

MUST KNOWS

Common Questions for Submitting a Convention Proposal

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This document contains information and answers to frequently asked questions that a potential presenter may have when submitting any kind of abstract proposal for the upcoming annual convention.

Check List (IF SELECTED)

Workshop Presenter(s) : Due Monday, September 30th

- W-9 for Payment
- Presenter Contract
- Approve Presentation Date and Time
- Headshot
- Biography
- CV/Resume
- Handouts (Optional)

Convention Presenter(s) : Due Monday, December 2nd

- Headshot
- Biography
- Handouts (Optional)
- 10 multiple choice quiz questions (contingent on CE acceptance)

Frequently Asked Questions

Submission Process:

What is the deadline for submitting proposals?

Workshop Deadline: August 12th

Symposium, Paper, Roundtable Discussion, and Case Discussion Deadline: October 7th

Poster Deadline: November 7th

What are the submission requirements and guidelines?

Although unique to each program type, your submission will include the following:

- Proposal Title
- Abstract
- If and how your submission advances equity, inclusion, and/or social justice goals principles?
- Presenters Names, Titles, and Emails
- Goals and Objectives (if applicable)
- Keywords

You will have the ability to save your submission after each section, though we advise you have your full submission saved in a word format and cut and paste into the system. A link is provided to return to your submission at any moment to make edits via the email used when starting a submission. Please save this email to readily have access to your submissions.

Selection Criteria:

How are proposals evaluated and selected?

The program committee reviews each proposal. Those with the highest ratings will be selected and scheduled.

What criteria do reviewers use to assess proposals?

Each program is reviewed by your peers along three criteria, where applicable:

- Importance of topic to personality assessment and conference attendees
- Sound Methodology and Design
- Data Collection and Results / Implications for the field

Please keep these areas in mind as you create your submission.

When will I be notified if my proposal is accepted?

Workshop notifications will be sent out on September 16th, other presentations will be sent out on November 18th, and posters will be notified on December 2nd.

Presentation Details:

How much time will I have for my presentation?

WORKSHOPS- If you are selected for a full-day workshop, you will be given 7 hours. This time includes a one hour lunch break and two 15-minute breaks. If you're selected for a half-day workshop, you will be given 3.5 hours. This time will include one 15-minute break.

ALL OTHER PRESENTATIONS- It depends on your presentation, in general, you will be given 1 hour and 30 minutes for the entire presentation. Keep in mind, this typically includes 4-6 presenters. So, individual presenters should aim for their presentation to be around 15 minutes long. However, time will be divided equally amongst all presentations within your session, so be prepared to adjust if necessary.

What type of audience should I expect?

Generally, you can expect to have anywhere from students to those in their senior career. However, if you would like to create your presentation addressing a certain demographic (e.g., introductory, intermediate, expert level) please include that within your proposal.

Are there any specific requirements for the presentation (e.g., slide format, handouts)?

Although it is not a requirement, we do suggest that you include any notes, handouts, or slides for attendees to either print or download.

Technical Support:

What AV equipment will be available in the presentation room?

We provide a projector and microphone in presentation rooms. However, you will be responsible to bring any adaptors for your specific computer.

Will there be technical support on-site for setup and troubleshooting?

We do provide technical support onsite. Business cards will be left at the podium and given to volunteers in case you are in need of assistance.

Should I bring my own laptop or other devices?

Yes, please bring your computer or your presentation on a USB or external hard drive if you're planning on sharing a computer with a colleague/co-presenter.

Travel and Accommodation:

Are there any recommended hotels or accommodations for convention attendees?

A hotel room block is available at a discounted rate at the hotel where the convention is being hosted. Please see the 2025 Convention webpage for more information.

Are there any travel grants or funding opportunities for presenters?

Free registration is granted to Workshop Presenters AND a certain percentage will be paid out post-convention to be divided amongst all presenters. However, we do have travel/hotel scholarships that will open mid-September. Notifications for scholarships will be sent out mid-December. We have a student scholarship, early-career scholarship, and a diversity scholarship. Please keep in mind that individuals may only be granted ONE scholarship.

Logistics:

What is the schedule for the conference, and when will I be presenting?

If selected to present, your acceptance email will provide a day and time. You will have time to confirm or notify the SPA Office of any changes that need to be made. Typically, workshops are hosted on Wednesday, Thursday, and Sunday. Posters are hosted on

Thursday and Saturday. All of presentations will be scheduled on Thursday, Friday, and Saturday.

Where is the venue located, and what are the transportation options?

The 2025 SPA Convention will be hosted at the Sheraton Denver Downtown Hotel. Transportation will not be provided. However, you can plan your trip using public transportation .

Is there a registration fee for presenters, and what does it include?

Workshop presenters ONLY (up to three per workshop) will receive a waiver off the early-bird, member rate registration fee for attending the 2025 SPA Annual Convention. This discount code will be shared with you if you are selected and once we receive your contract.

Networking Opportunities:

Are there any networking events or sessions specifically for presenters?

The SPAGS Social and the International & DEISJ Social are held every year. There will also be a networking event held on Wednesday night. Any additional networking opportunities will be promoted closer to the convention date.

How can I connect with other presenters and attendees before and during the convention?

There will be opportunities during breaks, lunches, and receptions to connect with other presenters and attendees. Most nights are free, so we encourage people to connect over dinner.

Promotion and Materials:

Will my presentation be promoted on the convention website or program?

Yes, if accepted and once we receive confirmation, we'll promote your workshop through email/social media. We do encourage you to share with your network within the field.

Can I distribute materials or handouts during my presentation?

Yes, however, we do have a website that will house any handouts/additional materials you would like attendees to have instead of having to print.

Feedback and Follow-Up:

Will I receive feedback on my presentation from attendees or organizers?

We do request for surveys to be completed by attendees who are wanting to receive continuing education credits, but it is not required from all. If you would like to receive the feedback please contact the SPA Office post-convention.

Is there an opportunity to publish my work in convention proceedings?

Yes, if you wish to elaborate more on your presentation, we encourage you to reach out to our Executive Director to set up a webinar throughout the year.

Expectations and Best Practices:

What are some best practices for preparing and delivering a successful presentation?

Keep your audience in mind and break content up with images and/or graphs if applicable. Make your content engage with the audience.

Are there any specific expectations or guidelines for presenter conduct?

We ask not only our presenters but also our attendees to be respectful of everyone. If any issues do arise during the presentation, please visit our SPA desk onsite or request one of the volunteers to get someone from the SPA Leadership for assistance. Please refer to the [SPA Code of Conduct](#) or to the [APA Code of Ethics](#) for further information.

If you have a questions that was not answered or you would like for us to elaborate on an answer, please reach out to our SPA Office at info@personality.org.