

Presentation Submission Information (Non-Research)

This document provides an overview of all proposal submission questions for non-research (presentation) proposals. We recommend watching the submission tutorials for step-by-step guidance on submitting a proposal.

Terms & Conditions

Once you begin a new submission, you must read and agree to the [Presenter Agreement](#) available on the SHAPE America National Convention & Expo Call for Proposals webpage.

I acknowledge that I have read and accepted the [Presenter Agreement](#) available on the SHAPE America National Convention & Expo Call for Proposals webpage. I understand that it is my responsibility to ensure that all presenters listed in this proposal have read and accepted the [Presenter Agreement](#) before the proposal is submitted.

I understand that, if this session is selected to be part of the 2027 SHAPE America National Convention & Expo, it may be scheduled at any time between Thursday, April 8, 2027, and Saturday, April 10, 2027. I, along with all presenters listed on this proposal, understand that we must be present on-site in Charlotte to deliver this session and are responsible for all costs associated with presenting, including purchasing registration for the 2027 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 interested in leading an activity-based or presentation-based session during the 2027 SHAPE America National Convention & Expo may do so through a [Solutions in Practice Session](#). These sponsored opportunities include a guaranteed 45-minute session slot and will be held in the Teach & Transform Theater or Active Play Gymnasium within the Expo Hall at the Charlotte Convention Center. Please note that sponsorship fees do apply.

By agreeing to this step of the application process for the 2027 SHAPE America National Convention & Expo, I confirm that I and all other presenters listed for this session have read the Presenter Agreement. I further verify that neither I nor any other presenter on this session is representing a corporate or nonprofit organization for the purpose of promoting products, services, or resources.

Session Title

Must be 10 words or fewer; use title case.

Submitter's Email

To begin the proposal process, you will need to start a new submission and enter your email address in the "Submitter's Email" field. Once you enter your email address, you will receive an automated submission email containing your session ID and a link to access and edit your proposal. If your submission is interrupted or you need to return to it later, you can resume where you left off by using the link provided in the email. Your session ID is also included for reference if you need assistance.

Presentation Type

For the 2027 SHAPE America National Convention & Expo, all sessions submitted for consideration through the call for proposals will be considered for 45-minute session slots only. To proceed with your submission, please select the 45-Minute Session option.

Category & Sub-Category

You may select only 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. Select the appropriate [category and sub-category](#) that best align with your presentation area.

Intended Audience

Please select your intended audience(s) from the available options. You may select up to 4.

Ideal Session Attendance

Please indicate the ideal number of participants for your session to ensure it is as effective and engaging as possible.

First-Time Presenter

Please indicate whether any presenters for this session are first-time presenters at the SHAPE America National Convention & Expo. If you select Yes, please list the names of those presenters in the field that appears.

SHAPE America Teacher of the Year

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

Does a presenter in this session require special accommodation due to a disability?

Please indicate whether you or any co-presenter requires special accommodations due to a disability. If you select Yes, please describe 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 for lecture-style sessions that do not include an activity component or require physical education activity equipment.
- **Roundtables** – (Round tables seating 8 to 10 participants per table) ideally suited for sessions that include small group discussions or collaborative activities following a lecture or presentation.
- **Activity-Open Area** – (An open activity space with chairs arranged around the perimeter of the room) ideally suited for sessions that involve participant movement and use of physical education activity equipment.

AV Equipment

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, or 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 indicating their need for activity equipment will receive additional communication regarding how to reserve activity equipment for their session.

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 designate **one** individual as the session “planner” who will serve as 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” buttons. **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. All communication regarding the session will be sent to the designated planner, who is responsible for sharing this information with all listed presenters. Please make sure that both the planner and the presenters are aware of and understand the planner's responsibilities. *Only the designated planners may request changes to 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. Each objective must begin with one of the approved action verbs provided on the page and should be as specific and 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, carefully 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 that the confirmation email only goes to the listed submitter on the session. All other notifications will go to the listed planner for the session.