



Author Instructions

Deadline for Abstract submissions:	March 14th, 2019
Notification of Acceptance:	April 12, 2019
Deadline for final versions for accepted submissions:	May 24, 2019

[Download the final submission template for Research based papers](#)

[Download the final submission template for Applied papers/ case studies](#)

[Download the final Submission template for Student Poster Abstract](#)

GUIDELINES FOR SUBMISSIONS

You are invited to make contributions to the conference (in English or in French) in one of the following formats:

- A) Oral presentations (initial abstract with final written contribution of 1-6 pages length)
(note exception for student awards, final paper must be 5-6 pages)
- B) Round table/panel discussions,
- C) 90 minute workshops.
- D) Student Poster presentations

Contributions can be submitted in either French or English and can be made from research/academic or professional practice perspectives..

Proposals can address any topic of relevance to the themes of the ACE Conference.

TOPICS OF INTEREST INCLUDE:

- Human Factors in Innovation and design
- Quality and Human Factors



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- Occupational health, stress and well-being
- Psychosocial work environment
- Biomechanics
- Macroergonomics
- Ergonomics and Competitive Advantage
- Training systems and organizational learning
- Human Factors contributions to safety culture
- Work organization, work relations, family interface
- Participatory ergonomics
- Occupational
- Workplace Evaluation
- Ergonomics program design
- User Experience

APPLICATION DOMAINS OF INTEREST INCLUDE:

- Health care
- Service industries
- Manufacturing industries
- Knowledge-intensive companies
- Transport
- Construction & Extraction Industries
- Resource industries
- Technology
- Small and medium sized enterprises
- Tourism

1. GUIDELINES FOR SUBMITTING A PRESENTATION PROPOSAL

A: Oral Presentations

Oral Presentation submissions will undergo the following process:

- 1) submission of a 1 page abstract using the appropriate template as indicated
- 2) abstract will undergo blind review by at least 2 reviewers
- 3) authors will receive an accept or not-accepted outcome following the review process
- 4) authors of accepted abstracts will submit a final paper of 1 to 6 pages long (i.e. an update of the original abstract to a more detailed paper of up to 6 pages) using the appropriate final submission template and incorporating any comments provided by the reviewers (note exception for student award participants, final paper must be 5-6 pages)



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Oral Presentation abstract types:

i) Structured abstracts submitted for presentation on the basis of formal research methods:

- Please see the structured submission template posted online.

ii) Structured abstracts submitted for presentation on the basis of an APPLIED PROJECT or CASE STUDY:

Authors are encouraged to propose a presentation in partnership with the participating industry (management, labour, OHS representative, etc.) when possible. A case study can include any sort of intervention that may be of interest to other ergonomists (special accommodations, novel application of principle ect.)

- Please see the structured submission template posted online.

B/C: Roundtables/Panels, and Workshops

The organizing committee welcomes proposals for roundtable/panel discussions, and 90-minute workshops.

Roundtable/panel discussions comprise a small group of individuals who will each provide a short 5-10 minute perspective on a given topic area. Debates may be included. The lead for the session will then facilitate interaction (debate and discussion) amongst the panelists and the audience.

90 minute workshop intensives allow facilitators an opportunity to provide participants with an interactive session that may include exercises to examine a tool, method, or topic in a more in-depth way. Workshops that extend over more than one 90 minute session block will be considered.



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Proposals for roundtables/panel discussions and workshops will be reviewed by the extended organizing committee. Biosketches should be included, as indicated in the appropriate submission templates.

Please see the structured submission templates posted online.

D: Student Poster Presentations

To help celebrate the 50th anniversary of ACE, there will be a student poster competition in 2019. Posters are encouraged from undergraduate and first year masters students who have smaller projects, honours projects or case studies that may interest ACE Members.

- 1) submission of a 1 page abstract using the appropriate template as indicated
- 2) abstract will undergo blind review by at least 2 reviewers
- 3) authors will receive an accept or not-accepted outcome following the review process
- 4) authors will submit their poster for display upon arrival at the conference, and be asked to stand next to the poster for judging at an appointed time.

2. Accepted papers

Acceptance of submissions for full papers will normally be for work that has been completed and of high relevance to the ACE Community.

Authors of oral presentation submissions, including those as part of symposia, will be expected to submit a final revised document (1 page minimum to 6 pages maximum). During the conference, time allotted for presentation of full papers will be 15 minutes (maximum) with 2 minutes for questions.

3. ACE STUDENT AWARDS COMPETITION



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A competition for the best oral presentation will be held for ACE student members during the annual conference (Founders' Award for Ph.D. students, and J.M. Christensen Award for Master students, Poster presentation). Students submitting abstracts who would like to participate in the Student Awards Competition must:

- a) be first author on the paper,
- b) indicate the appropriate award category on the abstract submission form (Masters or Ph.D. level), and
- c) have an active ACE membership.

Per the oral submission guidelines, those whose abstracts have been accepted will be expected to submit a final 5-6 page paper that considers the reviewer comments, when provided. There will be no paper requirement past the abstract for the poster presentation competition.

Students may submit only one abstract for the competition but are welcome to submit other abstracts for the regular conference program, as desired. ACE reserves the right to cancel the student competition in any category where there are insufficient submissions or where the papers are judged to be of insufficient quality.

5. SUBMISSION DEADLINES

Deadline for submissions:	February 22, 2019
Notification of Acceptance:	April 12, 2019
Deadline for final versions for accepted submissions:	May 24, 2019

6. ABSTRACT SUBMISSION PROCEDURES

When you are ready to submit your abstract, go to the ACE author information page, use the Author submission link that will be up soon. If you are an ACE member, please use your login to submit your paper. If you are not an ACE member, you will be asked to create a login.



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7. PREPARING THE FINAL PAPER FOR ORAL PRESENTATIONS

Templates for final paper submissions for oral presentations will be posted on the ACE 2019 author information page by the deadline for submissions. Final submissions may be from 1 to 6 pages in length (note exception for student award participants, final paper must be 5-6 pages).

All authors whose abstracts have been accepted for an oral presentation must submit a final paper to be included in the conference proceedings. If no paper is received, the presentation will be automatically withdrawn from the program.

Submission will be through the same form used for the abstract submission.

ONLY papers submitted by authors who have paid their conference registration fees by the early registration date will be included in the program and published in the conference proceedings.

ACE considers that all papers are the property (copyright) of the submitting author(s) and that copyright will be transferred to ACE if the paper is accepted to allow ACE to publish the paper in the proceedings and distribute as desired. ACE will not prevent authors from submitting their work for publication to other publishers.

8. LANGUAGES

Submissions will be accepted in either of Canada's official languages: English or French.

English is the primary language in the Western Provinces and simultaneous translation will be offered for accepted submissions in French to translate the presentation into English.

The extent of simultaneous translation offered at the conference for English to French will be dependent on participation of English and French delegates.

9. QUESTIONS

If you have questions, please send an email at events@ace-ergocanada.ca



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