



## Research Symposium Submission Information

This document provides an overview of all proposal submission questions for research symposium 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.

### Session 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 150 words or less, write the theme and an overview of the symposium.

### Category Selection

Choose the category most closely related to your submission.

### AV Equipment

Choose from the available list. If you do not need AV equipment, please indicate so by selecting the box next to this option. In the second AV question, indicate whether your session could be adapted to be done without AV.

### Room Setup

Please select the meeting room setup that you believe is best suited for your session. However, please be advised that SHAPE America staff reserve the right to program all accepted sessions in the appropriate room setup according to the written overview.



- **Theater Seating** – ideally suited for sessions that do not have an activity component where physical education activity equipment is requested/needed. (Rows of interlocked chairs)
- **Roundtables** – ideally suited for sessions where small groups will meet after a lecture component has been delivered. (Round tables seating 8 to 10 individuals per table)
- **Activity-Open Area** – ideally suited for sessions where participants will engage in activities that require the use of physical education activity equipment. (Open activity space with chairs surrounding the perimeter of the room)

### People

Please list **one** individual as the “planner” of the session who will be the point of contact for the session. If the contact is **also** an author/presenter for this submission, please select both the “planner” and “presenter” button. The point of contact/planner is not formally listed in the SHAPE America online scheduler or the convention mobile app unless they are also listed as a presenter/author.

**IMPORTANT NOTE:** The **Research Symposium** module is set up to collect individual author and abstract details in a unique format. When selecting an author/presenter, type that presenter’s correspondence abstract/presentation title under “Enter Presentation Title.” You will need to associate an abstract/presentation title for each author. After entering an author and corresponding abstract title, you will have to enter additional information associated with that abstract by clicking on the title of the abstract, then clicking on the icon under “abstract text.” The red X will change to a checkmark once the necessary information has been provided. All authors must include their own presentation and abstract text. Repeat this process for all authors and abstracts associated with the symposium.

Presenters have the opportunity to 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.

### Extended Description

This description will be used by the Research Council during the evaluation process and can be different than the program description listed earlier. It is limited to 500 words (max) and should include the main points, objectives, or goals of your proposed program. Do not list presenters or other participants here.

### Confirmation

On the confirmation page, review all submission information. Print a copy of your proposal if you wish. When final, click the “Submit” 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 “Submit” 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.