

Submitting a Proposal for the SPA Conference

Below you will find answers to frequently asked questions and additional information on how to submit a proposal. Please keep in mind that this is a working document so we may make updates periodically.

Frequently Asked Questions

What is the number (or range) of presenters in a symposium with a discussant?

Sessions are 90 minutes, and it is up to the presenters to manage their own time. The average number of presenters we see for symposia are four with a discussant, but we've previously had anywhere from two to five presenters. We do not mandate how many papers are within a symposium.

Do we only need a general symposium abstract or also individual presentations summaries?

Both. There is space for a general symposium but then also the individual summaries. Reviewers will look at both when reviewing.

Is the symposium organizer the only one able to submit all materials, or do the presenters also have the ability to submit materials individually?

The system allows the symposium organizer to submit all the materials! We are using a new system this year, so make sure that you select the symposium option.

How long should the general and individual paper abstracts for a symposium be? (number of words)

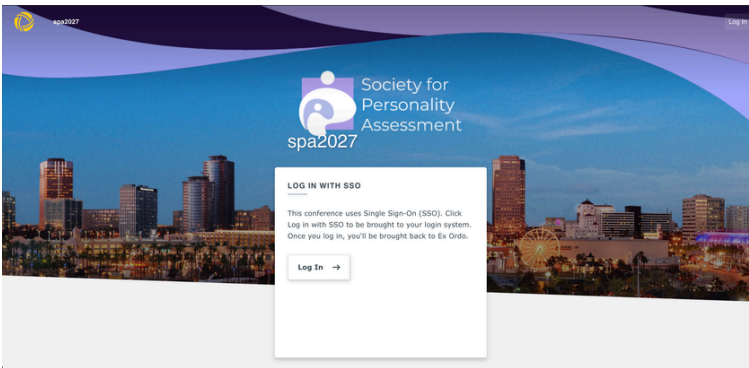
Abstracts have a 300 word limit. Same for the general abstract!

What information is needed from authors?

The following information is needed of each author: Email, Name, Affiliation, Country, Resume/CV, Biography (but no word limit)

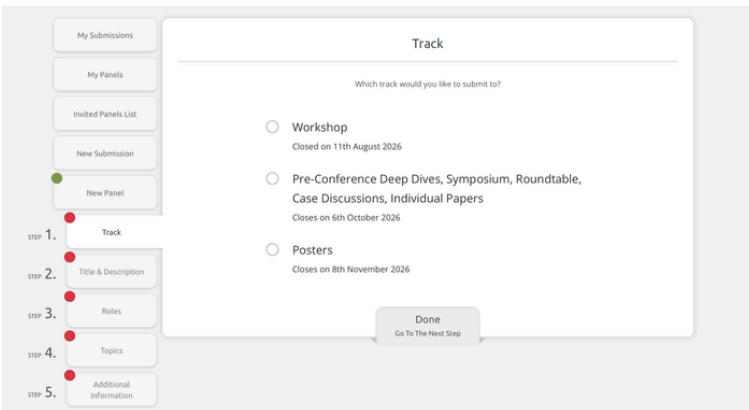
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Step by Step: How to Submit a Proposal with Multiple Papers



Step 1: You will need to log into your profile using your SPA credentials.

Step 2: Click on 'Submit a New Panel'.



Step 3: On the Track page, click on the 'Pre-Conference Deep Dives, Symposium, Roundtable, Case Discussions, Individual Papers' option.

Step 4: Click on Done to Go to the Next Step.

You will need the following information to complete next few steps:

- Session Title
- Session Description
- Roles (You will add all presenters, discussants, coordinators, etc. here)
 - Email
 - Title
 - First & Last Name
 - Affiliation
 - Country

Step 5: Fill in the next two pages with the information you gathered from above.

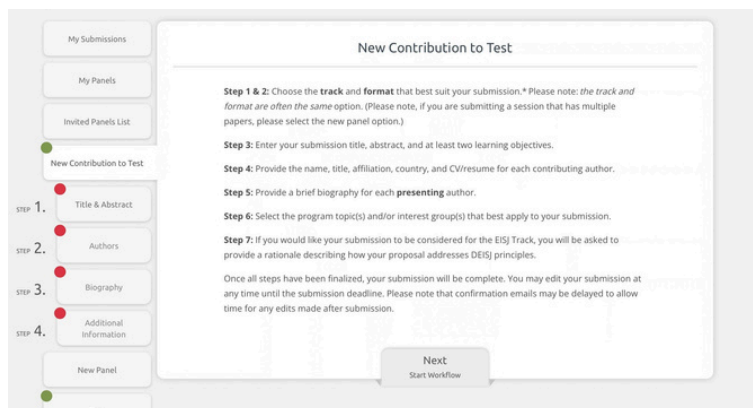
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Step 6: On the Topics page, you will be able to select 5 out of the 14 different program topics you believe best fit with your proposed presentation. You will also be able to select if it is best suited to one of SPA's Interest Groups.

Step 7: On the Additional Information page, you will be able to determine whether your proposed presentation should be considered for the Equity, Inclusion, and Social Justice track. Please read the full description before selecting your choice. Regardless of your choice, you will be asked to let us know why you believe it should or should not be considered for this track.

Step 8: Click on Done to Save Submission.

Step 9: You are now able to share a link with the other presenters/contributors to submit their individual materials. IF you are also submitting a paper underneath this program type, click on 'Submit to Panel'. This option will give you the ability to submit individual papers/presentations.

The screenshot shows a web interface for submitting a new contribution. On the left is a sidebar with navigation links: 'My Submissions', 'My Panels', 'Invited Panels List', 'New Contribution to Test' (highlighted with a green dot), 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Biography', 'STEP 4. Additional Information', 'New Panel', and 'Test'. The main content area is titled 'New Contribution to Test' and contains instructions for steps 1 through 7. Step 1 & 2 involves choosing track and format. Step 3 is for submission title, abstract, and learning objectives. Step 4 is for author information. Step 5 is for presenter biography. Step 6 is for selecting program topics and interest groups. Step 7 is for the EISJ Track rationale. At the bottom of the main area is a 'Next Start Workflow' button.

Step 10: Complete the steps on the New Contribution page. Once everyone has completed this step your submission will be considered as complete.

Please contact our office at info@personality.org with any questions regarding the submission process.