Frequently Asked Questions

SHAPE America Proposal Submission Process

Please reference this document if you have any questions. We are happy to address any concerns you may have that are not covered within this carefully prepared FAQ. You may contact SHAPE America via email at proposals@shapeamerica.org.

When are proposals due to the SHAPE America headquarters office?

All **presentation submission, research abstract, or research symposium proposals** must be submitted online through the submission site by the deadline of **Thursday, August 10, 2023,** at 11:59 p.m. Pacific time.

Do I have to be a member of SHAPE America to submit a proposal?

No, you do not have to be a member of SHAPE America to submit a proposal.

How can I access the online proposal submission site?

Please visit the Call for Proposals webpage and review the provided documentation before continuing to the proposal submission site via the button at the bottom of the page.

Who will be reviewing the proposals?

Individuals who review proposals possess broad expertise across many specialty areas within our discipline, and they represent many job sectors (e.g. k-12, higher education, government, etc.). Their backgrounds represent the multidisciplinary subject matter areas relative to content presented during the national convention.

What does SHAPE America look for when it reviews proposal submissions?

SHAPE America utilizes an established set of criteria during its review of proposals. They include, but are not limited to, the overall quality of the proposal and relevance to the SHAPE America mission; appeal of the content proposed; content overlap to sessions that were held during the most recent convention; and the completeness of the submission.

When will formal notifications regarding submissions be sent to those who proposed a session for consideration for the national convention?

All planners (presentation submissions) or presenting authors (research abstracts) will receive a formal decision notice from SHAPE America by early November regarding their submission. If session planners have not been notified by November 15, they should send an email to the SHAPE America office at proposals@shapeamerica.org. Please note that all notifications are sent only to the listed planner (presentation submissions) or presenting authors (research abstracts); notifications do not go to all parties listed on a submission. It is the responsibility of the planner/presenting author to share all notifications with the rest of the presenters/authors on the session/abstract.

How many programs are there associated with the national convention?

SHAPE America offers a plethora of tracks for presentation sessions. Research sessions include oral, roundtable oral, poster and symposia sessions. The 2023 SHAPE America National Convention & Expo had over 450 sessions, meetings and events.

What are poster sessions?

Poster sessions are research presentations formatted to allow presenters to display their research and findings on a 4'x 8' poster board in the exhibit hall. All accepted abstracts must represent completed studies that include results. During these presentations, presenters facilitate discussion with attendees.

What is an oral session?

An oral session is a research presentation programmed to allow presenters the opportunity to discuss their research during a brief verbal presentation followed by a few minutes to answer questions from participants.

What is a roundtable – oral session?

A roundtable-oral session is a research presentation programmed to allow presenters the opportunity to discuss their research during a brief verbal presentation at a roundtable with a small group of individuals followed by a few minutes to answer questions from participants before a new group rotates to the roundtable and the presentation begins again with the new group.

What is a symposia session?

Symposia sessions involve a verbal presentation of a series of related research abstracts by several researchers. Generally, there are 3-5 researchers who present their related works during a symposium, which can range in length from 60 to 120 minutes. Symposia submissions must be completed by including multiple abstracts within one submission. **Please note: If you have only one paper/study to submit, it should be submitted as an abstract.** All abstract submissions must describe original, data-based research (quantitative, qualitative, historical, or philosophical) that has been completed at the time of submission and with specific results reported. The paper must not be accepted for publication (or already published) at the time the abstract is submitted, and it must not be presented elsewhere prior to the upcoming SHAPE America National Convention & Expo.

How do I begin the process of submitting a proposal?

To submit a proposal, please visit the [SHAPE America website](#) and review the instructions prepared for the program type that interests you. When you are ready to submit your proposal, log into the submission site using your SHAPE America account. If you do not have a SHAPE America account, please create one. Once your account has been created, you will be redirected to log in using the information you used to create your account. If you have difficulty creating an account or logging in, please reach out to the SHAPE America membership team at 1-800-213-7193. You may submit a proposal as a **Presentation Submission, Research Abstract,** or **Research Symposium**. Please review the information prepared as reference prior to formally submitting to ensure that you submit your proposal into the appropriate category.

How do I edit my submission?

The system will automatically generate a confirmation email when you begin a submission, which will include your session title, abstract/session ID and a session password for future editing of your proposal. Your submission can be edited until the deadline for submissions. To edit an existing proposal, return to the Call for Proposals webpage and enter the abstract session ID and password from the automatically generated email into the orange box on the right side of the screen.

Will I be notified when I have successfully submitted my proposal?

The system will automatically generate a confirmation email to the listed planner (presentation sessions) or presenting author (research abstracts) when a proposal has been successfully submitted. The confirmation email will include the session title, abstract/session ID and a link to revisit/review your submission. It is the responsibility of the planner or presenting author to share any information with all presenters associated with the session. Please note, if the listed planner or presenting author is different from the individual submitting the proposal, the submitter will not receive a confirmation email. Only the listed planner (presentation sessions) or presenting author (research abstracts) get this confirmation email.

How many proposals can I submit for consideration?

You may submit as many proposals as desired for review and consideration. However, please note that you may not be a principal presenter or presenting author on more than three accepted sessions across the SHAPE America convention program, which includes research. You may not amend your proposals after acceptance to add additional presenters if it is found that the presenter is listed on other accepted sessions.

Why am I required to list myself as both a planner and a presenter?

Only presenters are listed in the online scheduler and in the mobile app. **If you are the planner (i.e. main contact) for your proposal, it will also be important for you to list yourself as a presenter** when entering the presenter data to ensure that you are listed on the online scheduler and mobile app. This can be done by selecting both the Presenter and Planner options when adding yourself to the submission. Note that we only communicate formal decisions and updates to the planner of submissions. It is the responsibility of the planner to communicate information to all presenters for their session.

Does everyone listed as a planner or presenter on a session receive communication from SHAPE America regarding that session?

No, only the listed planner (for presentation sessions) or presenting author (for research abstracts) will receive communication from SHAPE America regarding the session (to include emails regarding notification status, date/time notification, handout upload, etc.). It is the responsibility of the planner or presenting author to share any information with all presenters associated with the session.

Is there a character limit for a proposal submission?

There is a limit of 75 words per submission for both the session overview and objectives listed. This does not include speaker names, affiliations, city and state details, etc. The word limit specifically includes all characters in the text box of a proposed submission. The title of your proposal should not

exceed the 10-word maximum. The limit is increased (500 words) for Abstract Proposals and Symposium Proposals.

When I tried to submit my proposal, I received an error message that information was missing. Why did I receive this message?

The system is designed to capture many required elements. If you fail to complete a field or make an error when entering required data, an "error" message will appear that will contain a list of incomplete or erroneous items. You will have to go back and correct these errors before your submission will be accepted.

When I tried to submit my proposal, why am I required to submit an image?

The system is designed to capture many required elements. Please submit a photo of yourself so we can add you to our speaker database and into our program when it is live. We accept jpg and png formats for all speaker photos.

Can I withdraw my proposal after it has been submitted?

Yes. You can log in to the submission site prior to the deadline to withdraw your proposal from consideration. If you would like to withdraw your submission after the deadline, please contact SHAPE America via email at proposals@shapeamerica.org and formally request to have your proposal withdrawn from consideration. After a formal withdrawal, your submission cannot be resubmitted for consideration. Please provide your reference ID# and proposal title to ensure that the appropriate proposal has been withdrawn, especially if you have submitted multiple programs for consideration.

During submission of my proposal, can I request a specific date and time that my presentation be programmed for?

Upon submission of your proposal, it is outlined that you and your presenters must be available *any time* during the week of the scheduled national convention (Tuesday through Saturday). Therefore, we do not accept requests for specific programming dates. If you withdraw your proposal after you have been notified of your presentation date and time, it will be recorded for reference and impact the decision to accept future proposals from you.

Why do I have to pick an intended audience?

The intended audience(s) chosen allows SHAPE America program staff to develop the schedule of sessions. It helps us avoid scheduling similar sessions based on content and allows participants to select sessions that interest them while avoiding significant content overlap.

What if my proposal covers multiple categories or sub-categories?

If you believe that your proposal covers multiple disciplines, we suggest that you submit your proposal to the category that most closely fits the general topic area. You may only select one category or category/sub-category combination for your proposal submission. Please review the list of categories and sub-categories carefully before making your selection during the submission process.