (up to 250 words), and takeaways(up to 250 words);
- **No author names or affiliations** (for double-blind review);
- If any charts, tables or graphics would be helpful to reviewers in evaluating your submission, you can upload a supporting materials file.

Invited Symposium - An organizer or chair decides on a theme and invites up to five presenters to give individual oral presentations (15 minutes). This session concludes with a question-answer segment and/or discussant presentation. The organizer/chair may present an overview (recommended limit: two pages) of the symposium that introduces the topic, summarizes key points of each presentation and the relationships among them, and draws conclusions based on the presentations. In lieu of one presentation, the chair may wish to invite a discussant to comment on and integrate the presentations. Invited symposium proposals should describe recent empirical, theoretical, or design work on significant HF/E topics. However, the symposium should present a topic of sufficient scope and importance to allow diverse or conflicting views on the topic. Please consider diversity when assembling an invited symposium.

The organizer may serve as chair of the session or appoint someone else to serve as session chair. The chair and/or organizer should not also be a presenter in the session. HFES discourages symposia in which a majority of the participants come from a single organization. Exceptions may be made with the concurrence of the appropriate TG program chair and the Technical Program Committee Chair. The chair is responsible for notifying participants of acceptance or rejection of the overall session; each individual presenter will receive an acceptance/rejection letter.

Materials to submit: The organizer/chair of an Invited Symposium submits:

- An abstract (overview) by the organizer/chair describing the entire symposium session, with organizer/chair's name and affiliation **retained**—to be submitted online.
- In addition, the Invited Symposium organizer/chair is responsible for the collecting and submitting the title, primary author name, and author e-mail for each of the individual presentations in the session;
- If any charts, tables or graphics would be helpful to reviewers in evaluating your submission, you can upload a supporting materials file.

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Lecture

Lecture - Oral presentation of 12–15 minutes with question-answer period following either each presentation in the session or after the final presentation. Lecture presentations describe recent empirical, theoretical, or practical design work; regardless of style, the lecture must clearly address a significant human factors/ergonomics topic. Case studies should be submitted under the Case Studies option. Typically, individual proposals are grouped together by the Program Committee based on the common topic area shared by the presentations. Five lectures are gathered in one session.

Materials to submit: The proposer of a Lecture submits:

- Proposal title (up to 200 characters) objectives (up to 500 words), approach (up to 250 words), findings (up to 250 words), and takeaways(up to 250 words);
- **No author names or affiliations** (for double-blind review);
- If any charts, tables or graphics would be helpful to reviewers in evaluating your submission, you can upload a supporting materials file.

Poster

Poster - Poster presentations are individual proposals that describe recent empirical, theoretical, or design work on significant human factors/ergonomics topics. In contrast to the traditional lecture presentation, this format offers presenters the unique opportunity to interact one-on-one with attendees in an open, dynamic setting, and allows presenters to provide thoughtful, in-depth responses to questions about their research to a broader audience. Materials are displayed on a board for 90 minutes, viewable by meeting attendees; emphasis is on graphical display format and one-on-one interaction with audience. Small technological demonstrations may augment the poster. Poster presenters are encouraged to make effective use of graphics and artifacts as well as text.

Materials to submit: The proposer of a Poster submits;

- Proposal title (up to 200 characters) objectives (up to 500 words), approach (up to 250 words), findings (up to 250 words), and takeaways(up to 250 words);
- **No author names or affiliations** (for double-blind review);
- If any charts, tables or graphics would be helpful to reviewers in evaluating your submission, you can upload a supporting materials file.

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Workshop - These activities should include a combination of educational lecture and active hands-on exercises involving workshop participants to promote skill-building of a tool, technique, or method. The primary emphasis of each workshop should be on specific, practical skills associated with the exercises. May be 3 or 6 hours; one or more presenters as needed to address audience needs. All workshops will take place on Monday.

Workshop proposals may cover technical skills such as advanced statistical techniques (e.g., causal modeling), methodologies (e.g., accident investigation techniques, design of dynamic measuring instruments, experimental design, interviewing techniques), or other professional skills (e.g., how to write procedures based on human factors guidelines, types of corporate-feasible usability testing). Workshops with more practice emphasis and participant involvement activities tend to be much better received by participants.

Workshop proposals must contain:
- Date/time requested
- Presenter information
- Why this workshop is important
- Material to be covered
- What participants will learn
- Knowledge/expertise participants will need prior to the workshop
- Who should take this workshop (within or outside the HF/E field) & expertise level
- Materials or equipment (e.g., computers) participants must bring with them to the workshop
- Hour-by-hour schedule
- List of AV and room requirements

Potential workshop participants include individuals new to the human factors profession, individuals who are experienced in one area of human factors but who wish to learn new skills in other areas, and, those who wish to enhance their skills in their area of specialization. Because a single workshop cannot address all of these audiences, proposals should articulate the level of knowledge, skills, and experience a participant should have (e.g., novice, experienced), as well as the knowledge, skills, and/or experience he or she will acquire as a result of participating in the workshop. For approved workshops, North Carolina State University will provide Continuing Education Units for attendees who request them.

The workshop organizer is responsible for submitting the proposal and for coordinating with any additional instructors. An honorarium is paid to the presenter(s). Should the proposal be found acceptable, a tentative acceptance letter is sent, which provides the deadline for submission of draft presentation slides/handout materials. Generally, about three weeks are allowed for submission of the draft materials. Should the draft materials be found acceptable, a final acceptance letter is sent. Furthermore, even after acceptance, workshops are subject to cancellation if underenrolled five weeks prior to the conference.

Materials to submit: The proposer of a Workshop submits as many pages (no formatting needed) as are sufficient to include the following information:

- Abstract and additional required details as specified above
- Proposers' names and affiliations **retained** (for single-blind review).