

Proposal Submission Instructions for the 2018 Division 39 Spring Meeting New Orleans, LA

Submit all proposals online by Tuesday, Sept. 12, 2017

Using the online submission form

Submit all proposals via the online submission form: <http://forms.apa.org/division39/>

Once you have clicked on this link, you will be asked to create an account. (Your account from last year's submission has been wiped out and you will need to create a new one.) The presentation chair should create the account in his/her name.

When the account is created, you will be able to log into your account via your email address and a password you have created. Please remember to note your password.

The submission process is secure and private. Until the rating and decision process is completed, only the conference coordinator has access to the information that identifies authors and presenters.

The step-by-step process is described in the online submission form. You can access your materials once you have created your account or logged into your account. You need to completely fill out all the blanks and then hit "submit." This saves your work, but allows you to go back, if necessary, to make any changes. The system will only save what you have written when you have completed all the blanks. If you do not fill out the form completely, you will need to recreate everything you wrote in an earlier session.

When submitting the online form, remember **DO NOT include any presenter names in the abstract or overview**. Due to the division's blind review process for all juried submissions, all presenter names are to be omitted from all abstracts or overviews unless you wish to present a "Meet the Author" session. For nonjuried submissions, please follow the instructions when you log in.

If you have any questions, please contact the Conference Coordinator, Natalie Shear, NatalieLewis@natalieshear.com.

Materials to Include

Continuing Education Form: Only submissions for Panels and Roundtables require a "Continuing Education Information Form." The form can be accessed from the submission website or downloaded via the Division 39 website and must be submitted as an attachment with your proposal. Papers with Discussion and Meet the Author submissions do not need to include the CE form as those sessions are not eligible for CE credit.

CV: You will also be asked to submit a cover sheet and a CV for all participants. You will need to prepare that information in advance and save it on your computer. When you get to this requirement on the submission site, you will then need to access the cover and CV information from your computer and attach it to your submission.

Cover Page: The cover page should include the title of the presentation, authors' names and affiliations and contact information. Also indicate if you are a graduate student or early career professional and if you would like your abstract published in conference materials.

Proposals

- **Panels/Roundtables:** These formats include multiple presenters and will be limited to 1 hour and 50 minutes. Panels typically include 2-3 presenters (15-20 minutes each) and a moderator/discussant. Roundtables feature short formal presentations (5-8 minutes each) by the participants followed by discussion or question and answer periods. When generating proposals, please be aware that most panels and roundtables occur in theatre style layout (rows of chairs and presenters at front). Please note that due to the expense of audio-visual equipment and changes in budget, not all requests for such support will be able to be fulfilled.
- **Papers with Discussions:** This format may include 1 or 2 participants and will be limited to 50 minutes in length. No audio-visual equipment is available.
- **Meet the Author:** This format will be limited to 50 minutes in length and allows for an author or co-authors of a recently published book to lead an informal discussion in the exhibit area at a round table with seating limited for 10. No audio-visual equipment will be available.
- **Poster Session:** A presentation of quantitative and/or qualitative research with empirical relevance to any areas of psychoanalytic treatment or theory. Please note that Poster Sessions have a separate submission process and deadline which appears on the Division 39 website www.division39.org.

Panels, Roundtables, and Papers must include an abstract for each prepared paper (if any), a description of the time allotted for dialogue, as well as how that discussion will be structured. If the presentation will be primarily discussion, submissions should include a description of the overarching theme and potential areas of specific focus. It is expected that a significant portion of the presentation will include discussion among presenters and between the presenters and the audience.

We will privilege proposals that offer creative formats, including extended discussion, use of multimedia, as well as those that intentionally and imaginatively engage the audience beyond the traditional reading of prepared papers.

Please Note:

- All presenters **MUST** register and pay for the conference. We are sorry to say that there are no exceptions to this requirement. Please consider this when putting together your proposal. Scheduling decisions are made by the conference committee and cannot be specially arranged.
- Only three proposals may be submitted per person. Duplicate submissions will be deleted and not considered.
- Psychoanalytic Psychology has the right of first consideration for all papers and panels under the aegis of the Division of Psychoanalysis (39).