You are invited to present a Practitioners’ Forum, Poster, Research Paper, or Student Paper at our 2015 Annual Symposium.

All submissions must be submitted through the Proposal Space online platform no later than May 29, 2015. Please use the links below to submit your proposal to your respective call.

Practitioners’ Forum Call: http://proposalspace.com/calls/d/430
Poster Session Call: http://proposalspace.com/calls/d/433
Research Paper Call: http://proposalspace.com/calls/d/431
Student Paper Call: http://proposalspace.com/calls/d/432

Please use the following email addresses for the following submission categories for any questions you may have.

If you have any questions, please email as follows:

Practitioners’ Forum Questions: practitionersforum@afcpe.org
Poster Session Questions: posters@afcpe.org
Research Paper Questions: researchpapers@afcpe.org
Student Paper Questions: studentpapers@afcpe.org
GUIDELINES FOR SUBMISSION AND PRESENTATION

- Each proposal must be submitted through Proposal Space.
- Accurate responses are required on all sections. Be sure that author names, designations (e.g., Ph.D. or AFC), and affiliations appear as desired for the symposium program. Provide accurate email address information for notification of the authors.

- Individuals can be listed as primary authors on no more than two presentations.
- Submission of a proposal represents an agreement to register for and attend the symposium and present the paper or to find a substitute presenter and to submit a paper in final, revised format for publication in the Proceedings. Authors should verify authorization for travel to symposium with their institution/employer prior to submitting a proposal.

- Names of authors of accepted presentations will be published in the Symposium program and Proceedings as originally submitted.

- For all submissions, maintain 1 inch top, bottom, and side margins using 12 point font.

- Authors of accepted proposals submitting presentations for the Proceedings should follow APA Guidelines (see http://webster.commnet.edu/apa/apa_index.htm). However, tables, charts, and figures should be integrated into the text, no text or tables should be prepared in landscape orientation, and the body of the text should start immediately under the abstract. The Proceedings editor and AFCPE reserve the right to edit accepted papers that exceed the maximum page limit.

The typical time allotted for verbal presentations during the symposium is 40-45 minutes.  
  - New! For our Research presentations, the main presenter will have 20-25 minutes with a discussant presentation of 20 minutes to follow the presentation.

- All submissions are triple, blind reviewed. All authors will receive an email outlining the status of their submission by July 24, 2015.
Proposal Space Platform

All symposium submissions must be submitted through Proposal Space. Please follow the instructions below:

- Create a free account in Proposal Space (http://proposalspace.com/signup) or sign in to your existing Proposal Space account
  - You will have access to your proposal until you submit.
- Locate appropriate AFCPE Call (http://proposalspace.com/active_calls) and select link
  - Practitioners’ Forum, Poster, Research and Student all have separate calls, please make sure to select the correct call for your submission
- Assign your Proposal a nickname, you will be asked later for the title
- Edit required content in Proposal Space: Title, Author Name/Information (and any additional Author Name/Information) and upload your submission. All required items must be completed before you can submit.
  - Proposal Submission (must be in Word) and scrubbed of author information/names
- Main Authors must have active account in proposal space. We recommend having the first author listed submit proposal through Proposal Space.
- **Deadline for electronic submissions is May 29, 2015**

PRACTITIONERS’ FORUM—IDEAS THAT WORK

http://proposalspace.com/calls/d/430

This is an opportunity to share your successes or “ideas that work” with your colleagues.

Forums can:
- Describe financial counseling, planning, and/or education programs or strategies;
- Present a workshop on new tools and techniques, including worksheets or fact sheets, marketing tools/approaches;
- Share successful partnerships, e.g., How local needs were addressed or how funds were assembled to support a program/project.

Format for Proposed Forum Session

In a maximum of two double-spaced pages, use the following headings to describe the content and method of delivery of the program or strategy:
- Description of Content and Method
- Objective/Purpose
- Target Audience
- Minimum and maximum time required when program is presented to target audience.
Criteria for Evaluation

- Proposals will be evaluated on the following areas:
  - Importance/Timeliness of Topic
  - Relevance to Profession
  - Ability to use in Other Counseling or Educational Settings and Impact/value to symposium participants and proceedings.

Proceedings

Authors are invited to submit a one-page summary of the forum for the Proceedings. This deadline is currently August 28, 2015.

POSTER SESSION

http://proposalspace.com/calls/d/433

The Poster Session is a regularly scheduled time during the symposium for visual presentation of research, educational tool, or an educational or counseling methodology or program. Posters should be mounted on poster board; easels will be provided at the symposium. During the Poster Session, presenters stand next to their posters to answer questions and provide additional information to symposium attendees.

Format for Poster Submission

In a maximum length of two double-spaced pages, briefly describe the project or program (not the poster itself but the project or program).

Criteria for Evaluation

Submissions will be evaluated on the following criteria:

- Literature Review
- Purpose & Justification
- Methods/Research (if applicable)
- Results/Discussions
- Conclusions/Implications
- Organization & Readability
- Citations & Reference List and
- Contribution to the JFCP Literature.

Proceedings

Authors are invited to submit a one-page summary of the poster for the Proceedings. This deadline is currently August 28, 2015.
Symposium papers include reports of research, comprehensive reviews of the literature, or description and/or evaluation of an educational or counseling methodology/program. An award for “Best Symposium Paper” is available for this category which includes a monetary award up to $200.

New this year: AFCPE research sessions will now include a discussant component. The discussant will be a fellow researcher or practitioner who will respond to the technical aspects of the work as well as discuss the applications to practice. You will be asked to recommend an individual to serve as a discussant for your presentation, if chosen. Please note, your discussant will also need to attend the 2015 Symposium. If you do not include a discussant recommendation, and your proposal is selected, one will be assigned to you.

Format for Paper Submission
New this year: A detailed abstract is required by May 29, 2015. The abstract must provide relevant information about your study using the following format:

- Title
- Background
- Purpose
- Conceptual Background or Theory (if any)
- Hypotheses or Research Questions
- Methodology (data source, sample characteristics, variables, analysis)
- Results and Discussion with Financial Counseling and Planning Implications

Criteria for Evaluation
Submissions will be evaluated on the following criteria:

- Literature Review
- Purpose & Justification
- Methods/Research (if applicable)
- Results/Discussions
- Conclusions/Implications for financial counselors and educators in practice
- Organization & Readability
- Citations & Reference List
- Contribution to the JFCP Literature

Proceedings
Final deadline: Authors are required to submit full papers (25 pages maximum) for the Proceedings by August 28, 2015. The maximum length is 20-25 double spaced pages, including tables, charts, figures, and references. Paper submissions should follow APA Guidelines (see http://webster.commnet.edu/apa/apa_index.htm). However, tables, charts, and figures should be integrated into the text, and the body of the paper should start immediately under the abstract. In addition, running headings will not be used. All
Graduate and undergraduate students are encouraged to submit papers on financial counseling, planning, and/or education. Papers may be based on research, a comprehensive literature review, or description or evaluation of an educational or counseling methodology or program. Outstanding student papers are eligible for consideration for an award. All authors of the paper must be students at the time of submission.

New this year: AFCPE research sessions will now include a discussant component. The discussant will be a fellow researcher or practitioner who will respond to the technical aspects of the work as well as discuss the applications to practice. You will be asked to recommend an individual to serve as a discussant for your presentation, if chosen. Please note, your discussant will also need to attend the 2015 Symposium. If you do not include a discussant recommendation, and your proposal is selected, one will be assigned to you.

Format for Paper Submission
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- Literature Review
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Proceedings
Final deadline: Authors are required to submit full papers (25 pages maximum) for the Proceedings by **August 28, 2015**. The maximum length is 20-25 double spaced pages, including tables, charts, figures, and references. Paper submissions should follow APA Guidelines (see http://webster.commnet.edu/apa/apa_index.htm). However, tables, charts, and figures should be integrated into the text, and the body of the paper should start immediately under the abstract. In addition, running headings will not be used. All pages should be numbered. Pay special attention to section headings, citations within the text, and references.