



NASP 2022 ANNUAL CONVENTION

FEBRUARY 15–18, 2022 | Hynes Convention Center | Boston, MA | www.nasponline.com/nasp2022

ONLINE CALL FOR PRESENTATION PROPOSALS SUBMISSION INSTRUCTIONS

Thank you for submitting your proposal for the 2022 annual convention in Boston, MA. The convention is an outstanding venue in which to showcase your research and practice. **We are especially seeking presentations that are related to the theme of the convention and will appeal to seasoned practitioners and assist them in delivering the highest quality, evidence-based practices in schools.**

PROPOSAL DEADLINES AND TIMELINE

May 3, 2021	Online Call for Presentation Proposals Opens
June 16, 2021	Presentation Proposal Submission System Closes (11:59 p.m. EST)
August 27, 2021	Henkin Memorial Scholarship Award candidates' documentation due
September 9, 2021	Notification of Proposals Acceptances to primary presenters
October 1, 2021	Online Registration and Hotel Reservations Open
November 3, 2021	Henkin Memorial Scholarship Award winner announced
November 3, 2021	Presenter Registration Deadline (If the primary presenter does not register to attend the convention by this date, the session will be canceled; other presenters who do not register by this date will not be listed in the final program as presenters (although their names will remain in the program as "contributors.")
November 8, 2021	Presentation date and time emailed to Primary Presenters
December 1, 2021	Any presenter cancellations due to NASP in writing

PRESENTATION PROPOSAL SUBMISSION PROCESS

Please read this information carefully, print it, and file it for future reference.

The online submission process will ask for the names and information for the PRIMARY PRESENTER, SECONDARY PRESENTER(S) and CONTRIBUTORS. Each of these categories is defined below.

PRIMARY PRESENTER: This individual is the person submitting the information online and will be listed first in the program book for the session. Primary presenters are responsible for:

- Registering for the full convention by the November 3, 2021, deadline (fee required). If a primary presenter does not register by the deadline, the presentation will be canceled.
- Communicating all deadlines and procedures to secondary presenters.
- Communicating with contributors (other authors of the session material who will not be attending the session) regarding the order of contribution listed in the program book.

SECONDARY PRESENTERS: These individuals are authors of the session material who are committed to attending the session and registering for the full convention. Individuals should be included as secondary presenters ONLY if they actually will present the session. Secondary presenters are responsible for:

- Registering for the full convention by the **November 3, 2021**, deadline (fee required). Secondary presenters who do not register by the deadline will be listed in the program as contributors, rather than as presenters.” **No changes in status will possible after the November 3, 2021, presenter registration deadline.**

CONTRIBUTORS: These individuals are authors of the work who will NOT attend the convention. Please use good judgment in the listing of contributors (considering the maximums per session listed below); only those who would be listed as authors on a formal publication of the material included in the session should be included. All contributors’ names will be included in the final program; please list contributors in the order you would like them listed in the program.

You will enter full information about the primary presenter first and then be prompted to enter secondary presenters’ and session contributors’ names/information, after you click on the “Submit” button.

Please be prepared to enter the following information for yourself and any secondary presenters:

- *Employer/Affiliation/University, city, state*
- *NASP membership number(s), if applicable. The accuracy of this information is very important, as it will be used in the convention final program and to determine the membership status/registration fee for secondary presenter(s).*

All proposals must be submitted online. It will be helpful to prepare all of the information requested below BEFORE going online to submit your proposal.

1. Choose a SESSION FORMAT:

Note: The Convention Committee reserves the right to change the format requested, to balance the convention program. However, presenters should select one of the types below.

- PAPERS (PA):** (50-minute presentations) *maximum of four total presenters and four total contributors:* Papers address topics relevant to the profession and inform research and/or practice. Although a wide range of topics is acceptable, information should be based on sound evidence and support data-based decision making in the field.
- PRACTITIONER CONVERSATIONS (PC):** (50-minute sessions) *maximum of two total presenters and two total contributors:* These sessions are designed for smaller groups, ideally about 30, to come together around topics that may be less mainstream, but relevant to some. The presenter acts as a facilitator, providing a brief introduction of the topic and then guiding discussion among participants. The purpose of these sessions is to create an environment where practitioners with similar issues can come together to discuss these and interact together. To that end, when considering submitting a proposal for a PC session, please keep in mind that it is better to choose a niche topic than a more popular or mainstream topic that more participants are likely to attend, risking an overcrowded session. Topics that address narrow or more focused issues tend to achieve better results for PC sessions. For example, “Social Skills Interventions for Students With Autism” (which may be more suited to a Paper session) is likely to be a mainstream topic that could attract far more than the desired 30 attendees; whereas “Navigating Faculty–Administrator Roles in Higher Education” is a more focused, narrow topic that is more likely to attract a smaller crowd, which will facilitate the flow of the conversation.
- SYMPOSIA (SY):** (80-minute presentations) *maximum of ten total presenters and ten total contributors:* These sessions provide several (sometimes contrasting) views on a single topic or issue. Typically, three brief presentations are made and then a discussant provides reactions to each of the three. Ample time for questions from participants should be provided.
- POSTERS (PO):** (90-minute presentations) *maximum of four total presenters and four total contributors:* Posters are visual presentations with 40–80 Posters occurring simultaneously in each timeslot. Each presenter is provided a 4' x 8' board on which to provide a visual display of information. Please note that

multiple, related Posters are presented simultaneously in thematic blocks. *If you submit more than one Poster session proposal on similar topics, those accepted will be scheduled in the same time block and located next to each other.*

- e. **MINI-SKILLS (MS):** (1 hour, 50-minute presentations) maximum of four total presenters and four total contributors: These sessions are designed to provide skills and information that will be immediately applicable by practitioners (“tools to use on Monday morning”). These sessions are especially appropriate for seasoned practitioners to share their knowledge with other practitioners. The session length is sufficient for a comprehensive presentation focused on skill development. Presenters should leave ample time for questions and exchanges among participants.
- f. **NASP CONVENTION WORKSHOPS (WS):** These half-day and full-day sessions require attendees to pay a fee (in addition to the convention registration fee). These proposals are reviewed in a separate process; see separate instructions if you wish to submit a proposal for a NASP Convention Workshop.

Workshop Instructions

Please be careful not to use single or double quotes (e.g., ‘, or “) in the information you submit; they will cause the page to generate an error message.

2. Develop a TITLE for your presentation.

[Tips For Writing Attention-Grabbing Session Titles and Descriptions](#)

Your title may be a maximum of 10 words and should appear in initial caps, as in the following example: Response-to-Intervention: Making It Work in Secondary Schools. A good title captures readers’ attention and clearly previews session content. (Please be sure your title remains exactly consistent in all documents submitted.) *Do not self-identify in the title by including a title page with authors listed.*

3. Prepare a SUMMARY that describes your proposed presentation.

[SAMPLE SUMMARY](#)

The SUMMARY is used to determine acceptance for the convention program. Therefore, it should be carefully prepared. Each SUMMARY is read by three reviewers (please note: reviewers only see your summary; they do not see the abstract). The review committee is composed of practitioners and trainers. All decisions of the reviewers are final.

There are several important considerations in the preparation of the SUMMARY.

- A. Do not include **ANY** information that identifies the proposal’s presenters and other authors in the SUMMARY. Proposals go through a masked review process and those that identify authors or contributors in any way are disqualified. There are common mistakes made in this area so, please attend to the following:
 - Do NOT include author name(s) in the file name of the uploaded SUMMARY document (e.g., SmithNASP19.docx).
 - Do not use an author name as part of a running head in the document.
 - Remember to turn off and clear “track changes” from the document (if track changes remain, the author’s name is typically visible in the edits)
 - Do not identify an author in describing related work. That is, rather than writing, “Our prior work (Smith, 2010) showed...”, simply say, “Smith (2010).”
 - Do not include learner objectives you will be prompted/required to submit a minimum of three and maximum of six (depending on the length of your session) Learner Objectives for your presentation in separate fields.

- B. The SUMMARY must not exceed 800 words. This limit excludes the title and supporting documentation (e.g., tables, figures, references), *but does include appendices*. Please be selective in the inclusion of supporting documentation; include only information that is essential to the evaluation of your proposal.
- C. Provide clear information that will allow reviewers to rate the proposal fairly. The proposal is rated on three dimensions:
1. **Clarity and organization of content:** This criterion refers to the organization and clarity of the written proposal. A clear, logical, organized, well-written proposal usually leads to a high quality presentation. Reviewers should be able to easily understand what you plan to present and how you will present it.
 2. **Evidence base:** This criterion refers to the quality of the evidence on which the proposal is based.
 - *If the proposal involves results of a formal research study*, sufficient information should be provided so that reviewers can easily identify the use of good methodology (e.g., with respect to subject selection, procedures, analyses) and conclusions appropriate to those methods (e.g., causal inferences are avoided in a correlation study). Although it is acceptable to submit a proposal for a study in progress, do NOT submit unless you are certain that the study will be complete in time for the presentation.
 - *If the proposal does not involve results of a formal research study*, reviewers should be able to see that the information to be presented is drawn from a sound theoretical or evidence base and/or has been assessed for efficacy in some way. Field-based, practitioner-led presentations that provide examples of “best practice” and implementation of the NASP Practice Model are encouraged. These proposals should include evidence of evaluation through progress monitoring, single subject, multiple baseline, consumer satisfaction, or similar data.
 3. **Quality of learner objectives for participants:** This criterion refers to the degree to which the proposal includes appropriate learner objectives for session attendees. That is, they should clearly indicate what benefits attendees should expect as a result of participating in the session. The learner objectives should be clearly stated and clearly related to the proposal content. In addition, the objectives should be relevant for school psychologists. The rating in this area does not consider popularity of the topic. That is, even if the topic of your session is relevant to only a specialized group (e.g., school psychologists who work in higher education, or school psychologists who work with students with low incidence disabilities), the proposal should receive a high rating in this area if detailed, relevant learner objectives are provided.
- D. Prepare the SUMMARY as a Word document with a file extension of .doc, .docx, or .rtf. The file must be typed in a 10- or 12-point Times New Roman font, double spaced, and formatted to be printable on 8½" x 11" paper. **The exact TITLE of the presentation must appear at the beginning of the summary**, but DO NOT include any identifying information about the authors or presenters. Be sure the SUMMARY does not exceed 800 words.

Any SUMMARY that contains identifying information and/or exceeds 800 words will be disqualified. Be especially careful if you have “cut and pasted” from your abstract to avoid identification of the authors. Also, be sure you have removed any “tracked changes” from the final file, as these can be visible to the reviewers. Be sure that the abstract is NOT in the same document as the summary.

4. Prepare an ABSTRACT.

[SAMPLE ABSTRACT](#)

The ABSTRACT of all accepted proposals will be published in the 2022 convention Final Program. The purpose of the ABSTRACT is to attract attendees to your session; it **must meet the following criteria:**

- MAXIMUM of 75 words; fewer words are preferred
- Clear and accurate description of session content (e.g., research study, literature review, program evaluation)
- Written in an inviting way that captures the attention of potential attendees [Tips For Writing Attention-Grabbing Session Titles and Descriptions](#)

- Indicates who will most likely want to attend (e.g., novice or experienced practitioners, graduate educators, researchers)
- Includes information in this order:
 1. Purpose
 2. Content
 3. Benefits to attendees

Once your proposal is saved and submitted, you may change the information submitted, such as the order of presenters, until **June 16, 2021**, only. After this date, **NO changes can be made**.

If you are submitting a Poster presentation (or agreeing to the possibility of doing a Poster presentation, rather than a Paper session, as originally submitted), be prepared to choose one of the following Poster topic strands for your presentation:

- Promoting Safe and Positive Schools
- Promoting Social and Emotional Development
- Promoting Diversity and Multicultural Competence in School Psychology Assessment and Intervention in an RTI Framework
- Promoting Academic Success
- Recent Developments in Assessment and Research Psychological Services for Specific Groups of Students
- Psychological Services for Students With Autism
- Issues in School Psychology, Education, and Supervision
- Health and Well-Being
- Consultation and Collaboration With Educators and Parents

DO NOT USE THE BACK ARROW BUTTON during your submission process, or the information you have typed will be deleted and you will have to enter it again. You will be able to edit your presentation information later, after you submit your proposal submission (up until the June 16, 2021, submission deadline).

You are almost ready to submit your proposal! But first, please review the following important policies before continuing ...

NASP PRESENTATION POLICIES AND PROCEDURES

Acknowledgment of proposal receipt: Once you submit your proposal, you should receive an email message within minutes acknowledging its receipt and contents. If you do not receive this email, please contact Marcia Harvey at 301-347-1667 or mharvey@naspweb.org. (Note: You will be asked to update your contact information with NASP once you log into the membership system, so be sure your email information is correct.)

Notes Regarding Presenter Names: If the name of a presenter changes after the proposal submission closes, that presenter must register for the convention under the exact name used in the proposal or notify the NASP Meetings and Conventions Department of the name change. If the name used on the proposal differs from the one used to register for the convention (i.e., using a maiden name as part of the last name one time but not the other, or using a formal first name one time and a nickname the other) the NASP registration system will not recognize the registrant as the same person who submitted a presentation proposal and will assume that they are NOT registered for the convention. If this problem occurs with a primary presenter, the presentation will be canceled. If it occurs with secondary presenters, they will be listed as contributors.

Notes Regarding Presenter Registration: Primary and secondary presenter(s) must register for the convention under the same NASP account used on the presentation proposal or notify the NASP Meetings and Conventions Department if they accidentally registered using a different account. If the Account ID differs during the proposal submission and convention registration processes, the NASP registration system will not recognize the individual as

the same person and will assume that they are NOT registered for the convention. In this event, primary presenters' presentations will be canceled, and secondary presenters will be listed as contributors.

Maximum number of proposals: Due to scheduling/space limitations, individuals may submit a **maximum of two (2) proposals** for review on which they are the PRIMARY presenter.

Maximum number of authors: Please limit the authors on your proposal to those who had a central role in the conceptualization and production of the work. That is, only those who would be considered an author of a formal publication of the work should be included. Papers, Posters, and Mini-Skills presentations may include no more than FOUR total contributors and FOUR total presenters; Practitioner Conversation sessions may include no more than TWO total contributors and TWO total presenters; Symposia may include no more than TEN total contributors and TEN total presenters. *The Primary Presenter is responsible for correct listing of the contributors. Any contributor who is attending the convention MUST register and be listed as a presenter. Authors who will not attend the convention are not required to register and will be listed as contributors (not presenters).*

IMPORTANT SCHEDULING NOTE: When presenters appear on multiple sessions, there is the possibility of unavoidable conflicts in scheduling. **Only PRIMARY presenters are guaranteed that their two sessions will not conflict.** *No schedule changes are possible based on conflicts for secondary presenters.* Please consider this limitation before you submit.

Presentation Room Set-Ups:

All presentation rooms for Mini-Skills, Papers, Practitioner Conversations, and Symposia will be set theater-style, to the maximum capacity of each room, *with Practitioner Conversations taking place in the smallest rooms, due to the nature of this session type, which involves more time for discussion than for the introductory presentation.* NASP will provide an LCD projector, laptop computer, screen, and microphone ONLY in each of these presentation rooms.

Internet access is not provided by NASP in any presentation rooms, due to the extremely high costs of this service. Please note that Mini-Skills, Paper, Practitioner Conversations and Symposium presenters will be responsible to make arrangements for any other desired audio-visual equipment or Internet service, all of which will be at the presenters' expense.

NASP Convention Workshop presentation rooms will be set schoolroom style. NASP will provide an LCD projector, screen, and microphone ONLY (*no laptop*) in each workshop presentation room. **Internet access is not provided by NASP in workshop presentation rooms due to the extremely high costs of this service.** *Please note that workshop presenters will be responsible to make arrangements for any other desired audio-visual equipment or Internet service, all of which will be at the presenters' expense.*

Information about ordering additional audio-visual equipment will be forwarded to presenters from NASP Headquarters.

Handouts: Presenters are responsible for providing handouts for session participants. The cost of any photocopying of materials for participants is the sole responsibility of the presenters. Presenters **MUST** post their handouts online for attendees who were not present for the convention or attended other sessions. **IMPORTANT:** Presenters must provide handouts on site (and not rely solely on uploading to the website), as only NASP members have access to the online handouts. Feedback from attendees suggests that presenters tend not to bring enough handouts and many people are disappointed. Please bring ample handouts to the session. NASP staff will provide information about the maximum capacity for your session room.

Proposal Submission Checklist:

You are now ready to submit your proposal. Please have the following information ready:

1. Your NASP ID:

If you are currently a NASP member or have been a member or NCSP in the last ten years, please click “Log In” and enter your username and password. (Don’t know your login information? Click “reset your password” if NASP has your current email address, or contact membership@naspweb.org for assistance.)

If you have never been a member or NCSP and have never created an account on the NASP site, click “Create an Account.”

2. The names, affiliations, city, state, email address and NASP ID of the primary presenter and any secondary presenters (that is, those who are actually attending the convention and will present the session).
3. The names (no affiliations or addresses needed) of ALL contributors to the session’s content, *in the order they should be listed in the program book*. This list should **NOT** include the primary and secondary presenters above. If there are no additional contributors to list, then no names will be listed here.

Please remember to list as authors only those who had a central role in the conceptualization and production of the work (i.e., those who would be authors on a formal publication of the work). This may not exceed FOUR total authors for Paper, Poster, and Mini-Skills sessions, TWO total authors for Practitioner Conversation sessions and TEN total authors for Symposia sessions.

4. The type of presentation as well as the TITLE (maximum of 10 words.) Please make sure the title you enter in this field matches the EXACT title on your abstract and summary and does not include your name.
5. Your SUMMARY (**maximum 800 words and NO author identification**) should be ready to upload when prompted. This document should be in one file; do not use authors’ names as any part of the file name. Before submitting, open the document to make sure author name is not in the running head, track changes is off, and there is not a title page containing identifying information. Your ABSTRACT (**maximum 75 words and NO author identification**) must be typed in the Abstract box.
6. Do not use single or double quotes (e.g., ' or ") in your information, as they may cause the page to generate an error message.
7. You will be prompted/required to submit a minimum of three and maximum of six (depending on the length of your session) **Learner Objectives** for your presentation in separate fields. Please remember that this is one of the areas that your submission will be rated on. (See page 5, dimension 3 above.)

[Guidelines For Writing Learner Objectives For Continuing Professional Development Activities](#)

You also will be prompted/**required** to select a **primary index term** for your session. This term will appear in the printed Final Program and should be the broadest or single-most applicable term for your session. Please review the list provided carefully and select the **one** term that best represents your session. If none of these terms is suitable, you may supply a different term of your own. Additionally, you may, if you like, select up to three **secondary index terms** for your session, which will be included, along with the **primary index term**, in the online program listing for better searchability.

Lastly, you will be prompted/**required** to select a maximum of two **Practice Domains** for your session, the **Skill Level** to which the session material is applicable and to indicate if the session addresses **Equity, Diversity, or Inclusion** topics or those of particular interest to **Graduate Students** and/or **Early Career** professionals.

Equity, Diversity, or Inclusion

In keeping with NASP’s social justice strategic goal, a range of convention sessions are offered to promote equity, diversity, and inclusion (EDI) in the association and school psychology practice. These sessions will cover topics including: social justice and equity; aspects of diversity such as race, language, culture, sexual orientation, and gender identity; and affirming the diverse and intersecting identities of students, families, and colleagues from minoritized backgrounds. To assist convention attendees interested in identifying and attending

sessions addressing such topics, these sessions are indicated throughout the program by a [D] symbol after the session titles. Presenters of the peer-reviewed sessions self-identified sessions as fitting the EDI designation.

8. Please be very sure to add the email address convention@naspweb.org to your address book or Safe Sender list, so you do not risk having important email communications from the NASP Meetings and Conventions Department go to your Junk or Spam folders, due to firewalls or spam filters.
9. Please make sure you are subscribed to receive ALL emails from NASP. The initial confirmation of NASP's receipt of your proposal submission will be sent differently than most NASP emails; receiving that confirmation does not guarantee that you are subscribed to receive future correspondence about your proposal submission. For example, if you do not receive *NASP in Brief* via email on Thursdays, then you likely are unsubscribed.

Looking for Further Assistance?

Download helpful information about creating a successful presentation proposal. *Please note that only the primary presenter can submit a proposal.*

[Helpful Information](#)

Only the primary presenter can submit a proposal; if you are not the primary presenter, please ask that person to submit the proposal.

Final Step—Print this document for future reference. Remember, you can edit your submission up to *June 16, 2021*.

[Call for Presentation Proposal System](#)