



Submission Guide for Proposals

Thank you for choosing AMENA-Psy's 2021 Virtual Conference to showcase your work. The theme of the conference this year is **MENA Matters: Increasing Visibility in Psychology**. We look forward to reviewing your proposal! Please use this submission guide to navigate our submission portal and prepare your proposal(s).

Important Dates

Deadline for proposal submission: **July 1, 2021**

Conference Dates: **September 24 - 25, 2021 (Friday & Saturday)**

Time: **Friday 12 pm - 5 pm EST, Saturday 10 am - 5 pm EST**

To submit your proposal for consideration, you will need to complete the following:

1. **Respond to all questions** in our submission portal via Google Forms.
2. **Upload CV's** for each author in the Google Form.
3. **Upload abstract** as MS Word document in the Google Form, **following the format and abstract guidelines** outlined below.

Submitting a proposal implies a commitment to attend the conference and deliver the proposed presentation if accepted. The first author should deliver the presentation. All presenters and attendees must register for the conference.

Step-By-Step Submission Instructions for Google Forms Portal:

1. Enter your **first and last name**, including pronouns and honorifics.
2. Enter your **email address**.
3. Enter **corresponding author names**, including pronouns and honorifics, in the order you would like them to be presented in conference materials.
4. Enter your **program and/or organization affiliation**.
5. Select your **AMENA-Psy membership type**.
6. Select your **submission type**.
 - If selected paper presentation, **identify the type of work involved in your paper** (e.g., original data collection, theoretical work, literature review, clinical case)
 - If selected symposium, **identify three learning objectives** for your presentation.
 - If selected roundtable, **identify three learning objectives** and how you **plan to keep the audience engaged** via a virtual conference.
1. Identify which **field of psychology** your submission best fits into (e.g., educational/school, clinical, counseling, developmental, industrial/organizational, etc.)
2. Select the **primary topic(s)** of your submission as related to conference themes.
3. Describe how your submission **relates to the theme** of the conference.
4. Enter the **title** of your presentation.
5. Upload **principal author's** curriculum vitae (CV).
6. Upload **co-authors'** curriculum vitae (CV's).
7. Upload **abstract** for your submission type, following the guidelines set forth for formatting.

NOTE: Upload as a MS Word document, following the maximum word count guidelines specified for each submission type.

To prepare your abstract submission, please use the abstract template provided at the end of this document.

Descriptions of Submission Types

Proposals may be submitted for the following types of presentations:

Paper (50 minutes): Papers will be orally presented to an audience, and the author(s) can decide on the format of the presentation, including whether there will be any visual aids. This should be a formal presentation of theoretical issues, original data collection, clinical case material, treatment methods, and/or program evaluations and descriptions. These allow for an in-depth presentation of material and are typically presented by one or a small number of authors. Presenters are encouraged to reserve 10 - 15 min for questions from the audience.

- Abstract submission must not exceed 500 words.

Roundtables (50 minutes): Roundtables provide a small group forum for discussion and debate of a specific topic. Facilitators open this session type with brief remarks or viewpoints on a specific topic that can be discussed with the audience. This format is especially appropriate for exploration and feedback of a topic, engaging in in-depth discussion or debate, and meeting colleagues with similar interests. One or more facilitators may lead this session type.

- Abstract submission must not exceed 500 words.
- Additional elements to be submitted through the Google Form: a brief plan on how to engage with the audience and three learning objectives.

Symposia (50 minutes): A symposium is a session focused on a common issue in which individual authors present their diverse views with the goal of integrating the perspectives into a meaningful whole. Symposia do not focus on only one paper but are meant to involve multiple authors to present in-depth knowledge around common themes within clinical practice, research, training, and/or policy; a discussant is optional. Presenters are encouraged to reserve 10 - 15 min for questions from the audience. **No more than three presenters.**

NOTE: Numerous abstracts are expected for this submission and will be contingent upon how many presenters will be involved. Please include all abstracts in the same MS Word Document.

- **Main Abstract:** Must not exceed 150 words and should briefly describe what will be discussed in the symposium.
- **Author Abstracts:** Must not exceed 300 words and should detail what each author intends on presenting in their portion of the symposia.
- **Additional element to be submitted through the Google Form:** three learning objectives.

Poster (50 minutes): Visually inviting presentation of an individual study or project, including graphs, tables, pictures, etc. Posters should highlight the key components of the particular type of work. Presenters must be available for discussion of their work at the poster session. In an effort to increase opportunities for masters and doctoral students in psychology to present their scholarship, we encourage students to be first authors on poster presentations.

- Abstract submission must not exceed 500 words

Submission Evaluation Criteria

The conference is designed to balance delivery of content and opportunity for interactive discussion between attendees and presenters in a virtual environment. Submissions from multidisciplinary, international, and student scholars are welcome and encouraged! We are also aware that many of our colleagues have recently had presentations cancelled due to the ongoing pandemic and see this conference as an opportunity to revive those past submissions.

Proposals will be evaluated based on the following criteria:

- **Relevance** to the conference theme,
- **contribution to the field** of MENA Psychology through empirical quantitative and qualitative research, theory, practice, training and education, and/or advocacy,
- **organization, clarity, and quality of writing.**

Any further questions can be directed to: amenapsyconference@gmail.com

We look forward to receiving your submission!



AMENA-Psy Conference Abstract Formatting/Template

Every abstract should use a 12-point Times New Roman font, be double-spaced, and include a title (12-20 words). Do **NOT** include author names in this document. For example:

Insert Title of Presentation Here in Bold-Face Type

Abstract

Each abstract should include a clear objective that describes the purpose of your presentation, and should articulate the research, theoretical, and/or clinical implications of your project. In addition to these two elements, please include any further detail that will aid in describing your presentation, keeping in mind the word limits and descriptions for each type of submission.

NOTE: In your submitted file, please make sure to delete any notes and instructions (i.e., any text marked with “Note” or underlined)

NOTE: Your submitted abstract file needs to be in Microsoft Word format.