

Rules for Submission & Information about Session Types

Who may submit a proposal? Any Member or Student Affiliate Member of SEPA whose membership dues are current may submit a proposal. Members (professional or Advanced Graduate Student Members) may sponsor submissions by non-members, but may only submit (sponsor) two proposals on which they are not participants. Student Affiliate members may submit their own work but are not permitted to sponsor submissions for others.

What does sponsorship of a non-member involve? A Professional or Advanced Graduate Student member who sponsors a proposal by a non-member is responsible for providing the non-member with all information about registration and hotel arrangements and for forwarding all messages about the submission. All correspondence concerning the proposal will be sent to the sponsor, who is responsible for forwarding it to the non-member. Furthermore, the sponsor must agree with the following statement: "I certify that all those whose names are listed as participants in this session have agreed, barring an emergency situation, to participate in this presentation at the upcoming SEPA annual meeting, and I will forward information about this proposal to all listed participants." The submitting member may, but need not, be a participant in a maximum of two such submissions.

Scheduling of sessions. Individuals are expected to participate at the time scheduled by the Program Committee, as indicated in the meeting program.

Eligibility of presentations (other than CE Workshops). Except by special invitation from the Program Chair, no presentation that has been previously presented at any meeting/conference venue, or already accepted for presentation at another conference/meeting should be submitted. A proposal should not be submitted simultaneously for review by any other international, national, regional, or state meeting. If permission must be obtained from a sponsoring organization to allow the presentation of data or other information, such permission should be secured PRIOR to submission. Authors should clearly state the status of data collection and analysis in their proposals (Please see the "How to Submit Your Proposal" document located on the SEPA website). For papers and posters, it is expected that empirically based proposals reflect completed research, or at least work that is complete enough in terms of data collection and analysis such that preliminary conclusions can be drawn and reported. Reviewers will be instructed to use discretion in evaluating proposals based on incomplete studies. Proposals for conceptual or theoretical presentations, especially for Conversation Hour, Interest Group, and Panel Discussion formats, will be evaluated on the basis of stage of completion as well as quality.

There are several available session formats. Please choose the one that best fits your submission.

1. **Open Format Requirements:** (Papers, Posters, Conversation Hours, and Interest Groups).

These require a description of a single presentation.

A proposal document consisting of a minimum of 300 words to a maximum of 500 words (excluding references) that describes the submission in enough detail so reviewers can evaluate it effectively

NOTE – an abstract is NOT required to complete the submission process.

NOTE #2 – highly rated posters that are submitted by Members may become eligible for the Outstanding Professional Paper Award. In such instances, the primary author will be contacted directly and requested to turn his/her submission into a paper presentation.

NOTE #3 – Members with fewer than seven years of professional experience can self-nominate their presentation to be considered for the Early Career Research Award. Occasionally, proposals of very high quality are designated as finalists for both the Outstanding Professional Paper Award and the Early Career Research Award through separate committee review processes. In these instances, the author must choose to participate in one awards program or the other, but may not participate in both.

2. Multiple Presenter Format Requirements: (Symposia and Panel Discussions)

These require a description of more than one part of a collaborative presentation.

300-500 word summary description, excluding references, of the session. (**NOTE** – an abstract is NOT required as part of the submissions process)

Summary of each individual's contribution (maximum 500 words each excluding references).

May include one (1) or more discussants, but this is not required (Note: Discussants cannot discuss their own papers).

If a discussant is included, a summary of the discussant's comments is not needed.

The submitter must agree with the following statement: "I certify that all those whose names are listed as participants in this session have agreed, barring an emergency situation, to participate in this presentation at the upcoming SEPA convention; and I will forward information about this proposal to all listed participants."

3. Workshops:

Download the Workshop Proposal form from the SEPA website. When it is completed, submit the form along with other related submission materials directly to the SEPA Director of Continuing Education, Dr. Jared Keeley (jwkeeley@vcu.edu). Please do NOT upload CE Workshop proposals through the Electronic Submission System (ESS).

Review of submissions. Proposals submitted for presentation through the ESS are blind reviewed by at least two members of the Program Committee. Workshops are selected at the recommendation of the CE Director.

Attendance and citation. Submission of a proposal is taken as agreement to present (upon acceptance) at the day/time scheduled, as indicated in the program, and to allow individuals to cite the presentation in their future research.

Note - for paper sessions, symposia, and workshops, LCD projectors and laptops will be provided. However, Internet access is NOT available in any of the meeting rooms.

Notification of acceptance - The Program Committee will notify the person listed as the primary author about acceptance or rejection within a few weeks of the submission deadline (Tuesday, October 8, 2019). The primary author should forward this information to all of his/her coauthors and/or participants. Submissions that violate any of these rules for participation and/or electronic format WILL NOT be reviewed.

More Information on Session Types

Note – for paper sessions and symposia, LCD projectors and laptops will be provided. However, Internet access is not provided in any of the meeting rooms.

Conversation Hour

Proposal Format: Open

A conversation hour is an opportunity for informal discussion between the audience and one or two participants with expertise in an area of interest to SEPA members. Although the participant(s) may wish to make a short presentation to begin the session, the majority of time should be devoted to the group's discussion of the topic and answering questions from the audience. A proposal for a conversation hour should include a description of the participant's background and area of expertise, as well as a rationale for having the Conversation Hour. Note – the presentation of original empirical research findings is not required for this format, although the presented content should be grounded in or underpinned by scientific research.

Interest Group

Proposal Format: Open

This format provides the opportunity for attendees interested in a particular topic to meet for the purpose of networking, sharing information, or providing materials of interest. A proposal for an Interest Group should describe the general topic, its significance for SEPA members, the structure or format of the session, and any particular purpose (such as generating research collaborations, facilitating the purposes of other psychology organizations, or organizing for some common goal). Note – the presentation of original empirical research findings is not required for this format, although the presented content should be grounded in or underpinned by scientific research.

Panel Discussion

Proposal Format: Multiple presenters

In a Panel Discussion, the chairperson plays an active role in the session, serving as a moderator who asks questions (prepared and shared ahead of time) of the panelists and ensures that all panelists (three to five participants) have the opportunity to speak. Panel Discussions should generate spontaneous interaction among participants, as well as between panel participants and members of the audience. Diversity among panelists is important to the success of the session. Further, all Panel Discussion participants must prepare in advance. A Panel Discussion proposal should describe the questions that will be addressed by the panel, the underlying issues or themes to be discussed, and the structure or format of the session. Note – the presentation of original empirical research findings is not required for this format, although the presented content should be grounded in or underpinned by scientific research.

Paper Session

Proposal format: Open

In a Paper Session, an author presents his/her research orally. Each individual paper is allocated approximately 15 minutes within a longer session. Typically presenters prepare slides to illustrate key concepts, present data, etc. Submissions must represent completed work and be prepared according to

instructions outlined in the Publication Manual of the American Psychological Association, 6th Ed. Non-empirical submissions advancing theory ARE appropriate for paper submission. Note – this session format MUST entail the presentation of original, empirically-based and/or qualitative research findings.

SEPA Graduate Student Research Award

Proposal format: Open

SEPA offers cash awards for research (in any content area) that is conducted by graduate students. The sole or first author, as described in the APA Publication Manual, must be a graduate student from a regionally accredited psychology program. A current Member of SEPA must sponsor the graduate student's submission, unless the submitting graduate student is a post-master's student and SEPA member. The paper cannot be simultaneously submitted to other SEPA competitions or programs (e.g., CEPO Student Research Awards for Research on Minorities and/or Women). However, legitimate submissions that are not accepted for an award will automatically be forwarded to other appropriate SEPA venues for program consideration. Finalists for the award will present their work in both of the SEPA Graduate Student Research Award paper and poster sessions and are expected to be present for the awards ceremony (typically scheduled on the final evening of the meeting).

Beginning in 2020, this competition will be conducted in a "data blitz" format, which entails a brief paper presentation (e.g., 3-slides, 5-minutes), followed by a subsequent poster session, at which time competition judges and/or other interested attendees will have the opportunity to ask finalists about their work.

CEPO Student Awards for Research on Minorities or Women (presented by the Committee on Equality of Professional Opportunity - CEPO)

Proposal format: Open to undergraduate and graduate students

NOTE - This award program is NOT the same as the CEPO Undergraduate Research Program or the Graduate Student Research Awards. In the Electronic Submission System (ESS), please select "Yes" to item #8 ("Are you submitting your proposal for the CEPO Student Awards for Research on Minorities or Women?").

The Southeastern Psychological Association's Committee on Equality for Professional Opportunity (CEPO) offers its annual student research competition for outstanding papers in two categories: (a) Women's Issues and (b) Minority Issues. Examples of acceptable topics include but are not limited to the following: gender or minority bias in research, lifestyle and health problems, career aspirations, professional couples, legal/economic problems, sex and/or race differences, gender or minority role development, disability concerns, bias in assessment/therapy, social & political factors, ethnic minority issues, educational equity/access, and employment equity/access. Semi-finalists for the award will be scheduled as posters. Finalists for the award will present their work during a scheduled paper session.

ELIGIBILITY: Both graduate and undergraduate students in psychology or related disciplines are eligible for this award program. A student who is not a member of SEPA may submit an application for membership or be sponsored by a SEPA member. If the paper is co-authored by a faculty member, the student must be the first author as described by the APA Publication Manual and be able to present the paper if it is names as a finalist for the award. Authors who are selected to present their work in the CEPO Student Research Awards paper session are expected to be present for the awards ceremony on the final evening of the meeting.

For more information about the CEPO Student Awards for Research on Minorities or Women (presented by CEPO), go to the SEPA website (www.sepaonline.com) and click on "Annual Meeting Award Opportunities".

Poster Session

Proposal format: Open

Several Poster sessions will be organized to give many submitters opportunities to present their work. At each Poster session, several authors simultaneously present their research, primarily in a visual medium, with key information displayed on large boards. The audience circulates among posters and stops to discuss those of particular interest with the authors. Submissions for Poster presentation must represent completed work and be prepared according to instructions outlined in the Publication Manual of the American Psychological Association, 6th Ed. Please note that non-empirical submissions advancing theoretical propositions ARE permitted. No audio/visual equipment or electricity will be available for Poster sessions. Presenters must indicate whether they are willing to present a paper (vs. poster) if necessary due to scheduling constraints or needs of the convention. Professional (non-student) members who are sole or senior authors of highly rated posters may become eligible for the Outstanding Professional Paper Award if they have agreed to present a paper instead of a poster. For information on this award program, go to the SEPA website and click on "Awards."

Occasionally, some posters are selected for Interactive Poster Sessions. In this format, a few posters on a particular topic are scheduled in a break-out room with a facilitator who guides conversation after all have had an opportunity to visit the posters. The primary author will be contacted if the submission seems appropriate for such scheduling.

Audio/visual equipment is NOT provided for Poster sessions.

Note – this session format MUST entail the presentation of original, empirically-based and/or qualitative research findings.

Symposium

Proposal format: Multiple presenters

A Symposium is a session in which participants present empirical papers or a combination of empirical and theoretical papers about a common topical issue or question. For example, researchers studying different aspects of a topic could be invited to participate. It is also appropriate to discuss work in progress. Participants in a Symposium should include a chair and three to four presenters. Symposia usually, but not always, include discussants. Symposia that include the presentation of diverse and novel perspectives are encouraged, including sessions in which the audience plays the role of discussant and the chair facilitates the discussion. Sufficient time should be allotted for audience participation. Note – this session format MUST entail the presentation of original, empirically-based and/or qualitative research findings.

"Cognition/Cognitive Neuroscience" or "Psychology" Data Blitz Sessions

Proposal format: Open

A "Data Blitz" is a fast-paced, high-throughput session in which participants present 5-minute talks (consisting of 1-3 slides), meant to highlight a single particular finding. The goal of the session is to provide a rapid review of a broad array of high-quality abstracts around a central theme, which are then presented in more detail in a subsequent poster session. Authors submitting a proposal will have the option of indicating whether they would like their proposal to be considered for either of the the Data Blitz Sessions. Selected proposals will then be scheduled into the appropriate Data Blitz paper session, in addition to a subsequent poster session. The first author of the submission will present during the paper portion. **Students at any level are particularly encouraged to apply.** Note – this session format MUST entail the presentation of original, empirically-based and/or qualitative research findings.