National Extension Association of Family & Consumer Sciences
Abstracts FAQ, Application Criteria, Program Tracks, and Guidelines

FAQ

Q: When will I find out if I've been selected?

A: The submission deadline is January 31, 2023. Selection of presenters will begin as quickly as possible after that. We hope to notify applicants in early April, whether they have been selected to present at Annual Session.

Q: What if I'm unable to present during the time that I've been scheduled?

A: Presentations are scheduled with some degree of flexibility. During your submission, you will have opportunity to note any conflicts in schedule. Please make sure to complete this section so we can eliminate as much change as possible ahead of time and ensure we have scheduled you in the program accordingly. If you are not able to present during your scheduled time slot, you may contact other presenters in your program track to see if they are willing to trade with you. However, due to printing requirements for Annual Session materials, any changes to your scheduled time slot must be confirmed and approved by the NEAFCS National Office by mid-June.

Application Criteria

- The NEAFCS Program Development Committee invites NEAFCS members to submit proposals for Concurrent Sessions and Showcases of Excellence. You may submit only ONE Concurrent Session and ONE Showcase of Excellence (poster session) application as an individual or contact person of a team. If the same proposal is submitted for both Concurrent Session and Showcase of Excellence, the Committee will determine which one will be presented if accepted. The proposal should address one of the NEAFCS Program Tracks. Only NEAFCS members may submit an application for Concurrent Sessions and Showcase of Excellence. Members selected to present will be required to register for the Annual Session; this includes all team presenters. To apply, complete application, program description and program abstract online by January 31, 2023. Applicants will be notified of the Selection Committee's decision by early April 2023. If you have questions or concerns, contact Elizabeth Lane at the NEAFCS National Office, elane@executiveoffice.org.

- Submissions must receive an 85/100 to be considered for a Concurrent Session or Showcase of Excellence (Poster) presentation at the National Meeting. Each submission has 5 reviewers (with at least one being from each region). The high and low scores are dropped, and the average of the remaining 3 scores determine the points assigned to the submission.

2023 NEAFCS Program Tracks

- Health and Well-being (Descriptors: health: emotional, mental, physical; substance use
- Technology (Descriptors: technology, social media, expanding broadband, technology access)
- 4-H and Youth Development
- Environmental Health and Sustainability (Descriptors: Sustainable living, textiles, housing, environment, disaster recovery, energy, climate, healthy homes, and related topics)
- Food and Nutrition (Descriptors: food safety, management, security and access, preservation, and EFNEP/SNAP-Ed)
- Economic and Workforce Development (Descriptors: Community and economic development, educational attainment, workforce skills, continuing education, childcare (for providers)
- Financial Health and Capability (Descriptors: Financial management- consumer education and safety; things like ID theft prevention, insurance, predatory lending, etc. estate planning, budgeting, savings, credit management, selecting financial services, preparing for home ownership, investing, retirement planning, debt management, couponing or other topics that help individuals and families develop financial management skills.)
- Lifespan Development and Family Relationships (Descriptors: Childcare, child development, parenting, life span development, aging, family caregiving, couples education, adulting skills, and related topics)
- Trending Topics (This track is for your innovative proposal that may not fit into one of the above tracks)
- Education, Leadership, and Diversity (Descriptors: Teaching, program development, leadership, life member, diversity, equity, inclusion, access, and belonging)

Guidelines for Submitting Proposals

Applicants must submit the following information:

Form: Complete the 2023 NEAFCS Annual Session Proposal Form online.

Abstract: Submit a program abstract not to exceed 30 words online. The abstract will be used in the conference program as your session description so please make sure it is true to what is being presented and check for accuracy.

Program Description: Submit a program description not to exceed 400 words online. DO NOT use the name of presenter(s), validator(s), reviewer(s), county, or state on/in this description. Identity is protected for the purpose of blind review. Include the following topics in the Program Description.

This guide is meant to assist you in writing your proposal.

Proposal Selection Criteria

1. (10 points) Submission addresses an emerging issue, relevant problem, or community need. Community can be defined to include counties, regions, states, and our professional organization.

(Why is the program/topic/ presentation important?)

2. (25 points) Program Summary

(Overview of the program/topic/presentation that is being presented. What are you sharing? What is the program/topic/presentation? What were your goals and objectives? How was it implemented?)

3. (15 points) Program evaluation is clearly documented and explained. Evaluation must include information about 1 or more of the following categories: Methods or Tools Used, Quality Indicators, Outcomes, Impacts, or Other.

(What evaluation tool or method was used? Was this a good tool or method to use? What were their outcomes? What impacts did the program have?)

4. (10 points) Outcomes or objectives that conference participants will learn (new skills/knowledge/abilities) from the Concurrent Session or Showcase of Excellence are clearly defined.

(What will conference participants learn if they attend this session?)

5. (20 points) Submission clearly communicates the content and the intent of proposal. It is well written and organized logical, spell-check has been completed and full sentences and proper grammar are used.

(Proposals should not include any names of states, universities, regions, counties, teams, or individuals, if they are stated in the abstract you need to take 15 points off in this category. Our rules state these reviews are to be blind peer-reviews. Thus, if states, universities, regions, counties, or individuals are mentioned it would not be a blind review.)

6. (20 points) Documents that the program is research-based or evidence-based. In research-based and evidence-based section, citations may contain information that references research from an organization. This is allowed so that citations are complete. (*Does the proposal include references to published research or is it new research? If it is a new curriculum or project book has it been through blind peer review or who approved it? If it is a new evaluation tool how was it validated and by whom.)*

To be considered research-based or evidence based, the submission must include 1 or more of these:

- Based on published research, approaches, and/or practices
- Cite reference(s)
- Research (pilot or prior tested) - describe methodology
- Curriculum/Project Book– *Document the type of review (for science-based content, accuracy, and effectiveness). By whom has it been approved?*
- Creative/demonstration– *Provide the scientific basis for the content and/or approach. (Is it based on a prior demonstration(s) and by whom?)*

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The first 5 items on the rubric must be answered within the 400 words that are given and must be “blind". Your proposal should not include any names of states, universities, regions, counties, teams, or individuals.

HELPFUL HINT TO ENSURE THAT PROPOSAL REMAINS BLIND-PEER REVIEWED:
Take out any references to your state, university, region, county, team, or individual. These should be listed as “STATE”, “UNIVERSITY”, “REGION”, “COUNTY”, “TEAM”, “INDIVIDUAL”, “EDUCATOR” or “COMMUNITY PARTNER”.
This also includes websites. For example,"www.eatsmart.org" should be referenced as, "www.eatsmartXXX.org."

In the research-based and evidence-based section, citations may contain information that references research from an organization. This is allowed so that citations are complete. Your cited references will not count in your 400 words and will be placed in the appropriate section of the submission.

HELPFUL HINT: Double check grammar.

HELPFUL HINT: Use complete sentences.

HELPFUL HINT: Use all the characters that you are given.

HELPFUL HINT: Do not wait until the last minute. Begin drafting your 2023 proposal today. This gives you time to revise and submit the best proposal possible.

Become a Proposal Reviewer

- Learn from the review process.
- Refine your own writing.
- Serve NEAFCS, which can be listed on your Curriculum Vitae.
- The review process is done online, so it doesn’t take a long time.