

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 [Presenter Agreement](#) found on the SHAPE America National Convention & Expo call for proposals webpage.

I acknowledge I have read and accepted the [Presenter Agreement](#) found on the SHAPE America National Convention & Expo call for proposals webpage. I understand that it is also my responsibility to ensure any presenters listed on this proposal have read and accepted the [Presenter Agreement](#) prior to submission of the proposal. I understand that, if this session is selected to be part of the 2026 SHAPE America National Convention & Expo, it may be scheduled at any point between Tuesday, March 17, 2026, and Saturday, March 21, 2026. I, and all listed presenters on this session, also understand that we will need to be present on-site in Kansas City to deliver this session and that we are responsible for all costs associated with presenting to include purchasing registration to the 2026 SHAPE America National Convention & Expo.

Sessions submitted through the Call for Proposals are intended to be educator- or researcher-led and may not be used to promote products, services or resources from a specific entity, including those that may be offered free of charge. Corporate and nonprofit organizations that wish to lead an activity-based or presentation-based session during the 2026 SHAPE America National Convention & Expo have the opportunity to do so through a [Leading Learning Spotlight or Power in Play session](#). These sponsored sessions offer a guaranteed 50-minute session slot on the program and will be held in the Teach & Transform Theater or Active Play Gymnasium within the Exhibit Hall at the Kansas City Convention Center. Please note: sponsorship fees do apply.

By agreeing to this step of the application process for the 2026 SHAPE America National Convention & Expo, I agree that I and all other presenters on this session have read the Presenter Agreement and verify we are not representatives from a corporate or nonprofit organization submitting this session to promote our products, services, or resources.

Session Title

Must be 10 words or less; use title case.

Submitter's Email

Your email address will automatically populate once signed into your SHAPE America account as the submitter of the proposal. If it does not or you do not have a SHAPE America account, you can create one for free at <https://www.shapeamerica.org/>. You do not have to be a SHAPE America member to submit a proposal.

Presentation Type

For the 2026 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

You may only select one category or category/sub-category combination for your proposal submission. Please review the list of [categories and sub-categories](#) carefully before making your selection during the submission process. 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 4.

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 by name in the field that populates after choosing the yes option.

SHAPE America Teacher of the Year

Please indicate whether any presenters on the session are SHAPE America District Teacher of the Year or SHAPE America National Teacher of the Year alumni.

Does a presenter on this session need special accommodation 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 session overview.

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

AV Equipment

Please indicate whether you will need 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 laptops, CD or DVD players, extension cords, laser pointers. While having a selection of dongles to connect laptops to LCD projectors, we do recommend presenters bring their own dongles/connectors.

Activity Equipment

Even if you indicated that you do not need activity equipment, you will need to respond to the following questions to proceed to the next step of the submission process.

If accepted into the SHAPE America National Convention & Expo program planners requesting equipment will receive additional communication on how to reserve it.

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 statement.

People

Please list **one** individual as the “planner” of the session who will be the only 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. 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 because once submitted you cannot add additional photos nor make changes to existing ones.

Description

Limited to 150 words or less, 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 online final program guide. **Please note that descriptions should not include any identifying information about the presenters of the session to maintain the integrity of the review process.**

Learning Objectives

List the three required learning objectives. Ensure you are using one of the objective verbs listed on the page as the first word of your learning objective and ensure all learning objectives are as descriptive as possible. If you are re-submitting 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.** 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.