



## Research Abstract Submission Information

This document provides an overview of all proposal submission questions for research abstract proposal submissions. We recommend watching the submission tutorials for step-by-step guidance on submitting a proposal.

### Terms & Conditions

Once you have started your new submission, you must read and accept the Presenter Agreement found on the SHAPE America National Convention & Expo call for proposals webpage. It is the submitter's responsibility to ensure any presenters listed on this proposal have already read and accepted the Presenter Agreement which includes the conflict-of-interest disclosure and the responsibilities of presenting a session at the SHAPE America National Convention & Expo. By agreeing to this step of the submission process for the 2025 SHAPE America National Convention & Expo, you agree that you and all other presenters on this session have read the Presenter Agreement and verify this session does not represent a corporate or nonprofit organization submitting this session to promote products, services, or resources.

### Abstract Title

Must be 10 words or less; use title case.

### Submitter's Email

Please enter your email address as the submitter of the proposal.

### IRB Approval/Exemption

Type your name in the box to complete the certification.

### Description

In 75 words or less, write the theme and an overview of the abstract.

### Category Selection

Select the appropriate Research Category that your submission will be reviewed under by the Research Council.

### Preferred Type

Please indicate all session formats in which you would be willing to present your research. Selecting multiple formats may increase your chances of acceptance into the program. Please note that oral sessions are the most limited opportunity. If accepted into the program, your final session type will be shared in the notification email.

### Has this research been previously presented?

Confirm that the research has not been and will not be presented elsewhere prior to the upcoming SHAPE America National Convention and that it was not accepted for publication at the time of the submission. Check "I agree."



### **RQES Supplement**

Grant permission for the abstract (if accepted for presentation) to be published in the RQES Supplement along with the first author's email and to be posted on the SHAPE America website as part of the online SHAPE America National Convention program. Check "I agree."

### **VISA needed?**

Check "yes" or "no" if you are an international presenter in need of a VISA Invitation Letter in order to attend Convention.

### **Request for Consideration for Graduate/Undergraduate Student Award**

Indicate a request for consideration for the graduate or undergraduate student award. Select one of the award options that you would like to be considered for, *if applicable*, by selecting "yes" after the award and typing the name into the appropriate field. If submitting for consideration, the individual listed should be a student at the time the research was completed, be the primary author and plan to personally present the research.

### **Add/Edit People (Authors)**

Add the information for the presenting author as required. Enter co-author details as applicable. Please note that authors will be listed in the program in the order they are listed in this section. You can use the arrows to the right of author names to move authors up or down in order when submitting.

Presenters can submit a photo of themselves as part of their submission. This photo will be added to our speaker database and displayed in our online program. We accept jpg and png formats for all speaker photos. If you are the submitter, please ensure you are collecting preferred photos from the presenters you are listing on your session before uploading them to the speaker database.

### **Abstract Text**

Abstracts should be 500 words or less and written in complete sentences. Type or copy-and-paste each part of your abstract under the corresponding sections (i.e. Background/Purpose, Method, Analysis/Results, and Conclusions). Do not include the abstract title, authors or references in the text entered for each section (title and author information is captured elsewhere during the submission). There is no need to shorten lines to fit inside each section. The text will automatically wrap to fit. You may use the text formatting buttons at the top of the sections for subscripts and superscripts, etc. Check spelling and confirm that the total word count of all four sections of your abstract do not exceed the 500 word limit.

### **Confirmation**

On the confirmation page, review all submission information. Print a copy of your proposal if you wish. When final, click the "Conclude Submission" button to send your final proposal to SHAPE America. **Please note that your proposal is not considered complete and officially submitted until you hit the "Conclude Submission" button on this confirmation page.** The system will automatically generate a confirmation email to the listed submitter's email when you have successfully completed your proposal submission. Please note the confirmation email only goes to the listed submitter on the session.