Presentation Submission Information (Non-Research)

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

Terms & Conditions

When 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.

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 have your presentation reviewed for by the Annual Convention Program Committee. 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 (75 minutes)
- Workshop (120 minutes)
- Idea Exchange (30 minutes)
- Half-Day (4 hours)
- Rapid Reply (15 minutes)
- Offsite

Intended Audience

Please select up to two intended audience options from the list available.

Is this submission related to social justice and diversity issues?

Please select this option if you believe that your session is related to this important area.
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.

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 the 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.

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 and provide the exact request or a close match. Please ensure you are only listing equipment that is essential to your presentation.

Category
Select the appropriate category that your submission will be reviewed under by the Annual Convention Program Committee.
Sub-Category
Select the appropriate sub-category for your submission. Please note that for each presentation category you select, the system will automatically return the appropriate presentation subcategory list.

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 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. Your session overview and objectives will be reviewed by the SHAPE America Annual Program Committee. 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 final, click the “Submit” button to send your final proposal to SHAPE America.