

# ACCI Annual Conference Proposal Submission Instructions

ACCI uses ProposalSpace for abstract submissions. It is important that you create your account and submission following the specific guidelines below. We ask that your information is complete, including all author details, at the time of submission. For that reason, we have **outlined the details you will need** below. If you are unsure or have questions, please contact the ACCI office prior to submitting!

## How to Prepare Your Proposal for ProposalSpace

ProposalSpace Link: <https://proposalspace.com/calls/d/1720>

### Author Roles

**Author(s)** and additional authors in order you wish to appear in Conference agenda and the post-conference *Consumer Interests Annual*.

**Submitter:** Information of the person who enters the submission in ProposalSpace and the only person with whom the office will communicate about all issues related to the submission.

*Important: Make sure your email filter is set to accept email from [proposalspace.com](mailto:proposalspace.com) and [consumerinterests.org](mailto:consumerinterests.org).*

### Important

- Read the Terms & Conditions prior to submitting
- Enter all fields
- Use correct grammar and double-check spelling (do not use ALL CAPS anywhere); there is no spell-check function in ProposalSpace
- Do not hit “enter” or try to separate lines with a return
- Do not submit if you do not have all the necessary information, including details for each author listed in the work
- A draft is saved automatically, and you can come back and complete at a later time
- You will not have another opportunity to edit any fields once submitted so make sure it is correct
- Hit Submit only when you are sure it is a complete and correct proposal

### **Here are the fields that you will complete....**

1. **Nickname:** Give the proposal a simple name so that if you have multiple proposals in your ProposalSpace account, you can easily identify this one.

#### **Good to Know:**

- a. You may start the proposal and come back to finish it later. It is not submitted until you click the “submit” button.
  - b. Check spelling and grammar before you complete the online form. There is no spell-checker in the submission form. You will not get the proposal back to edit after you submit and titles, names, etc., will be taken directly from your submission for the agenda.
2. **Title:** Formal title of your proposal. Capitalize the important words as if you were writing the title of a book for its front cover.
  3. **Format:** What is the format you are submitting?

- a. Poster Session
  - b. Oral Session (eligible for Award Nominations)
4. **Key words:** list the *key words* that describe the content of your proposal. Separate each with a comma and do not press enter (“hard return”) between them. If your submission is based on secondary analysis of an existing data set, please include the name of the data set as one of your key words.
  5. **Short Description:** To assist in assigning reviewers and for use in the final program, if selected, describe your submission in 200 words or fewer. Please do not use indents or separate paragraphs. Spelling and grammar are critically important and there is no spell check in ProposalSpace. Avoid use of symbols if possible as they may not translate when downloaded.
  6. **Gap in Literature:** Describe how your research addresses a clear gap in current knowledge related to ACCI's mission of enhancing consumer and family economic well-being. (200 word limit)
  7. **Implications:** Provide three (3) to five (5) implications of your study for practice management, policy, and future research.
  8. **Student, New Professional, and Professional Status:** Indicate the first author's current professional status: an undergraduate student, a master's degree-seeking student, a doctoral student, a new professional (1-5 years past graduation), or a professional (more than 5 years past graduation).
  9. **Student:** If the first author is a student, is this proposal a result their thesis or dissertation?
  10. **Certifications:** Select to certify that you have read the Terms & Conditions and you agree to abide by them.
    - I certify that I have read and agree to the requirements set forth in the ACCI Call for Proposals.
    - I certify that author names and affiliations have been removed from the attachment.
    - I certify that this proposal has been approved for submission by all authors.
    - I certify that copyright permission, if required, is my responsibility and has been obtained.
  11. **Conference Attendance:** Check boxes. I agree to the following: (1) if my proposal is accepted as an Oral or Poster Session at least one author of the proposal will attend the Conference to present. (2) I must register and pay for the conference whether I am a presenter, discussant, facilitator, moderator, or an attendee of the conference. (3) I understand that all co-authors who attend the conference must register and pay for their registration. (If you cannot agree, please contact the ACCI office.)
  12. **Volunteer:** Please indicate if you would like to volunteer future proposals to present.
  13. **Attach Your Proposal:** Upload the proposal. Remember to remove names and only keep the title to allow for blind review. Do not include any names in the file name or in the document properties please.

In the next section you will enter information about the first author and any additional authors. Please enter carefully and double-check as this information will be used exactly as entered in the program.

If you do not have all of this information ready for all authors, **STOP** here, do not submit now but come back to your draft when you have the information.

**14. Submitter:**

- First and last name
- Institution/Organization
- Email

**15. Author(s)** You must have at least 1 and may enter up to 10.

- First and last name
- Institution/Organization
- Email
- Professional Title
- Department
- Phone number (best number for each author)

Be sure to check your email regularly for messages from proposalspace.com and consumerinterests.org and remember to share those with any co-authors included in this proposal. If you have questions, please email or call the ACCI Office before proceeding.

For assistance, contact the ACCI Office at [admin@consumerinterests.org](mailto:admin@consumerinterests.org) or call (727) 940-2658 x 2002.