



## **Invitation to Present**

**Association for Financial Counseling and Planning Education  
Annual Conference  
November 17-19, 2010  
Denver, CO**

We invite you to present a Practitioners' Forum, Poster, Paper, or Student Paper at our 2010 Annual Conference. *All submissions must be submitted electronically in Microsoft Word. Please see page 2 for guidelines and instructions.*

Submit a copy of the *Conference Submission Cover Sheet Form*, available on the AFCPE website at: <http://www.afcpe.org/conference/>

All submissions must be submitted no later than **May 28, 2010** and emailed to: [conference2010@afcpe.org](mailto:conference2010@afcpe.org)

## GUIDELINES FOR SUBMISSION AND PRESENTATION

- For each submission, complete the *Conference Submission Cover Sheet Form* available on the AFCPE website at: <http://www.afcpe.org/conference/>. Provide accurate responses to all sections. Be sure that author names, designations (e.g., Ph.D. or AFC), and affiliations appear as desired for the conference 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 conference 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 conference with their institution/employer prior to submitting a proposal.
- Names of authors of accepted presentations will be published in the Conference 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 (5th edition, see [http://webster.comnet.edu/apa/apa\\_index.htm](http://webster.comnet.edu/apa/apa_index.htm)) with the exception that any 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 conference is 35-40 minutes.
- All submissions are triple, blind reviewed. All authors will receive an email outlining the status of their submission by July 6, 2010.

## ELECTRONIC SUBMISSIONS

All conference submissions must be submitted electronically. Please follow the instructions below:

- Send your submission to: [conference2010@afcpe.org](mailto:conference2010@afcpe.org)
- Please indicate the type of submission in the subject line of the email. The subject line should read Poster Session Submission, Practitioner Forum Submission, Research Paper Submission, or Student Paper Submission .
- Attach the following to your email:
  - Cover sheet (must be in Word)
  - Proposal Submission (must be in Word)
- Deadline for electronic submissions is May 28, 2010

## **PRACTITIONERS' FORUM—IDEAS THAT WORK**

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 basis of importance, relevance, and potential use in other counseling/educational settings.

### **Proceedings**

Authors are invited to submit a one-page summary of the forum for the *Proceedings*.

## **POSTER SESSION**

The Poster Session is a regularly scheduled time during the conference 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 conference. During the Poster Session, presenters stand next to their posters to answer questions and provide additional information to conference 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 basis of importance and relevance of the subject matter, contribution to the financial education community and knowledge base, appropriateness, timeliness and usefulness of the findings, conclusions, and adequacy of interpretation and implications.

### **Proceedings**

Authors are invited to submit a one-page summary of the poster for the *Proceedings*.

## PAPERS

Conference 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 Conference Paper” is available for this category.

### **Format for Paper Submission**

Maximum length is 20-25 double spaced pages, including tables, charts, figures, and references. Paper submissions should follow APA Guidelines (5th edition, see [http://webster.commnet.edu/apa/apa\\_index.htm](http://webster.commnet.edu/apa/apa_index.htm)) with the exception that 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.

### **Criteria for Evaluation**

Submissions will be evaluated on the basis of importance and relevance of the subject matter, contribution to the knowledge base, appropriateness of the methodology, timeliness and usefulness of the findings, conclusions, and adequacy of interpretation and implications.

### **Proceedings**

Authors are required to submit full papers (25 page maximum) for the *Proceedings*.

## STUDENT PAPERS

Graduate or 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.

### **Format for Student Paper Submission**

Maximum length is 20-25 double spaced pages, including tables, charts, figures, and references. Paper submissions should follow APA Guidelines (5th edition, see [http://webster.commnet.edu/apa/apa\\_index.htm](http://webster.commnet.edu/apa/apa_index.htm)) with the exception that 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.

### **Criteria for Evaluation**

Submissions will be evaluated on the basis of importance and relevance of the subject matter, contribution to the knowledge base, appropriateness of the methodology, timeliness and usefulness of the findings, conclusions, and adequacy of interpretation and implications.

### **Proceedings**

Authors are required to submit full papers (25 page maximum) for the *Proceedings*.