



## CALL FOR ABSTRACTS

To be presented at the  
NAEPSDP  
Annual Conference

December 10-13, 2018  
Old Town Alexandria, VA

The National Association of Extension Program and Staff Development Professionals (NAEPSDP) Programs Committee is requesting presentation proposals for the 2018 Annual Conference. Topics relating to the conference theme, "Extension Excellence: Breaking down Barriers," are encouraged, but all submissions will be given full consideration. The purpose of the presentations is to share research, application, theory/philosophy, or innovative educational models in one of four tracks – *Evaluation & Assessment*; *Organizational & Staff Development*; *Program Development & Delivery*; and *Technology & Communications*.

### Rules:

1. Submitted proposals must have at least one author who is a current NAEPSDP member in good standing.
2. Accepted proposals require at least one author to be registered for the conference by **November 1, 2018**.
3. If a proposal with multiple authors is accepted, **ALL** authors for that presentation physically attending the conference **MUST** register for the conference by **November 1, 2018**.
4. Members may submit more than one proposal.
5. The deadline for submitting proposals is **Sunday, August 19, 2018 by 11:59 PM CST**.

**No late abstracts will be accepted.**

### Submission and Review Process

- Abstracts will be submitted via Qualtrics – <http://bit.ly/NAEPSDP2018Abstract>
- Enter the appropriate information into the boxes. We recommend creating your abstract in a Word document and then using the copy and paste functions to enter it into the relevant boxes.
- You will be able to download a PDF summary of your submission for your records. We strongly recommend keeping a copy for your records, since the system is unable to send an e-mail confirmation of your submission.
- Abstracts will be blind-peer-reviewed by NAEPSDP Programs Committee members. The lead author of the abstract proposal will be notified of the review decision via e-mail on or before **September 15, 2018**.
- Guidelines for preparing oral, ignite, roundtable, and poster presentations will be sent to those accepted in early **October**.

### Submission Options and Descriptions\*:

<b>Oral Presentation</b> <i>750 word limit</i>	45 minutes (including Q&A) Presentations on topics and issues of interest, which may include explorations of best practices, model programs, case studies, theory building, research findings, pedagogy, etc.
<b>Ignite Presentation</b> <i>750 word limit</i>	5 minutes; 20 slides (maximum) Limited to 4 presentations. Slideshow must automatically advance.
<b>Poster Presentation</b> <i>750 word limit</i>	60 minutes A great opportunity for all conference attendees, but may be of particular interest to graduate students as a way to present their research without the stress of a full-blown oral presentation. This is a competitive session with a cash awards – best student poster and best professional poster.
<b>Roundtable/Share Fair</b> <i>500 word limit</i>  <i><b>Note:</b> No electricity or AV will be provided for the Roundtable/Share Fair. You are welcome to use your own laptop (on battery power) at your roundtable discussion.</i>	90 minutes The roundtable format is designed for engaging and stimulating small group discussions on relevant topics and sharing new ideas. This format is an excellent venue for getting targeted feedback and meeting colleagues with common interests. The presenter(s) frames the topic, poses questions, and facilitates a discussion with participants joining the table. Roundtables will occur simultaneously in a room filled with as many as 20 tables. Approximately every 20 minutes a bell will ring allowing participants the opportunity to move to another roundtable or remain where they are. To maximize participation, no concurrent sessions are scheduled during the roundtable session.

\* Authors may select one alternative submission option

We are pleased to announce that proposals accepted for this year's NAEPSDP Conference will be peer-reviewed and published in digital conference proceedings. As such, there will be a **required format for all abstracts:**

- Limit your abstract to **750 words** (500 word limit for roundtable/share fair presentations).
- Section headings (see below) are required.
- Figures and tables are **NOT** allowed.
- Cite references according to APA 6<sup>th</sup> edition.
- Mask or remove all author names and identifying information in the abstract.
- Abstracts not meeting these minimum guidelines will be rejected without review.

Follow the prescribed format when submitting abstracts for **ORAL, IGNITE, and POSTER presentations** (these sections are required):

- Title (not included in the 750-word limit)
- Introduction / Theoretical Framework / Review of the Literature
- Purpose and Objectives
- Methods and/or Data Sources; or Theoretical / Philosophical Themes
- Results, Products, and/or Conclusions
- Recommendations, Educational Importance, Implications, and/or Application
- References (not included in the 750-word limit)

Follow the prescribed format when submitting abstracts for the **ROUNDTABLE / SHARE FAIR:**

- Title (not included in the 500-word limit)
- Introduction / Background – What is the premise for this session?
- Session Overview – What will participants do / hear / see?
- Learning Objectives – What will participants learn / take away?
- References (optional; not included in the 500-word limit)

**ATTENTION:** Abstracts with no authors registered and present at the conference will be excluded from the published conference proceedings.

Please direct questions about abstracts to:

**Marina Denny**

Co-Chair, Programs Committee  
Mississippi State University  
E-mail: [mdd269@msstate.edu](mailto:mdd269@msstate.edu)  
Phone: 662.325.1175

**Sarah Baughman**

Co-Chair, Programs Committee  
Virginia Tech  
E-mail: [baughman@vt.edu](mailto:baughman@vt.edu)  
Phone: 540.231.7142