

NMCS 2022 Submission Guidelines

Here is some important information to support you through the submission process:

Submission Requirements

Submissions will **only** be reviewed if **all** required components are submitted before the submission close date .

1. All proposals should be submitted by the chair (Symposia) or first author (Difficult Dialogue, Film, Round Table, Poster).
2. Each submission must include the following components:
 1. Title of presentation
 2. 500-word overall summary of the presentation-- should include nature of the presentation (empirical, theoretical, technique, etc.) and primary findings. Summaries of empirical studies should include a brief literature review, statement of the problem (hypotheses or research questions), participants, procedures, results, and conclusions. Summaries of other presentations (e.g., theoretical paper, new methods, reviews) should include enough detail for reviewers to judge the overall format and contribution of the scholarship. *Symposia must also include a 500-word summary of each presentation.*
 3. Presenter(s) information (Name, email, professional affiliation).
 4. Program Synopsis - A 100-word synopsis to appear in the program materials
5. **CE Eligible-Additional required materials:**
 - 3 learning objectives (see APA CE [verb guidelines](#))
 - 3 recent citations that support the proposal formatted in APA style (7th edition)
 - CVs and qualifications of each presenter
 - CE Instructor agreement

Except by invitation, a session previously published or presented at any other conference or meeting may not be presented, unless there are new findings. Simultaneous submissions to other conferences or meetings are not allowed.

Types of Proposals

Symposia (CE Eligible)

- 50-minute session where multiple panelists present on a unified topic. Symposia must have a clear coherent theme that fits with the mission, theme, and/or objectives of the conference. Symposia must have **at least 2 panelists and no more than 3 panelists** to give sufficient time for each panelist to discuss their work. Please note that when submitting the symposium, there will be an option to indicate if the symposium is not accepted, (1) would the symposium be open to be considered as a roundtable submission, and (2) would the panelists in the symposium be open to be considered as poster submissions.

Difficult Dialogues (CE Eligible)

- 110-minute session full of deep, thoughtful, and critical conversations that challenge attendees to move beyond their worldview and expand their thinking on often contentious topics. Submissions must include a) what makes their topic a difficult dialogue, b) how they will make their session experiential for attendees, and c) how they will provide opportunities for continued personal and professional growth of participants. Presenters must also explain their expertise and qualifications for engaging people in emotionally charged conversations and be willing to attend a pre-conference training at the beginning of NMCS.

Round Table Discussion

- 50-minute session that provides an opportunity to have open dialogues related to the conference theme, mission, and/or objectives. Each discussion program should have a clear coherent theme that fits with the conference. There should be no more than 3 presenters to facilitate the discussions of any sub-themes.

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Film Session

- 110-minute session designed for collective viewing of a film followed by guided and interactive discussion. Film viewing should be 65-75 minutes, with at least 35-45 minutes for processing and discussion. Submission should include articulation of how the film aligns with the Summit theme and goals, in addition to listing of discussion questions/prompts to be used to facilitate a guided and interactive discussion with attendees.

Poster Presentation

- 50-minute session for students and professionals to present their recent scholarships. Abstracts must include the nature of the presentation (empirical, theoretical, technique, etc.) and primary findings. Summaries of empirical studies should include a brief literature review, statement of the problem (hypotheses or research questions), participants, procedures, results, and conclusions. Summaries of other presentations (e.g., theoretical paper, new methods, reviews) should include enough detail for reviewers to judge the overall format and contribution of the scholarship.

Submitting your proposal

1. The first step in submitting a proposal is making an account in our [proposal submission and registration system](#).
2. Once you are logged into the system, it will take you straight to the abstract submission portal.
3. Read the information on the landing page and then click on “Click Here To Start”.
4. You will need to be sure that your submission contains all of the required submission details (see submission requirements above).
5. Proposal submissions must be done in two parts
 - o Click “Submit Abstract”
 - i. Indicate the type of proposal you’d like to submit based on the outlined criteria
 - ii. Enter in all of the pertinent information for your submission.
 - o **Co-authors:** Part 2 will invite you to identify all of your co-authors/co-presenters. If you are submitting a symposium, you will be prompted to enter the names of the 2nd/3rd presenters in the abstract submission **and** here in the co-author section.
6. Each presenter can submit **up to 2** proposals as first author/chair.

ALL PROPOSALS MUST BE SUBMITTED BY AUGUST 15, 2021 AT 11:59pm PST

Proposal Reviewing

Following the submission deadline, proposals will be sent out for blind peer review. Reviewers will be asked to consider the following in evaluating proposals:

- **Timeliness and importance of the topic:** Is this topic likely to attract a wide variety of conference participants? Is the topic one that will encourage discussion among conference attendees? Is the topic intersectional? Does the presentation provide a critical analysis of social inequalities?
- **Research design:** Does the proposal begin with an appropriate methodological or theoretical grounding? Does the proposal describe how the research was carried out? Does the proposal explain how the research does or will contribute to the field by referencing previous work and/or including a short bibliography?
- **Presentation outlook:** Based on the proposal, is it likely that the content will be presented in an effective, coherent manner that will be comprehensible and useful to the NMCS audience? Are the key points of the presentation clearly outlined?