



Submission Guide for Proposals

Thank you for choosing AMENA-Psy's 2024 Virtual Conference to showcase your work. The theme of the conference this year is **Decolonial Visions: Considering a Past and Present as We Co-Create a Just and Sustainable Future**. 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, 2024**

Conference Dates: **September 27 - 28, 2024 (Friday & Saturday)**

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.
 - **Note:** If you would like your program to be considered for Continuing Education Units (CEUs), please review CEU information on pg. 6.

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), **AND identify three learning objectives**.
 - If selected symposium, **identify three learning objectives** for your presentation and your time preference.
 - If selected roundtable, **identify three learning objectives**, how you **plan to keep the audience engaged** via a virtual conference, and your time preference.

NOTE: Learning objectives should clearly define what the attendee will know or be able to do as a result of attending the presentation/program. These objectives must include action verbs and be stated in measurable terms. Be sure that each of your learning objectives follows directly from the presentation description/abstract. For guidance see attached instructions that include examples of the action verbs.
7. Identify which **field of psychology** your submission best fits into (e.g., educational/school, clinical, counseling, developmental, industrial/organizational, etc.)
8. Describe how your submission **relates to the theme** of the conference.
9. Enter the **title** of your presentation.
10. Select whether you would like your **program reviewed for CEUs**.
 - **NOTE:** If you select 'yes', your proposal will undergo an evaluation to assess its eligibility for CEUs. If it meets the criteria, you'll be requested to fill out additional forms before the conference. Poster presentations are not eligible for CEUs.
 - More details regarding CEU's can be found at the end of this document.
11. Upload **principal author's** curriculum vitae (CV).
 - **NOTE:** Rename file to "last name, first name CV (E.g., Awad, Katrina CV).
12. Upload **co-authors'** CVs.
 - **NOTE:** Rename file to "last name, first name CV (E.g., Awad, Katrina CV).
13. Upload **abstract** for your submission type, following the guidelines set forth for formatting.

- **Note:** Rename file to first author “last name, first name - abstract” (E.g., Awad, Katrina - abstract)

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 (60 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 & closing remarks.

- Abstract submission must not exceed 500 words.

Roundtables (60 or 90 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 (60 or 90 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 1/3 of the time 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!

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.

See below for an 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. **Rename file to first author “last name, first name - abstract” (E.g., Awad, Katrina - abstract)**

Continuing Education Units (CEUs)

What are CEUs?

CEUs for psychologists are a way for professionals to maintain and enhance their knowledge and skills after completing their formal education. CEUs are typically required by licensing boards or professional organizations to ensure psychologists stay current with developments in their field. The specific requirements for CEUs vary depending on the jurisdiction and the accrediting body, but they often involve participating in workshops, seminars, conferences, or online courses related to psychology or mental health.

Sessions submitted for CE review **must** meet the [Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists](#) [The Criteria and Processes for Determining Proposed Programs' CE-Eligibility](#) offers a slightly shorter but detailed guidance. The abstract should make clear how the session meets the definition of continuing education and address criteria set out in Standard D (below).

CRITERIA D:

1. Sponsors must document that the content of each CE program meets one of the following:

- 1.1 Program content focuses on application of psychological assessment and/or intervention methods that have overall consistent and credible empirical support in the contemporary peer reviewed scientific literature beyond those publications and other types of communications devoted primarily to the promotion of the approach;
- 1.2 Program content focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education, or research;
- 1.3 Program content focuses on topics related to psychological practice, education, or research other than application of psychological assessment and/or intervention methods that are supported by contemporary scholarship grounded in established research procedures.

2. Sponsors are required to ensure that instructors, during each CE presentation, include statements that describe the accuracy and utility of the materials presented, the empirical basis of such statements, the limitations of the content being taught, and the severe and the most common risks.

3. Sponsors must offer program content that builds upon the foundation of a completed doctoral program in psychology.

4. Sponsors must be prepared to demonstrate that content is relevant to psychological practice, education, and/or science.

5. Sponsors must have a process to identify any potential conflict of interest and/or commercial support for any program offered, and they must clearly describe any commercial support for the CE program, presentation, or instructor to program participants at the time the CE program begins. Any other relationship that could be reasonably construed as a conflict of interest also

must be disclosed. Individual presenters must disclose and explain the presence or absence of commercial support or conflict of interest at the time the CE program begins.