**ELEMENTS OF A PROPOSAL SUBMISSION**

**Proposal and Presenter Information:**

**Title** – Titles must not exceed 25 words.

**Abstract –** You will enter an abstract of your paper briefly summarizing the key points (maximum 250 words). This abstract will be used for the online program.

**Submission Topic** – This list of primary and secondary topics overlaps to some degree and is not exhaustive. When you submit a proposal, you will be asked to select *up to three* primary topics that best characterize your submission. Within each primary topic, you will be asked to select *up to three* secondary topics.

**Industries** – Indicate the occupation/industry category(ies) that is most relevant to the submission (e.g., best describe(s) the population/sample/study participants). Options are two-digit NAICS sectors, click here for more information and examples.

**Focus of Proposal –** You may optionally choose which research designs or components best describe the content in your submission.

**Type of Program** – Choose your preference for submission type: poster or paper/poster. If submitting a paper, be sure to indicate whether you are willing to present as a poster if your submission is not accepted as a paper. Note: At this phase, we anticipate most submissions will be accepted poster, with limited space in the schedule for additional papers.

**Presenters and affiliations –** You MUST enter the names of ALL authors here - including yourself if you are an author - in the order in which you wish them to appear in the printed text (for symposiums, this includes all authors on all papers). List the name, presentation role, professional role, affiliation and contact information for all presenters.

**Review File –** You will upload a document (Word or PDF) that includes the following information (maximum 800 words, excluding title, references, tables, and figures). Please do not include identifying information in this document.

**1. Purpose/objectives**
   • Purpose/objectives of this work
   • Hypotheses and research questions, if applicable
**2. Background**
   • Essential background on the topic or issue
   • The real-world and/or research context around this work
   • Published literature relevant to this work
   • Evidence and practice gaps, and how this work addresses them
**3. Methods**

• Research design and procedures, including treatment conditions, if applicable • Details on sampling, participants, and/or other data sources
   • Key details about measures and materials
   • Data collection processes/protocols
   • Analyses
• *NOTE: In this section make sure to clearly indicate whether this work is complete (i.e., data have been collected and analyses have been completed) or not. If not, clearly indicate how far along this work is toward completion.*

## 4. Findings
   • Findings/results, if applicable
• Include graphs, tables, and figures where appropriate and when narrative summary in text is less efficient
• *NOTE: Empirical work must include data from analyses that are completed by the time of presentation at the conference. If either data or results are not yet available, please describe how the analyses will be completed by this deadline.*

## 5. Discussion
   • Interpretation of findings/results, in the context of the overall study paradigm • Strengths and limitations
   • Current results compared to other previous work
   • Practical implications, future directions, and key take-away points