

Instructions for Submitting an NCFR Annual Conference Proposal

Oxford Abstracts: NCFR's online conference submission database

To begin the submission process, log in at the link on the NCFR website: ncfr.org/ncfr-2020 or the direct url to the database is <https://app.oxfordabstracts.com/stages/1464/submitter>

Once you click on the URL to make your submission to the 2020 conference, you will be asked to enter your email address and password. Instructions for signing in are below.

Mandatory steps throughout the submission are indicated with an asterisk (*)—this must be completed before you can submit the submission.

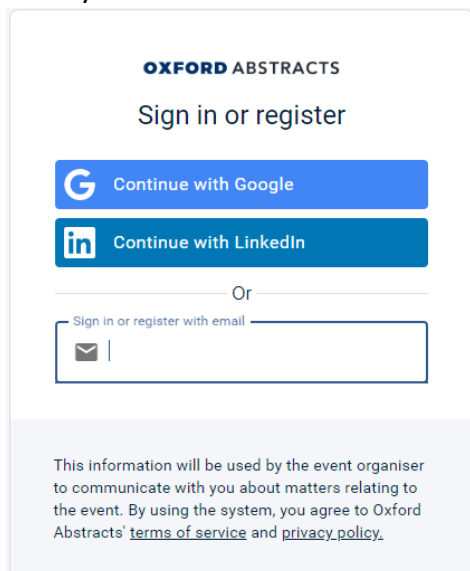
To save time, prepare your information before you begin submitting online. See the Proposal Submission Checklist on page 4 in the NCFR 2020 Call for Proposals (ncfr.org/ncfr-2020/call-for-proposals)

Screenshots of the submission process follow. This document can also help you prepare the required information before beginning the submission process.

In this instructional document, questions in the database are shaded teal and indented. Instructions from NCFR staff are shaded yellow. Note: You will not see any shading in the Oxford Abstracts system itself.

Setting Up

After you click on the link here is the first screen:



The screenshot shows the 'OXFORD ABSTRACTS' sign-in or register page. It features two large buttons: 'Continue with Google' and 'Continue with LinkedIn'. Below these is a section labeled 'Or' with a text input field for 'Sign in or register with email'. At the bottom, there is a disclaimer: 'This information will be used by the event organiser to communicate with you about matters relating to the event. By using the system, you agree to Oxford Abstracts' [terms of service](#) and [privacy policy](#).'

Please be aware, if you submitted a proposal to the 2018 or 2019 NCFR Annual Conferences, your name is already listed in the Oxford database. When you are asked for your password, enter your password from 2019 -- if you remember it. You will be directed immediately to the submission form to begin submitting your proposal. We will see the submission form shortly.

If you can't remember your password, click on "Forgot my password" button. On the next screen, enter your email and click "Send Me a Reset Email" Button. An email will be sent to you immediately from Oxford to reset your password. Click on the link in the email to get back to Oxford to reset your password.

Forgotten Password

[Send me a Reset Email](#)

We have sent you an email. Click the link in that email to change your password.

Don't have an account? [Register here.](#) (If you have never submitted a proposal before you will click this button. See instructions below.)

This is an example of an email you will receive

Reset Password

Please follow this link to reset your password.

<http://app.oxfordabstracts.com/password-reset/39ab66660ac2dffdf5b1aa93ed8ea34a3a897557>
Powered by Oxford Abstracts

Click on that link in the email. The following screen appears:

Reset Your Password


Enter your new Password * (minimum 6 characters)


Repeat new password

Click on Login / Register. You will be redirected to the Login page where you will be asked to sign in and give your password.

OXFORD ABSTRACTS

Sign in or register

 Continue with Google

 Continue with LinkedIn

Or

Sign in or register with email

 info@comcast.net

EMAIL NOT FOUND, REGISTER?

This information will be used by the event organiser to communicate with you about matters relating to the event. By using the system, you agree to Oxford Abstracts' [terms of service](#) and [privacy policy](#).

If you receive a message different from above, copy and paste this url


<https://app.oxfordabstracts.com/stages/1464/submitter> into your browser and hit enter. The sign in form will appear.


Creating a New Account if You Have Never Submitted to NCFR

If you have never submitted a proposal before, click on the link in the NCFR website or copy and paste this url: <https://app.oxfordabstracts.com/stages/1464/submitter>; and you will key in your email. Enter your email. Click on 'Email Not Found, Register?' to create a new account. Then complete the requested information.

OXFORD ABSTRACTS

Sign in or register

 Continue with Google

 Continue with LinkedIn

Or

Sign in or register with email

 info@comcast.net

EMAIL NOT FOUND, REGISTER?

This information will be used by the event organiser to communicate with you about matters relating to the event. By using the system, you agree to Oxford Abstracts' [terms of service](#) and [privacy policy](#).

Confirm email

Title

First name

Last name

Password

Confirm password

CANCEL REGISTER (click on Register)

This information will be used by the event organiser to communicate with you about matters relating to the event. By using the system, you agree to Oxford Abstracts' [terms of service](#) and [privacy policy](#).

You will receive a message from Oxford after you create your account:

From: support@oxfordabstracts.com <support@oxfordabstracts.com>

Sent: Wednesday, January 22, 2020 2:37 PM

To: ????? Email: ooooooooooooo.edu>

Subject: Oxford Abstracts Registration

Thank you for registering with Oxford Abstracts.

Your username is: (whatever name you created)

This is the name you gave us: (whatever name you created).

If you have any questions regarding this email, please contact support@oxfordabstracts.com.

Oxford Abstracts Support Team

Filling Out the Questions

This is the form that everyone will use to submit a proposal:

A welcome message will appear first.

2020 NCFR Annual Conference: Initial Stage

Welcome to the National Council on Family Relations 2020 Conference Proposal Submission Database!

Please fill out the form below to submit your proposal.

Please note: Any field marked with an asterisk (*) is a mandatory question which must be completed prior to your proposal being submitted.

Also note that proposals to Theory Construction & Research Methodology and Affiliate Councils have a different proposal submission process. Please see the 2020 NCFR Call for Proposals (ncfr.org/ncfr-2020/call-for-proposals) for the full details.

After your proposal is submitted, you will receive an email acknowledging that your submission is complete. **The proposal submission deadline is March 2, 2020, 11:59 p.m. Pacific Standard Time.**

If you have questions about proposal content, contact the **section chair** to whom you will submit your proposal. You can find email addresses on pages 6 to 12 of the 2020 NCFR Call for Proposals (ncfr.org/ncfr-2020/call-for-proposals)

For questions about the online submission process, contact **Cindy Winter** (cindywinter@ncfr.org).

Spam filters: Before submitting this form, make sure your email system is set to allow emails from: support@oxfordabstracts.com, sendmail@oxfordabstracts.com, and cindywinter@ncfr.org.

(This is important. All communication regarding your submission will be sent by email from OxfordAbstracts. Be sure that all the listed emails are on your safe list to receive emails.)

Next you will enter authors:

Authors and Employers (or College/University where author is a student) *

For ALL first authors and presenting authors, you MUST list current employer and job title, highest degree earned, discipline and institution from which the highest degree was earned, current licenses, and email address. For co-authors not presenting, include only email address and employer. For co-authors mark "NA" in the bio fields not needed.

Please note it is **mandatory** that at least one author must be checked as presenting in the **Presenting** box.

For a symposium include the names of chairs/co-chairs, discussant, facilitator, moderator (whatever positions are used), and all authors and co-authors of all papers within the symposium.

Names omitted here will NOT be printed in the author index or any online or printed programs.

Privacy Statement:

This information will be used if it is necessary to 1) get in touch with you about your submission(s), 2) provide information to you about the conference, 3) to apply for continuing education approval, and 4) include in the conference program. Your information will not be sold to a third party.

The next fields are where you submit the names and biographical information needed for the authors of your presentation.

Author 1

Title	Ms.
First Name *	Cynthia
Middle Initial	A.
Last Name *	Winter
Presenting <input checked="" type="checkbox"/>	Check here if you will present this proposal at the conference. If you are the only author, it is still necessary to check this box. If a co-author is presenting, check the box for that person. It is mandatory * that at least one person is identified as the presenter.
Email *	cindywinte
Current Job Title *	Conference
Current Department	Conference
Where Degree Earned *	Crossroads (State at what institution you earned your highest degree.)
Current Licenses	
Discipline of Degree	Music (State in what discipline/field you earned your highest degree.)
Highest Degree Earned *	B.S.M.
Affiliation 1	[This is your employer (or university/college where the author is a student)].
Employer (or College/University Where Author is a Student) *	NCFR
Country *	(This is a pull-down menu.)

Add Another Author (For all co-authors, discussant, moderator, chair, facilitator, or any of the positions used if the proposal is a symposium], click Add Another Author and complete the same bio

information for all needed positions. For co-authors and symposium chairs only the email and employer are required. For all other fields key "NA" in the bio fields not needed)

Student, New Professional, and Professional Status *

Please indicate whether the **first author** of the proposal is currently an undergraduate student, a master's student, a doctoral student, a new professional (1-5 years past graduation), or a professional (more than 5 years past graduation)

 **(This is a pull-down menu.)**

Additional Question for a Student Proposal

Is this proposal a result of a student's thesis, dissertation, or other research project?

 **(This is a pull-down menu.)**

Preferred Presentation Format *

Please choose your **preferred** presentation format.

Two new session types are available for the 2020 NCFR Annual Conference that focus on enhancing opportunities for engagement by shifting session time to include more interaction and dialogue (i.e., more “doing” the conference than “attending” the conference). Authors can still choose from some of their favorite session formats, too.

Remember that the more choices in presentation format you provide, the better your chance of being accepted if the review scores are high enough.

NCFR considers all formats, including posters, of equal value, and all formats are reviewed with the same criteria.

Choose from among the following presentation formats:

- **NEW: Interactive Paper Session** — 4-5 papers centered on a common theme. Papers should focus primarily on key findings/observations, contributions, and methodological rigor. Each presenter has 7 minutes to present. A maximum of 7 slides are to be prepared in advance. After the presentations, sessions will include facilitated group dialogue and interaction.
- **NEW: Interactive Workshop** — These workshops focus on the co-creation of new knowledge and skills in real time. The focus of these can be quite broad. What is important is that any proposed workshop focus on a collaborative effort to brainstorm or otherwise address a need that moves our work forward. Examples include: developing or demonstrating novel research methods, processes, or analysis strategies, such as how to successfully recruit underrepresented samples; developing a new measure, or training in the collection of biomarker data; theory development; conceptualizing emerging or novel phenomenon; developing or demonstrating novel clinical, programmatic, or education practices; policy development or evaluation;

leadership/administrative skills; community engagement; and ways to adapt or improve the inclusiveness of any of the above.

- **Paper Session** — 3-4 papers centered around a common theme. Each presenter has 12 minutes to present. **NEW** this year is that after the presentations, sessions will include facilitated group dialogue and interaction, with the hope of identifying priority next steps for the field.
- **Poster** — A graphical, instructional display containing a short abstract, headlines, charts, graphs, pie charts, or other illustrative information. It provides an opportunity for in-depth discussion of presentations with attendees. Posters are scored using the same criteria as papers, symposia, and workshops and are equal in merit to all other formats.

NEW this year: Posters presenters may choose to use the usual poster format or a new poster format. Click bit.ly/37NYt7x to view a video on the new poster format.

- **Resource Exchange Roundtable** — A special format for the Advancing Family Science and Education and Enrichment Sections. The Resource Exchange Roundtable is an interactive opportunity to demonstrate an educational, administrative, enrichment, or pedagogical (e.g., specific curricula or teaching technique) resource that has been particularly useful when working with students, families, professionals, or other populations. An overview is given by the leader, who then facilitates active discussion about the topic. An example of the specific resource that will be provided to roundtable attendees *must* be included with the proposal.
- **Symposium** — A presentation and discussion by 3-4 experts on a particular topic. A discussant integrates and summarizes the papers, develops implications for policy and practice from the research, and facilitates audience discussion. ***See special instructions for symposium proposals.***
- **Workshop** — A **training session** in which the speaker leads participants through exercises or skills development in a given field.

 ***(This is a pull-down menu.)***

2nd Preferred Presentation Format

Please choose a second presentation format that is acceptable for your presentation.

 ***(This is a pull-down menu.)***

Unacceptable Presentation Format

Please check all presentation formats that are unacceptable for your proposal. ***(This will be a checkbox question. Check any unacceptable formats. Remember not to select your first two preferred formats.)***

None
Interactive Paper
Interactive Workshop

Paper
Poster
Resource Exchange Roundtable
Symposium
Workshop

Submission Title *

Enter the FULL TITLE of your proposal EXACTLY as it appears in your short abstract and your long proposal (maximum 20 words). This will be used for printing in the online and printed programs. ***(Provide the title of your proposal in the text box provided.)***

Short Abstract of Your Proposal *

Please enter a short abstract of your proposal in the space below. This is a 125-word (maximum) synopsis of your proposal and may be posted online to describe your presentation. Key contributions of the work should be explicit. Do not list author information in the abstract. The computer program tracks author identity.

(Provide your short abstract in the text box provided.)

Additional Question for a Symposium Submission: Individual Presentation Titles, Authors/Co-Authors, Discussant, Moderator, Facilitator, and Chair

If you are submitting a symposium, please list each individual paper title - along with all co-authors' names - to be presented in your symposium using the following example as a guide. Also include the name(s) of your Discussant, Chair, Facilitator, Moderator (list any of these positions that are used in the symposium):

Paper 1: Evaluating the Effectiveness of the Family Program, Gayle Richardson, Minn Li

Paper 2: Analyzing the Policy Implications of the Family Program, Jesus Hernandez, Davonte Jones

Paper 3: Demonstrating the Return on Investment of the Family Program, Robert Brown, Susan Perry

Paper 4: Understanding the Family Program From a Theoretical Perspective, Brittany Johnson, Daniel Smith

Discussant: Neil Leroux

Moderator: Cindy Winter

Chair: Ashley Gamble

(If your proposal is a symposium, please provide the titles of all proposed papers in the symposium. Please also provide the names of the author, co-authors, discussant, and moderator/facilitator/chair (whichever of these are applicable). You can copy/paste this information from your long proposal.)

First Measurable Objective *

Please list the first of three measurable objectives for your proposal.

See sample objectives on page 4 of the 2020 NCFR Call for Proposals (ncfr.org/ncfr-2020/call-for-proposals).

(Provide your measurable objective in the text box provided.)

Second Measurable Objective *

Please list the second of three measurable objectives for your proposal.

See sample objectives on page 4 of the 2020 NCFR Call for Proposals (ncfr.org/ncfr-2020/call-for-proposals).

(Provide your measurable objective in the text box provided.)

Third Measurable Objective *

Please list the third of three measurable objectives for your proposal.

See sample objectives on page 4 of the 2020 NCFR Call for Proposals (ncfr.org/ncfr-2020/call-for-proposals).

(Provide your measurable objective in the text box provided.)

Proposal Focus *

Indicate the focus of your proposal. Is it: a quantitative research study; a qualitative research study; a mixed methods research study; a systematic literature review; program, prevention, intervention, or evaluation; policy analysis; or an analysis of a theoretical, pedagogical, or research methodology?

(This is a pull-down menu.)

Identify the Specific Methodology of Your Research Study

If your proposal is a qualitative, quantitative, or mixed-methods research study, please identify the specific methodology (e.g., ethnography, structural equation modeling, etc.).

(Provide your specific methodology in the text box provided.)

Proposal Orientation *

Please indicate whether your proposal is primarily research oriented or practice oriented.

(This is a pull-down menu.)

Preferred Section to Which You Wish to Submit Your Proposal *

All proposals must be reviewed by either an NCFR Section, Theory Construction and Research Methodology (TCRM), Affiliate Councils (AC), or Students and New Professionals (SNP).

AC and **TCRM** have separate submission processes. See the 2020 NCFR Call for Proposals (ncfr.org/ncfr-2020/call-for-proposals) for instructions on how to submit to AC or TCRM.

Choose the section or group below that you believe to be the most appropriate to review your proposal. Please note that SNP proposals must have a **professional development focus only**.

If you are unsure, contact the section chair where you think your proposal is appropriate. (See pages 6 to 12 of the 2020 NCFR Call for Proposals (ncfr.org/ncfr-2020/call-for-proposals) for section and SNP descriptions.)

Choose your preferred section (or SNP) below.

(This is a pull-down menu.)

Additional Question for Primarily Practitioner-Oriented Proposals

Does the proposed presentation include specific practice recommendations?

(This is a pull-down menu.)

Additional Question for Proposals Being Submitted to the Family Policy Section

Does the proposed presentation clearly articulate policy implications from your research? *Priority will be given to those that can clearly identify the relevant policy context or policy issue.*

(This is a pull-down menu.)

Additional Question for Proposals Being Submitted to the Family Therapy Section

Does your proposal include use of clinical data that contains practical implications for clinicians, educators, supervisors, and the profession of couple and family therapy. *Special consideration will be offered for proposals that include clinical data.*

(This is a pull-down menu.)

Additional Question for the Education and Enrichment Section

Please specify the contribution of **each** author listed on the proposal. The types of contributions could include conception and planning of the research project, data collection, data analysis/interpretation of findings, drafting and/or critically revising the proposal, etc.

(Please provide your answer in the text box provided.)

For the next set of questions, you will identify the subject, primary population, and the method or approach of your proposal. Instead of up to three keywords, you may now choose to identify 1 to 3 keywords across the 3 categories for a total of 3 to 9 keywords.

1st Subject Code

This year there are **3 categories of Keywords** that will help identify the thrust of your proposal: **Subject Codes**, **Primary Population Codes**, and **Method and Approach Codes**. You are required to select codes from **EACH** category. You may submit up to 3 codes for each category.

Please select your first **subject code** below that shows the focus of your submission, not the population.

(This is a pull-down menu.)

2nd Subject Code

Please select a second **subject code** below that shows the focus of your submission, not the population.

(This is a pull-down menu.)

3rd Subject Code

Please choose the third **subject code** that best describes the focus of your proposal, not the population.

(This is a pull-down menu.)

First Population Code *

Please select up to three **Population Code** from the list below that best captures the focal population of your submission (e.g., sample, prevention/intervention target, policy). They were developed using NCFR's Definition of Diversity and the most commonly used previous conference codes rather than an exhaustive list. For ease, we have created groupings (i.e., ABILITY OR DISABILITY) rather than placing them in alphabetical order. Please select codes from within the groups. Refer to the 2020 NCFR Call for Proposals (ncfr.org/ncfr-2020/call-for-proposals), as necessary.

Please select one **Population Code** from the list below that best captures the focal population of your submission (e.g., sample, prevention/intervention target, policy).

(As you are selecting population codes, please note that there are lines that should not be chosen and say 'do not select this line.')

(This is a pull-down menu.)

Second Population Code

Please select a second **Population Code** from the list below that best captures the focal population of your submission (e.g., sample, prevention/intervention target, policy).

(This is a pull-down menu.)

Third Population Code

Please select a third **Population Code** from the list below that best captures the focal population of your submission (e.g., sample, prevention/intervention target, policy).

(This is a pull-down menu.)

First Method and Approach Code *

Please select one **Method and/or Approach Code** from the list below that best captures the method and/or approach that show the focus of your submission.

(This is a pull-down menu.)

Second Method and Approach Code

Please select a second **Method and/or Approach Code** from the list below that best captures the method and/or approach that show the focus of your submission.

(This is a pull-down menu.)

Third Method and Approach Code

Please select a third **Method and/or Approach Code** from the list below that best captures the method and/or approach that show the focus of your submission.

(This is a pull-down menu.)

Comments to Section Chairs and/or Reviewers

Please make any comments to the section chair and/or reviewers.

(Provide any comments to section chairs or reviewers in the text box provided.)

Loading Your Long Proposal

Please load your long proposal in the box below in PDF format (you are only allowed to submit your proposal as a PDF which maintains the formatting of your proposal). If you have questions about how to create a PDF format, please contact **Cindy Winter** (cindywinter@ncfr.org).

This document is used for the review process. The proposal consists of no more than 1,000 words plus a maximum of two pages of tables/charts, and maximum of one page of references. **Do not list author information in the long proposal.** The proposal is reviewed anonymously in a blind-review process.

Your long proposal must include the following elements (no abstract):

- **Thesis/Aims/Goals:** Begin by summarizing the thesis of your proposal, followed by the aims and goals. Aims and goals are particularly important for workshop proposals as is a connection to the extant literature. The connection to theory should be explicit. Because of the brevity of the proposal, make your point up front rather than writing your entire proposal before you get to the purpose.
- **Methods:** Briefly discuss the methods/approaches you are using to provide evidence for your thesis and show how this is timely, relevant, rigorous, and cutting-edge. Explain the implementation of your methods. Demonstrate your knowledge of the methods used and explain how they benefit your research. For more practice-based or workshop proposals this section should include the how to (e.g., how an intervention was carried out, what process you will use to facilitate the workshop).
- **Analysis and Preliminary Results/Contributions:** Indicate the procedures you are using to answer your thesis, and provide preliminary results and contributions based on the data that you have collected. Readers will want to know the possible benefits and drawbacks of your research. Workshop proposals do not need to include results but should address potential contributions and innovations.
- **Implications for Research/Practice/Policy:** Discuss the potential impact of your results. Be sure that you show how your scholarship can be applied.
- **See ncfr.org/lit-review** for specific tips for writing a successful systematic literature review.

Special Instructions for a Symposium Proposal:

- **On page 1, include the following:** (1) symposium title; (2) a list of individual paper titles, authors/co-authors, and authors' employers; and (3) symposium chair and discussant names. For all first authors and the discussant, you **MUST** list a current employer and

position title, highest degree earned, discipline and institution from which the highest degree was attained, current licenses, and email addresses. For all co-authors not presenting and the symposium chair, include only email addresses and employer.

- **Page 2** is a one-page description (i.e., abstract) of the symposium, including how all the individual papers fit together and their collective contribution. Include three measurable objectives. (See page 4 of the 2020 NCFR Call for Proposals (ncfr.org/ncfr-2020/call-for-proposals) for sample objectives.)
- **Pages 3 and following:** Prepare a proposal of no more than 500 words and one page of tables/references for each of the papers to be presented during the symposium. Combine everything into one document.

Load Your Long Proposal *

Please load your long proposal here in PDF format (you are only allowed to submit your proposal as a PDF which maintains the formatting of your proposal).

Please load your long proposal here in PDF format (you are only allowed to submit by PDF.)

Choose File (PDF only)

Maximum file size 10MB

(Select the file you wish to upload. When the proposal has completed loading, the notation "Download Uploaded File" and "REMOVE" will appear. This indicates that your proposal uploaded successfully.)

Author Approval *



I confirm that this proposal has been approved by all authors.

(Check the box to confirm that the proposal was approved by all authors.)

Proposal Status *

Please identify the status of your proposal below.

Proposals must contain information that has never been published or presented prior to the submission, and that it will not be presented or published prior to the 2020 NCFR Annual Conference. If you answer "yes" to the question, please give details.

If you have specific questions, please contact the section chair to which this proposal is being submitted. See pages 6-12 of the 2020 NCFR Call for Proposals (ncfr.org/ncfr-2020/call-for-proposals) for contact information.

No, the proposal has not been nor will be published or presented prior to the 2019 NCFR Annual Conference.

(This is a pull-down menu.)

Proposal Status Explanation

Please give details if you checked the box above that your proposal has been previously or will be published or presented prior to the 2020 NCFR Annual Conference (ncfr.org/ncfr-2020).

(Provide details, if necessary, in the text box provided if you answered yes to the previous question.)

Commercial Interest

- ☐ Check this box if the author(s) has any commercial interests or associations that might pose a conflict of interest regarding this submission.

(Check the box only if this question is true. If you check the box, you must answer the next question.)

Commercial Interests or Associations

Please give details if you checked the box above.

(Provide details, if necessary, in the text box provided if you answered yes to the previous question.)

Permission to Publish*

- ☐ Check this box to give the National Council on Family Relations (NCFR) permission to reproduce the short abstract of your accepted proposal in NCFR publications or online for educational or promotional purposes. I/We give NCFR permission to record, live stream, and sell audio and video materials of my/our presentation. NCFR shall be the sole owner of all rights, title, interest, and copyright in and to any audio/visual (A/V) recordings of the presentation. NCFR agrees to credit speakers by name and title in any recordings marketed by NCFR. I/We agree to assign, transfer, and sell to NCFR all rights, title, and interest in any and all A/V recordings made by NCFR of the presentation. I/We do not retain any rights to the recording made by NCFR of the presentation and NCFR shall have the right without limitation to hold, enforce, and register copyrights to the recordings of the presentation in the name of NCFR. I/We further agree to my/our abstract being published on a website prior to the conference.

(Check the box indicating you give permission to NCFR.)

Declaration/Author(s) Will Attend*

- ☐ Please check this box. I agree to the following:
- (1) I have read and agree to the requirements set forth in the 2020 Call for Proposals.
 - (2) I agree that if my proposal is accepted as a paper, symposium, workshop, poster, interactive paper, or interactive workshop format, my presentation materials will not include copyrighted music, audio recording, or other material.
 - (3) If my proposal is accepted, I agree that at least one author of the proposal will attend the conference to present and will register and pay the registration fee.
 - (4) I further acknowledge that I must register and pay for the conference whether I am a presenter, discussant, chair, facilitator, moderator, or an attendee of the conference.
 - (5) If my proposal is accepted as a paper, symposium, workshop, interactive paper, or interactive workshop, I will try to upload copies of my PowerPoint slides that will be used in the presentation to the NCFR website prior to my presentation at the conference.
 - (6) If my proposal is accepted as a paper, symposium, workshop, interactive paper, or interactive workshop, I agree to send the session facilitator a copy of my final presentation by October 15.

(Check the box to agree to the above statements.)

Are you Interested in being a reviewer for this year's conference?

If you are a reviewer, you must complete your review assignments between March 13 and March 30. You will review up to five proposals per section for a maximum of two sections.

(This is a pull-down menu.) If you select "Yes", you will receive an email with a link to the reviewer database. You will need to fill out your information in that database after receiving the email.

Suggest names of potential reviewers.

Please provide the names and emails of colleagues who would be excellent conference proposal reviewers.

(If you wish, you may suggest a list of potential reviewers in the text box provided.)

Email me when conference registration opens.

Indicate if you are interested in receiving an email when conference registration opens in late March.

(This is a pull-down menu.)

The following message will then appear:

Thank you for submitting your proposal for the 2020 NCFR Annual Conference. You can make changes to your proposal by logging in to <https://app.oxfordabstracts.com/stages/1464/submitter> before March 2, 2020, 11:59 p.m. Pacific Standard Time.

You will be notified about whether your proposal is accepted or rejected no later than June 1, 2020.

Contact us if you have a problem or wish to withdraw a submission: cindywinter@ncfr.org | 612-759-8580 | www.ncfr.org/ncfr-2020
Submit

Click the "Submit" button — if there are mandatory fields that have not been completed, a note will appear indicating some questions are incomplete. You can complete the proposal at this time or return at a later time before March 2, the proposal submission deadline, to complete the proposal.

After clicking submit, Oxford Abstracts will upload your submission.

A summary of your proposal will appear. After you have reviewed your proposal you can either amend or click on Continue. You can view and amend your proposal, as necessary. If you wish to complete the proposal at a later time, go to <https://app.oxfordabstracts.com/stages/1464/submitter/>. Here you can view or amend your proposal, submit another proposal, and view your proposal decision.

After clicking Continue the following message will appear. If you want to add a submission, click on New

Submission, and you will start the whole process over.

2020 NCFR Annual Conference

Tuesday, 10th November, 2020 - Saturday, 14th November, 2020

Marriott St. Louis Grand Hotel, St. Louis, MO

cindywinter@ncfr.org

6127598580

Submissions

NEW SUBMISSION

Initial Stage

Deadline - Monday, 2nd March, 2020

Outcome notification - Monday, 1st June, 2020

9. [Untitled submission](#)

Incomplete
Pending

(This lists the title of your presentation and the id number. You may amend this presentation any time up till March 2 at 11:59 p.m. EST.)

Additional Notes:

(If you submitted a proposal in 2018 or 2019, you may see this screen if you want to amend a proposal. Be sure to click the View button on the 2020 NCFR Conference to find all your proposals for this year's conference.)

Events

2019 NCFR Conference	View
Monday, 18th November, 2019 - Friday, 22nd November, 2019	
Omni Fort Worth Hotel, Fort Worth, TX	
2020 NCFR Conference	View
Tuesday, 10th November, 2020 - Saturday, 14th November, 2020	
Marriott St. Louis Grand Hotel, St. Louis, MO	
NCFR 2018 Conference	View
Wednesday, 7th November, 2018 - Saturday, 10th November, 2018	
San Diego, California — Town and Country Resort & Convention Center	

Remember all submissions and changes to proposals must be completed by March 2, 11:59 p.m. PST. Good luck!