



Call for Presentations

Due: September 8, 2017

2017 Conference ♦ November 13-15 ♦ San Diego, CA

Theme: *Becoming a Financial Therapist: Eight Domains for Practice & Research*

Who Should Submit

Anyone interested in the cognitive, emotional, behavioral, relational, economic, and integrative aspects of financial health and well-being.

Goal

This year's conference will focus on eight foundational competencies for financial therapy practice and research. The goal of this year's conference is to provide training that will contribute to future certification requirements. To see the list of competencies, please visit: <https://www.financialtherapyassociation.org/annual-conference-2017>.

Please submit your idea in one or more of the following general submission types.

Types of Submissions – **To better understand what should be included in the actual submission attachment, please read the “How To” later in this document on page 3.**

Any topic related to the eight domains of financial therapy will be given priority consideration. However, any topic relating to financial therapy will be considered. Qualified submissions will be peer-reviewed and evaluation will consider completeness, quality of writing, impact on field, innovativeness, and usefulness in financial therapy practice and research. A limited number of spots are available for selected submission and therefore only high quality and competitive proposals will be selected.

The two main types of submissions that are sought include:

- **Poster Presentations** – Posters feature elements of research, theory or showcase an approach as applied to financial therapy. Submissions should include a 1-2 page, single-spaced, detailed abstract in APA format of the proposed poster content. Poster should be visually appealing and easy to read. Posters must include the FTA logo and a template and poster size specifications will be provided to selected poster submissions.

*A *Best Poster* award will be given at the conference. Posters will be judged during the poster session at the conference. Presenters must be present at the session to speak with the judges.

- **Lightening Research Presentations** - These presentations will showcase high quality, relevant research papers that further the field of financial therapy in less than 20 minutes. Submissions should include a detailed abstract (at least 2-3 single spaced pages with a five-page maximum with references) highlighting the purpose of the research and research question, a brief literature review, methods, results, and discussion including limitations and implications.

*Selected abstracts will be invited to participate in the *Outstanding Conference Paper* competition, sponsored by the *Journal of Financial Therapy*. To compete, full papers must be submitted to Dr. Kristy Archuleta (kristy@ksu.edu) no later than Friday, October 20, 2017. The winner of the competition will be announced at the conference and may be featured in the *Journal of Financial Therapy* if requirements are met.

Submission Guidelines

- All submissions should be single-spaced and use APA formatting. **For posters, we expect 1-2 pages; for lightning research presentations, we expect 2-3 pages, but no more than 5 pages.**
- Evaluation criteria will include completeness, quality of writing, impact on field, innovativeness, usefulness in financial therapy practice and research, and APA and proposal submission guideline adherence.
- A separate title page should be created listing the title of the submission, type of submission, the names of all authors and their affiliations.

Target dates:

- Accepted proposal submitters will be notified of acceptance in mid-September 2017.
- At least ONE author will need to CONFIRM their acceptance and REGISTER by the early bird deadline of September 30, 2017.

Who should submit?

Mental health and financial professionals in practice or in academia.

Where to Submit:

All submissions will be submitted online at <https://proposalspace.com/calls/d/778>

Review: Each submission is blind, peer reviewed.

Terms:

- When applicable, authors must disclose when and where research has been previously presented and/or published.
- If your submission is accepted, one of your team must register and pay for the conference by the early bird deadline, **Saturday, September 30, 2017.**

How to Prepare Your Submission for ProposalSpace

Proposal Space Link: <https://proposalspace.com/calls/d/778>

Author Roles

- First & Corresponding Author – This is the person who originally submits the proposal on ProposalSpace. **This is the one and only person with whom the Conference office will communicate about this proposal.** This person should set their email filter to accept email from these two email systems: proposalspace.com and FinancialTherapyAssociation.org.
- List additional authors or contributors in the order to be printed on the final program. When you enter the additional authors, you will use their login email addresses to “find” them in the system, so that they self-populate.

Good to Know:

- a. You may start the proposal and come back to finish it later. It does not submit until you click the “submit” button.
- b. It is suggested that you develop your submission in a word processor, so you can check spelling and grammar before you complete the online form. There is no spell-checker in the submission form.

Prepare Your Submission: Fill out the following fields.

1. Give the submission a **nickname** so you can identify this easily if you have multiple submissions in your ProposalSpace account.

Good to Know:

- a. You may start the proposal and come back to finish it later. It does not submit until you click the “submit” button.
 - b. It is suggested that you develop your submission in a word processor, so you can check spelling and grammar before you complete the online form. There is no spell-checker in the submission form.
2. **Provide the formal title.** Capitalize the important words, as if you were writing the title of a book for its front cover.
 3. **Provide the format** you are submitting:
 - a. Poster
 - b. Lightning Presentation
 - c. Either
 4. **I am best described as:**
 - a. Scholar/Academic
 - b. Practitioner
 - c. Both/Either
 5. **Description:** To assist in assigning reviewers and for use in the final program, describe your submission in 100 words or less. Please do not use indents or separate paragraphs. Spelling and grammar are critically important. Avoid use of symbols, if possible.
 6. Please list the **Key Words** that describe the content of your submission. Separate each with a comma and do not use hard returns between words.
 7. **Please attach your proposal in .PDF format** and if possible, utilize "save as smaller size .pdf."
 - a. Before uploading, remember to **remove names and only keep the title to allow for blind review.** Please use Times New Roman or Arial Font, 12 pt., single-spaced.
For posters, we expect 1-2 pages; for lightning research presentations, we expect 2-3 pages, but no more than 5 pages.

b. **What should be in the attachment?**

- i. **Poster Presentations** – Posters feature elements of research, theory or showcase an approach as applied to financial therapy practice. Submissions should include a 1-2 page, single-spaced, detailed abstract in APA format of the proposed poster content.
- ii. **Lightening Research Presentations**- These presentations will showcase high quality, relevant research papers that further the field of financial therapy in less than 20 minutes. Submissions should include a detailed abstract (5 single-spaced pages or less in addition to references) highlighting the purpose of the research and research question, a brief literature review, methods, results, discussion including limitations and implications.

Save this section.

8. **Enter Author Information.**

- a. **Open the Persons Tab** to enter yourself as the First & Corresponding Author, or if you are entering this for a group, enter the one person with whom the Conference Office will communicate. You may add additional authors here as well. This is the list that will be used to list authors in the final program, so please double-check spelling. ***Enter these additional authors in the order that they should appear.***
 - i. Hint: If you are unable to add additional authors, logout, and then log back in and it will then allow you to enter additional authors.
 - ii. You will need this information on additional authors and may find it helpful to gather this from them ahead of time: Name as they wish it to appear in print, their terminal degrees, job title, organization, email, phone number, and their CV or resume that includes their degrees, where they studied, and when the degree was conferred/earned. Each of these items is *required for each presenter*.

9. You may save a draft and continue to work on it until the due date.

10. When you are done editing, don't forget to click Submit!

11. For assistance, contact Megan Capie at mcapie@cmasolutions.com or call 609-269-2463.