

Research Symposium Submission Information

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

Terms & Conditions

Once you have started your new submission, you must agree to the Terms and Conditions as outlined as the responsibilities of presenting a session at the SHAPE America National Convention & Expo.

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

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.

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.
- **Offsite**

Presentation Type

Please select to have your abstract considered for a poster, oral or roundtable-oral. Please note that it is at the discretion of the Research Council to determine the best format independent of your preference.

Category Selection

Choose the category most closely related to your submission. Select one primary category and a secondary category(s) if applicable.

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 also select the “presenter” button. The point of contact/planner is not formally listed in the SHAPE America online scheduler or the convention mobile app.

The **Research Symposium** module is set up to collect author details in a unique format. After entering an author and corresponding abstract title, you will have to enter additional information associated with that abstract. All authors must include their own presentation and abstract text. Repeat this process for all authors associated with the symposium.

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.