We encourage proposal submitters to use this document when creating a draft of their proposal. The below fields are required when submitting a **Professional Practice Poster Proposal** and **Student Poster Proposal**. Proposal submissions must be completed in the Proposal Submission Site. Submissions sent via email or any other method will not be accepted.

**Proposal title.** A proposal must have a short, specific session title (containing no abbreviations) that reflects the narrative in the long description.*6-word, 200-character limit.*

Title:

**Short Description.**

In no more than 40 words, concisely provide a short description that will captivate and attract an audience. This is the elevator sales pitch for your poster. Include a description that provides items such as: key takeaways, who is your audience, and why this is a can’t-miss poster. Please refrain from copying this exact text in the long description below.

**Long Description.**

In no more than 100 words, provide a long description detailing the presentations’ significance. Describe the effective solutions and best practices that will be presented. This description should be based upon the content and subject matter and not include presenter specific descriptions.
Describe how your presentation content is in line with APA’s Equity, Diversity, and Inclusion vision.

APA seeks to represent and build more capacity for diverse perspectives within the association and throughout the profession. APA encourages its members to embrace and prioritize these efforts in preparing for NPC20 and beyond.

Diversity is an inclusive concept that encompasses — but is not limited to — race, ethnicity, class, gender, age, sexuality, ability, educational attainment, spiritual beliefs, creed, culture, tribal affiliation, nationality, immigration status, political beliefs and veteran status. Please consider equity, diversity, and inclusion as you develop content, choose contributors, and identify speakers for your proposed NPC20 session.*50-word limit

Learning Outcomes. Provide 3 learning outcomes that are clear, measurable, and achievable. 30-words each.

Learning outcomes are statements that describe significant and essential knowledge that the audience will gain by attending the presentation. What do you want the audience to learn from the presentation? What are the key takeaways that attendees will gain from the presentation?

1.
2.
3.
**Poster Presenters.** All poster presenters included in a proposal must have an APA account—every APA member has one. A nonmember presenter who does not have an APA account may [create one](#) at no cost.

What you’ll need to collect from each presenter:

Full name:
APA ID:
Email:
City:
State:
Company:
Position:

**Biography:**

*The value of your proposal depends on the knowledge and skills of the presenters you invite to participate. Your NPC20 poster proposal must include a brief (≤ 100 words) description of why each speaker is qualified to present on the proposed poster subject matter.*