

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	<input type="text"/>
Salutation	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Job Title	<input type="text"/>
Work Phone	<input type="text"/>
Email	<input type="text"/>
Confirm Email	<input type="text"/>
Organization	<input type="text"/>

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

Abstract Information

Title of Session, Presentation, or Poster [REQUIRED]

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

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:

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

Career Level of Target Audience **[REQUIRED]**

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

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
- Workplace Culture, Staff Engagement, & Professional Development
- Trends & More

Submission Format **[REQUIRED]**

clear selection

- Program Session (90 minutes)
- Program Session (40 minutes)
- Individual Presentation (15 minutes)
- The Evening Buzz Individual Presentation (5 minutes)
- Poster Presentation

Step 3: If you selected 90 or 40-minute 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 Presentations/Discussion
- Rapid-Fire Presentations
- Collaborative Discussion/Breakout Groups
- Open Mic Forum
- Other

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; speakers with varying lengths of time in the field; speakers from different departments and levels; first time speakers.

Words remaining:

Audience Participation [REQUIRED]

AZA and the Annual Conference Program Committee encourage Q&A and/or audience participation and interactivity during Program Sessions. Please explain briefly how you will engage the audience during your session.

Words remaining:

Room Setup Request [REQUIRED]

The standard room setup for Program Sessions is chairs only, no tables. A limited number of rooms will be set with round tables and chairs, intended for sessions that have more audience interaction and small group discussion. If your submission is accepted, would you like to request your session be scheduled in a room that is set with round tables?

This request cannot be guaranteed.

clear selection

- Yes, I'd like to request my session room be set with round tables.
- No, the standard room setup with no tables will work for my session.
- I do not have a preference on room setup for my session.

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:

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 90 or 40-minute Concurrent Session Proposals, speakers must be added by clicking the "Add Additional Speaker" icon below. They should not be included in your abstract. Preference is given to Concurrent Session Proposals that include additional speakers beyond the moderator.
- You should only be submitting individuals that plan to register for the Conference and have agreed to speak in your session. The Committee does not want information for individuals who are authors or contributors to your paper or poster.
- 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 5, 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 Submission	
1	Cheryl Andrews Director (Moderator of a Program Session (90 minutes))	



Add an Additional Speaker



Preview and Print Your Proposal

By submitting your proposal, you are agreeing to:

- **Speaker Requirements** for speaking at the Annual Conference.
- You agree that your presentation is educational in nature and does not actively promote any particular product, service, brand, or company.
- **Meetings Code of Conduct.** AZA has a zero tolerance policy for harassment in any form. Violations by any registered attendee, speaker, 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 will be speaking in your session. The Committee does not want information for authors or contributors to your paper or session.

Author Role	<input type="text" value="Speaker"/>
Salutation	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Job Title	<input type="text"/>
Work Phone	<input type="text"/>
Email	<input type="text"/>
Confirm Email	<input type="text"/>
Organization	<input type="text"/>

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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]**

If your speakers do not have a specific presentation title, please put "Panelist" as their presentation title and description.

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

If your speakers do not have a specific presentation title, please put "Panelist" as their presentation title and description.






Words remaining:

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 90 or 40-minute Concurrent Session Proposals, speakers must be added by clicking the "Add Additional Speaker" icon below. They should not be included in your abstract. Preference is given to Concurrent Session Proposals that include additional speakers beyond the moderator.
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- 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 Submission	
1	Cheryl Andrews Director (Moderator of a Program Session (90 minutes))	
	Speaker One Presentation	 
1	Speaker One Assistant (Speaker)	



Add an Additional Speaker



Preview and Print Your Proposal

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Save and Edit Later

Submit

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 Andrews (candrews@aza.org) to confirm your submission was received.

AZA 2024
ANNUAL CONFERENCE
September 14-19 | Calgary, Alberta, Canada

www.aza.org/annualconference

ASSOCIATION
OF ZOOS
& AQUARIUMS

Dear Amy,

Thank you for submitting your proposal "**Test**" to the 2024 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 5, 11:59 pm Pacific. Your email is [REDACTED] and your password is [REDACTED].

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

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

Regards,

Cheryl Andrews
Director of Conferences, Association of Zoos & Aquariums

Abstract Number: 100

Test

Title of Session, Presentation, or Poster	Test
Description of Presentation or Poster (250 words max)	Testing
Learning Objectives	Objective test A 1 Objective B 2 Objective C 3