How to Submit a Session Proposal for the NWA Annual Meeting

This process was created to assist people with submitting Session proposals for the NWA Annual Meeting.

What is a Session?

A Session is a group of presentations or a panel discussion, tied around a theme or particular topic, that lasts longer than one to two 15-minute presentations.

Proposals may also be submitted for Events and Workshops to be held at the Annual Meeting. If your proposal matches one of the definitions below, please submit it here.

- Event = social gathering or specialized group meeting that typically occurs at times that do not conflict with the program
- Workshop = special training session

How to submit a Session proposal and associated abstracts

1. Designate one person who will take the lead on submitting the Session Proposal.

2. Have all individuals tied to the session submit abstracts through the Call for Abstracts form.

   A. If the submitter will only present if this Session is approved and would not consider presenting at any other time in the meeting, they should:
      1. Select the payment option “Invoice Me.”
      2. Pay the invoice only after learning if the Session and abstract were approved.
         ↠ If the Session is not approved and the presenter won’t be presenting, the NWA will cancel the submission and void the invoice.

   B. If the submitter will consider presenting even if the Session isn’t approved:
      1. Select any of the payment options to pay then or later through an invoice.
      2. If the abstract is approved for an Oral or Showcase presentation independent of the Session proposal, the abstract fee will apply.

3. Lead person will submit a Session proposal through the NWA Event, Workshop or Session Proposal Form. The lead will need to list all abstract titles and presenter names in the proposal form.
4. The meeting co-chairs will evaluate the Session proposal and determine, with the assistance of NWA leadership, if the proposal is approved.

5. The lead person will be notified of the decision.

6. If approved, all abstract submitters will be required to pay the abstract fee.

7. No abstract fee refunds are granted if the person decides at a later date not to present.

8. Please contact annualmeeting@nwas.org if you have any questions.