

Step 1: Provide contact information for the Moderator, Individual Presenter, or Poster Presenter. This is the main Point of Contact for everything relating to your submission.

Contact Information

Please provide contact information below. If you are submitting a Poster Presentation or Individual Paper, please choose the appropriate Contact Role from the drop down menu below.

Author Role

Salutation

First Name

Last Name

Job Title

Work Phone

Email

Confirm Email

Organization

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Step 2: Provide an overview of your session, poster, or individual presentation.

Abstract Information

Session, Poster, or Presentation Title **[REQUIRED]**

Description of Presentation or Poster (250 words max) **[REQUIRED]**

Please provide a summary of what will happen during your session or a summary of the content of your poster.

Do not include individual speakers and their presentation topics in your abstract. That information must be submitted by clicking the button "Add Additional Speaker" on the next page.

Words remaining:

250

count

Learning Objectives **[REQUIRED]**

A learning objective describes what attendees should know or be able to do at the end of the session, or after reading the poster, that they couldn't do before.

Objective 1

Objective 2

Objective 3

Primary Track **[REQUIRED]**

Please identify the one track that your abstract most relates to. The Committee reserves the right to assign your abstract to a different track.

[clear selection](#)

- Animal Management, Health & Welfare
- Aquarium Affairs
- Business Operations
- Conservation
- Development/Fundraising & Membership
- Education
- Public Relations & Marketing
- Volunteer & Intern Engagement
- Trends & More

Secondary Track [REQUIRED]

Choose all that apply

- | | |
|--|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Education |
| <input type="checkbox"/> Animal Management, Health & Welfare | <input type="checkbox"/> Public Relations and Marketing |
| <input type="checkbox"/> Aquarium Affairs | <input type="checkbox"/> Development/Fundraising and Membership |
| <input type="checkbox"/> Business Operations | <input type="checkbox"/> Volunteer & Intern Engagement |
| <input type="checkbox"/> Conservation | <input type="checkbox"/> Other <input type="text"/> |

Career Level of Target Audience [REQUIRED]

[clear selection](#)

- Non-Supervisory
- Mid-Level Leaders
- Senior/Executive Leadership

Submission Format [REQUIRED]

[clear selection](#)

- Program Session (90 minutes; includes myself and other presenters)
- Individual "Ignite" Style Presentation (5 minutes covering 20 slides for 15 seconds each)
- Poster Presentation

Step 3: If you selected Program Session as your Submission Format, you will need to provide additional information related to the type of Program Session you are proposing. That information is shown below, as well as in Steps 4-6.

If you selected Individual Presentation or Poster Presentation, you have provided all the required information. Skip ahead to Step 7.

Please select a desired format for your Program Session **[REQUIRED]**

[clear selection](#)

- Moderated Panel Discussion
- Rapid-Fire Discussion
- Collaborative Discussion
- Point-Counterpoint Panel
- Open Mic Forum
- PechaKucha 20x20/IGNITE
- Conversation Starter
- Other

Audience Participation [REQUIRED]

Audience participation and/or Q&A and interactivity are encouraged during Program Sessions. Include your strategies for audience involvement and interaction, as well as a breakdown of how you intend to use the time allotted.

Words remaining:

100

Diverse Perspectives [REQUIRED]

Please provide a short description of the diverse range of perspectives present in your session. This includes speakers from institutions of varying size and budget; speakers from zoos and aquariums.

Words remaining:

100

If not selected for a session, would you consider presenting a Poster? **[REQUIRED]**

[clear selection](#)

- Yes
- No

Please provide a 100 word description for marketing purposes. **[REQUIRED]**

If your session is accepted, this description will display in the online schedule and will be printed in the onsite Program Guide. It should be engaging and explain to attendees why they should attend your session. It can be changed at a later date.

Words remaining:

100 [count](#)



[Back](#) [Save and Edit Later](#) [Continue](#)

Step 4: For Program Sessions only, you will add your speakers by clicking “Add an Additional Speaker”. There is no limit to the number of speakers you can add, but keep in mind, sessions are 90 minutes long and the Program Committee encourages Q&A and time for audience participation.

If you fail to identify additional speakers, it will weigh heavily on the review process. The Program Committee expects Program Session submissions to include confirmed speakers.

Review

- For Session Proposals, session speakers must be added by clicking the **"Add Additional Speaker"** icon below. The Annual Conference Program Committee reserves the right to add to or remove speakers from your session.
- You should only be submitting individuals that plan to register for the Conference and have already agreed to speak in your session. The Committee does not want information for individuals who are authors or contributors to your paper or poster, nor TBD information.
- If you would like to save your work and come back at a later time to edit your proposal, click the **"Save & Edit Later"** button. You will be emailed information on how to login to the Call for Papers Service Center to edit and submit your proposal. Your proposal must be submitted by Friday, April 17, 11:59 pm Pacific or it will not be considered.
- Once you are ready to submit your proposal, click the **"Submit"** button below. You will be emailed a confirmation of your proposal.

Submission Information	
Test Session	
Cheryl Wallen Director, Conferences (Moderator of a Full Session)	



Add an Additional Speaker



Preview and Print Your Proposal

By submitting your proposal, you are agreeing that you have read and understand the [registration and membership requirements](#) for speaking at the Annual Conference and agree that your presentation is educational in nature and does not actively promote any particular product, service, brand, or company.

You are also agreeing to the [Meetings Code of Conduct](#). AZA is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, or political affiliation. AZA has a zero tolerance policy for harassment in any form. Violations by any registered attendee or participant may result in expulsion and possible ban from future events.

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Save and Edit Later

Submit

Step 5: For Program Sessions only, you are required to provide the contact information for your additional speakers. TBD will not be accepted.

If you fail to identify additional speakers, it will weigh heavily on the review process. The Program Committee expects Program Session submissions to include confirmed speakers.

Contact Information

Additional Speaker - Only submit individuals who are confirmed and have agreed to speak in your session. The Committee does not want information for authors or contributors to your paper or session.

TBD will NOT be accepted.

Author Role

Speaker



Salutation



First Name

Last Name

Job Title

Work Phone

Email

Confirm Email

Organization

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Step 6: For Program Sessions only, provide the description of what the speaker will be presenting and how it contributes to the session. TBD and/or “same as main session” will not be accepted.

If you fail to identify additional speakers, it will weigh heavily on the review process. The Program Committee expects Program Session submissions to include confirmed speakers.

Abstract Information

Title of Speaker's Presentation **[REQUIRED]**

TBD and/or "same as main session" will NOT be accepted. Each speaker's title and description is required to state their unique contribution to the session.

Description of Speaker's Presentation **[REQUIRED]**

TBD and/or "same as main session" will NOT be accepted. Each speaker's title and description is required to state their unique contribution to the session.

Words remaining:



50

Step 7: If your submission is complete, hit SUBMIT.

If you want to come back and edit your submission at a later date, click **SAVE AND EDIT LATER**. You will be emailed information on how to log into the Call for Papers Service Center to edit and submit your proposal. If you use the **SAVE AND EDIT LATER** feature, your proposal has not been submitted. You will need to submit it via the Service Center before the deadline.

Review

- For Session Proposals, session speakers must be added by clicking the "Add Additional Speaker" icon below. The Annual Conference Program Committee reserves the right to add to or remove speakers from your session.
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Submission Information	
Test Session	
Cheryl Wallen Director, Conferences (Moderator of a Full Session)	



Add an Additional Speaker



Preview and Print Your Proposal

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Step 8: You will receive a confirmation email with your submission information and your login to the Call for Papers Service Center. If you do not receive an email within a few minutes of completing the form, please contact Cheryl Wallen (cwallen@aza.org) to confirm your submission was received.

AZA 2020

ANNUAL CONFERENCE

Columbus, Ohio | September 13-17

www.aza.org/annualconference

ASSOCIATION
OF ZOOS &
AQUARIUMS

Dear TestFirst1,

Thank you for submitting your proposal "**Test Session**" to the 2020 AZA Annual Conference Call for Papers. Please review the information below. If you would like to make changes to your proposal, you may log into the [Call for Papers Service Center](#) prior to Friday, April 17, 11:59 pm Pacific. Your email is cwallen@aza.org and your password is **CRPX6263**.

The Annual Conference Program Committee will be meeting in May to review all submissions. You will be notified of the Committee's decision by the beginning of June. A draft program will be available online by the end of June.

If you have any questions about your submission, please do not hesitate to contact us.

Regards,

Andy Wood
Chief Operating Officer, The Florida Aquarium
Chair, Annual Conference Program Committee
awood@flaquarium.org

Cheryl Wallen
Director of Conferences, Association of Zoos & Aquariums
cwallen@aza.org

Abstract Number: 100
Test Session

Session, Poster, or Presentation Title	Test Session	
Description of Presentation or Poster (250 words max)	Test	
Learning Objectives	Objective 1	Test
	Objective 2	Test
	Objective 3	Tes
Primary Track	Animal Management, Health & Welfare	
Secondary Track	None	
Career Level of Target Audience	Non-Supervisory	
Submission Format	Program Session (90 minutes; includes myself and other presenters)	