

## Research Symposium Submission Information

This document provides an overview of all proposal submission questions for research symposium 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 read and accept 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.

### **IRB Approval/Exemption**

Type your name in the box to complete the certification.

### **Description**

In 150 words or less, write the theme and an overview of the symposium. This description (subject to editing) will be used in the online program guide. Do not list presenters or other participants here.

### **Category Selection**

Select the appropriate category most closely related to your submission.

### **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.

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.

### **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** – (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.

### **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 for this submission, please select both the “planner” and “presenter” button. The point of contact/planner is **NOT** formally listed in the SHAPE America online scheduler or the convention mobile app unless they are also listed as a presenter/author.

**IMPORTANT NOTE:** A research symposia a session involving a verbal presentation of a series of related research abstracts by several researchers. Generally, there are 3 - 5 researchers who present their related works during a symposium, which are 60 minutes in length. Symposia submissions must be completed by including multiple abstracts within one submission. The **Research Symposium** module is set up to collect

individual author and abstract details in a unique format. When selecting an author/presenter, type that presenter's correspondence abstract/presentation title under "Enter Presentation Title." You will need to associate an abstract/presentation title for each author. After entering an author and corresponding abstract title, you will have to enter additional information associated with that abstract by clicking on the title of the abstract, then clicking on the icon under "abstract text." The red X will change to a checkmark once the necessary information has been provided. All authors must include their own presentation and abstract text. Repeat this process for all authors and abstracts associated with the symposium.

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.

### **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. **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.