

Research Symposium Submission Information

This document provides an overview of all questions for research symposium proposal submissions. For step-by-step instructions on submitting a proposal, please review the submission tutorial videos.

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 to 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.

IRB Approval/Exemption

Type your name in the box to complete the certification.

Description

In 150 words or fewer, provide the symposium's theme and a brief overview. This description (subject to editing) will be used in the online program guide. Do not list or include the names of presenters, authors, or other participants here.

Category Selection

Select the appropriate Research Category under which your submission will be reviewed by the Research Council and categorized as in the online convention program.

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.

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 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.

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” buttons. 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 2 - 4 researchers who present their related

works during a symposium, which are 45 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 the 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 can 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 that the confirmation email only goes to the listed submitter on the session.