MPA Guidelines & Checklist for CE Presentation Proposal Submission

Checklist for CE Presentation Form:

❖ The title of presentation is 15 words or less (this includes the use of a, an, the, etc.).
❖ Include all co-authors' information including the following:
  ➢ Current credentials,
  ➢ Highest degree earned to date,
  ➢ Name of school and degree program,
  ➢ Current professional affiliation(s),
  ➢ Relevant experience related to the session topic being presented, and
  ➢ Any areas of expertise and associated experience.
❖ All relevant content is included in the abstract for the proposed topic. This should minimally include the following:
  ➢ The overall purpose and nature/scope of the presentation,
  ➢ The main question investigated and the main hypotheses,
  ➢ The study method (i.e., research design), how data was collected and analyzed, and overall sample size,
  ➢ The overall findings and associated interpretation of those findings, and
  ➢ Conclusions, implications, and/or applications of the findings that will be further discussed.
❖ The abstract clearly describes the presentation.
❖ If a few limited citations are included in the abstract (it should be noted this is generally not required), a list of those references that were cited do not need to be included along with the abstract – those references will be included if accepted, in the reference list for the presentation.
❖ Keep in mind that certain statistical symbols do not translate well in certain documents (i.e., PDF formatting, or online submission forms). Therefore, it is recommended that any statistics that utilize a Greek symbol, subscript, or superscript be spelled out to confirm the statistic is clear and understood by the reader.
❖ The abstract is written in APA format.
❖ Check the abstract's word count and make sure it does not exceed the maximum word count allowed. Hint: It is recommended that the abstract include more information than less, so content is generally more comprehensive when closer to the maximum word count.
❖ Select the appropriate criterion from the APA Curriculum Content Standard.
❖ Citations meet current APA standards (7th Edition). Three citations are the minimum that should be included in the application, though the entire presentation should encompass the use of all relevant sources that were used, providing clear support for evidence-based content.

➢ *In general, older references may be used as part of the presentation, though these should be considered seminal peer-reviewed resources available in the respective topic area, and the presentation should not be solely based on such materials.

❖ Select the appropriate level (introductory, intermediate, or advanced) for the content of the presentation.
❖ Create a list of learning objectives for the proposed presentation. Reference the Guidance for Writing Behavioral Learning Objectives handout from APA.
  ➢ Objectives need to be observable and measurable.
  ➢ Avoid verbs such as: know, understand, learn, appreciate, become aware of, or become familiar with.
❖ Declare any conflicts of interest and specify the nature of such conflict. If you are unsure if you have a conflict of interest, you can always contact the MPA Office for clarification, at (952) 928-4657.
❖ Select the appropriate length for the proposal submitted.
❖ All materials submitted reflect how you want them to appear in the programming brochure and/or advertising efforts as making spelling corrections, etc. is quite difficult once submitted.

Checklist for CV:

❖ Reference the CV Guidance for Establishing Expertise handout from APA; read Smith (2015), an article published on bettering your CV from GradPsych Magazine; and review the CV Guidelines Handout and Samples.
❖ Provide an updated version of your CV that minimally includes the following:
  ➢ Full name and credentials,
  ➢ Educational background, relevant certifications, and trainings, and
  ➢ Relevant expertise.
❖ A CV needs to be submitted for each presenter included on the presentation proposal.

Final Checklist:

❖ Proofread all of the submission materials *prior* to submission!
❖ Include:
  ➢ Call for Proposals Form
  ➢ CV for each presenter
❖ Materials can be submitted either via the online submission form or emailed to info@mnpsych.org.
❖ To verify your materials were successfully received in full, it is recommended an email be sent to info@mnpsych.org requesting confirmation of submitted materials.

Updated 4/24/2021