National African American Child and Family Research Center (NAACFRC) Community-Engaged Research (CER) Conference

2025 CER Conference Proposal Template

Thank you for your interest in presenting at this year's conference. By submitting a proposal, you may have the opportunity to share your community-engaged research, such as research approaches, stories of successful research collaborations, and lessons learned.

This template is provided for your convenience and contains the fields that must be completed on the [online proposal submission form](#). This is provided as a tool to support preparation and collaboration on your proposal. You may also work within the online form; you will be able to return to your work if you are using the same device. We recommend you also save your work outside of the online form.

Before beginning your proposal, please review the guidelines on the 2025 CER Conference Call for Proposal webpage.

Guidelines include:
- Descriptions and instructions on how to complete the fields outlined in this template
- Selection process criteria
- Community-engaged research guidelines
- Registration and travel guidelines for selected presenters
- Presentation terms and conditions

You **must** submit this proposal via the [online proposal submission form](#). After you submit your proposal, a confirmation message will display on the webpage. If you do not see this message, you have not submitted your proposal. After December 13, no proposals will be accepted—no exceptions.

Important Dates
- November 20, 2024: Proposal Submission Opens
- December 13, 2024 (11:59 p.m. ET): Proposal Submission Deadline
- February 2025: Selected Presenters Notified
- March 31, 2025: Conference Registration Opens
- June 12, 2025: NAACFRC 2025 Community-Engaged Research Conference, Atlanta, GA.

If you have any questions, comments, or a request for an accommodation regarding your proposal, please email info@naacfrc.org. You will receive a reply as soon as possible.

Submission Form Contents:

Fields marked with an asterisk (*) are required

Session Information

*Delivery Format:

NAACFRC is offering a hybrid conference on June 12, 2025. NOTE: Please do not submit identical proposals for different formats or events. Select your Session Delivery Format below:

In-Person Delivery Formats
- o   Demonstration – 75 minutes, maximum of four presenters
- o   Presentation – 15/20 minutes, maximum of two presenters

Online Delivery Format
- o   Virtual Presentation – 20 minutes, maximum of two presenters

Session Title:
Please submit a short, yet descriptive session title. We encourage you to be creative. Please use title capitalization. IMPORTANT: Do not use abbreviations and do not include institution, company, or product names anywhere in the session title. (100-character limit)

*Session Title:

*Session Abstract:
Share the overview/abstract for your session. If your proposal is accepted, please note that the abstract is what most attendees will use to make decisions about what sessions to attend. **What can you say that will encourage your colleagues to attend your session**? In 1 – 2 sentences, tell us what you will cover during your session. (1,500-character limit)

*Session Takeaways:
Identify **three key takeaways** or session objectives (e.g., things participants will know or be able to do because of participation in the session). When submitting objectives below, please begin with a verb (e.g., "identify" or "explain", but exclude any introductory text and the phrase "Participants will…," as this is assumed). (Limit the length of each outcome to 200 characters)

Session Tracks, Description & Keywords

*Session Track:
The program committee has identified three suggested program tracks for 2025. Preference will be given to the proposals that sufficiently reflect what you have done or are planning to do regarding each of these areas.

Select track(s) that best aligns with your session proposal.
- o   TANF/Poverty Alleviation/Self-Sufficiency
- o   Head Start/Early Head Start
- o   Child Care Assistance

Session Description:
This is where you get to describe the plan more fully for your session and the importance, relevance, value, uniqueness and/or interest to our community of researchers, students, program staff, and community members. You'll describe your research purpose, questions, methods, the key findings or points you will present, supporting evidence, etc. (4.000-character limit)

*Session Description:

Presenter Information

✓ Please notify all presenters before submitting this form. Communications will be sent to listed presenters if accepted.
✓ *All accepted presenters are responsible for **registering and paying for** travel to the conference. Accepted community speakers may be eligible to receive travel support and an honorarium.*

Last Name:

First Name:

Email Address:

*Provide a **brief bio** for presenter covering the scope of professional responsibilities, relevant certifications, expertise on the topic, and previous experience presenting or facilitating sessions in the selected conference format. (150 words/700-character limit)

Last Name:

First Name:

Email Address:

*Provide a **brief bio** for additional presenter covering the scope of professional responsibilities, relevant certifications, expertise on the topic, and previous experience presenting or facilitating sessions in the selected conference format. (150 words/700–character limit)

Do you have more presenters? Yes/No (Bio and contact information for each presenter will be requested)

Summary Information

- Please review your proposal information to make sure that it is accurate.