Association for Women in Psychology
2010 Annual Conference
Sustaining the Vision
Portland, Oregon

Proposal Submission Guidelines

General Guidelines

APA Publication format is required.

You will be asked to enter identifying information (Title, Program Abstract, Special Requests, etc) on the first page of submission process. On subsequent pages you will be asked to identify authors and be given the opportunity to upload a proposal/abstract to be used for blind review. When uploading a proposal/abstract for blind review, please remove any identifying references from the proposal/abstract. Acceptable formats include Microsoft word (EXCEPT Word 2007 version), Adobe PDF, Word Perfect, Plain Text, and Rich Text (.rtf). All documents will be converted to PDF format for the blind review process.

All **paper, poster, structured discussion, workshop, or wellness activity** submissions should consist of a 500-word abstract to be used for blind review and a 50-word abstract to be included in the program booklet.

For **symposia** submit a 150-word description as well as a 50-word abstract for each presenter in it.

For **Pre-Conference Workshops** submissions should consist of a 500-word abstract to be used for blind review and a 50-word abstract to be included in the program booklet. In addition, the following is required to be eligible for Continuing Education credit:

- o Full name, degree, address, email, telephone number, affiliations, CV (in .doc or .txt format) of ALL presenters.
- o In addition to CV please provide educational background, current primary affiliation & position, number of years in position, relevant experience and qualifications for providing this training, publications in the last 5

years related to this topic, previous presentations on this topic, professional employment or experience related to this topic of ALL presenters
- o 150 word summary with AT LEAST 3 learning objectives (if presentation is longer than 3 hours, one learning objective for each hour).

For more detailed information regarding continuing education requirements consult the APA Standards and Criteria for Approval of Sponsors of Continuing Education document. A link for this document is on the AWP home page of All Academic (http://convention2.allacademic.com/one/awp/awp10/).

There is a limit of 2 proposals per submitter in order to be able to accommodate as many presenters as possible.

Please list any special requests regarding potential scheduling conflicts such as religious observances, multiple presentations, and other obligations during the meeting. AWP will attempt, but does not guarantee, to fill all of these requests.

Interactive presentations are preferable to lectures or reading of the presentation. Only equipment to display Power Point presentations will be provided. This equipment is expensive, so please request it only if needed and bring your presentation materials with you on a thumb drive or memory stick. Internet access will be made available.

Descriptions of Proposals

PAPER	Formal presentation of theoretical issues, research data, clinical case material, treatment methods, program descriptions, etc. More interactive presentations are preferred. Presenters are urged to have copies of papers available for distribution. Individual papers are grouped together by the program review committee around similar themes. Assume 20-minutes for each presentation with time for introduction and audience question period for your paper. (time = 90 minutes for grouped paper session)
POSTER	Informal and visually inviting presentation of an individual study or project, including graphs, tables, pictures, etc. Individual posters are grouped together by the program review committee around similar themes. Presenters must be available for discussion of their work at the poster session and have copies of the paper available for distribution. (time = 90 minutes for grouped poster session)

PRE-CONFERENCE TRAINING WORKSHOP	Interactive mini-courses designed to provide extended learning experiences and professional development in a specific area. They encompass various topics of interest and normally carry continuing education (CE) credits for psychologists and other professionals. Pre-conference Workshops will be scheduled for Thursday February 11, 2010. Half-day workshops are either 8 am - 12 noon or 1 - 5 pm; full-day are 8 am - 5 pm with one hour break for lunch. Proposals must include 2-3 Learning Objectives and a brief Curriculum Vitae (CV) for each presenter in order to be eligible for Continuing Education Credits (CEUs) and be considered for acceptance. For workshops awarding CE credits, stated contact hours must be strictly observed. Separate fees are charged for Pre-conference Training Workshops. Presenters receive a portion (usually 1/2) of workshop attendee fees.
STRUCTURED DISCUSSION	Facilitated group discussion designed to bring together those working on similar problems, issues, or concepts to discuss new ideas and to engage in problem-solving. Presenters briefly introduce their ideas and facilitate audience participation. (time = 60-90 minutes)
SYMPOSIUM	Presentations by 2-3 participants on some problem or issue, designed to inform about a topic of interest. Should include related individual papers or presentations offering different perspectives. Organizers must allow time for discussion and questions from the audience. (time = 90 minutes).
WELLNESS ACTIVITY	Program that includes some type of meditation, relaxation or exercise activity such as a T'ai Chi lesson, Fun Swim/Walk/Roll/Run, or 12-step meeting). (Time 60–90 minutes)
WORKSHOP	In-depth interactive training session designed to share skills, knowledge, and/or experience in research, issue-oriented, or learning/practice areas. Should target specific audience, e.g. experienced clinicians, teachers, etc. (time = 60-90 minutes)