

Presentation Submission Information (Non-Research)

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

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.

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

Please select the type of session you wish to present. It should be noted that unless otherwise updated from SHAPE America staff, your requested session length, per your submission, will be honored. In that respect, you will be required to present your session, in its entirety, for the allotted programming time.

- Session (60 minutes)
- Workshop (120 minutes)
- Half-Day Session (4 hours)
- Offsite

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.

Expected Attendance

Provide an estimated number of attendees you expect your session to draw. SHAPE America will use this information to program your session into an appropriately sized room, if accepted for presentation.

First-Time Presenter

Please select whether you will be a first-time presenter at the upcoming convention.

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 equipment is requested/needed.
- **Roundtables** – ideally suited for sessions where small groups will meet after a lecture component has been delivered.
- **Activity-Open Area** – ideally suited for sessions where participants will engage in activities that require the use of equipment.

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.

Activity Equipment

Please use the space provided to request equipment needed to conduct your session (i.e. 10 cones, 2 tennis balls, etc.) If your session is accepted, we will make every effort to accommodate

your request, however please note that specific activity equipment cannot be guaranteed. Please ensure you are only listing equipment that is essential to your presentation. If no activity equipment is required, please write N/A in the space provided.

People

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

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.