

## Presentation Submission Information (Non-Research)

This document provides an overview of all proposal submission questions for presentation submission (non-research) 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 agree to the Terms and Conditions, which includes the conflict of interest disclosure and the responsibilities of presenting a session at the SHAPE America National Convention & Expo. By checking the box to agree to the terms and conditions, you are certifying that all authors and presenters associated with the session have also read and agreed to the terms. **Please be sure you and all co-presenters have read the Presenter Agreement on the call for proposals homepage prior to checking this box.**

### 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.

### Presentation Type

For the 2023 SHAPE America National Convention & Expo, all sessions submitted for consideration through the call for proposals will be considered for 60-minute session slots only. Please select the Session: 60 minutes option to move forward.

### Category & Sub-Category

Please select the appropriate category and sub-category that most closely fits your general presentation area.

### Intended Audience

Please select your intended audience(s) from the list available. You may select up to 3.

### Ideal Session Attendance

Please select the ideal number of participants for your session to be as effective as possible.

### **First-Time Presenter**

Please indicate whether any presenters on the session are first time presenters at the SHAPE America National Convention & Expo. If so, please list them specifically by name in the field that populates after choosing the yes option.

### **Recording Opportunity**

Please indicate whether you would be willing to have your session recorded and used as part of future professional learning opportunities for our community.

### **Virtual Presentation Opportunity**

Please indicate whether you would be interested in presenting your session in a virtual format after the live event.

### **Does a participant need special accommodations due to a disability?**

Please select this option if you, or a co-presenter, require special accommodations due to a disability, then explain the type of accommodation needed.

### **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)

### **AV Equipment**

Please indicate whether you will be needing AV equipment. 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.



Please Note: Shape America does not provide CD or DVD players, extension cords, laptops, or laser pointers.

### Activity Equipment

Please note that even if you indicated that you do not need activity equipment, you will need to respond to the following questions in order to proceed to the next step of the submission process.

If accepted into the 2023 SHAPE America National Convention & Expo program, planners indicating their need for activity equipment will receive additional communication regarding how to reserve activity equipment for their session. Please indicate if your session will require activity equipment.

Thanks to a generous donation from Gopher, SHAPE America can provide activity equipment for convention sessions. A list of all available equipment may be viewed [here](#). We strongly discourage the use of any outside equipment for sessions unless it is an item we do not have available in the above-linked inventory.

Read and check the box stating you understand the following statement. I understand that, if this session is accepted into this year's convention program and activity equipment is required for facilitation, we will be expected to utilize equipment made available by Gopher through the SHAPE America Equipment Closet rather than equipment from outside sources, unless the specific piece(s) of equipment are not available in SHAPE America's inventory.

Review the available [equipment list](#) and add any additional types of equipment you may need that aren't currently represented on the list.

### People

Please list **one** individual as the "planner" of the session who will be the point of contact for the session. If the planner should **also** be listed as an author/presenter on this submission, please select both the "planner" **and** "presenter" button. **Planners are not automatically listed as presenters on a session.** The point of contact/planner is not formally listed in the SHAPE America online planner or the convention mobile app. A planner for a submission receives all communication for the session from SHAPE America and is responsible for communicating that information with all of the listed presenters, please make sure your planner and presenters are aware of the planner responsibility. Please note only planners can request changes for a session.

Please add all presenter information, as applicable, for each presenter for the session.

### **Description**

Limited to 75 words, the session description should list the focus of the presentation (attendee benefit, intended audience, purpose, relevance and importance). If accepted, this description (subject to editing) will be included in the final program book.

### **Learning Objectives**

List the three required learning objectives. Ensure you are using one of the “approved” objective verbs to start your learning objective and ensure they are as descriptive as possible. If you are resubmitting a proposal having already presented this information during a recent convention, your objectives should describe a new, innovative approach for your proposed session.

### **Confirmation**

On the confirmation page, review all submission information. Print a copy of your submission for your records, if you wish. When ready, 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.**