The 33rd Annual Conference of the Society for Industrial and Organizational Psychology

CALL FOR PROPOSALS

Sheraton Grand Chicago
Chicago, Illinois
Conference: April 19-21, 2018
Preconference Workshops: April 18, 2018

SUBMISSION DEADLINE
Wednesday, September 13, 2017, 5:00 p.m. EDT

Dear SIOP Colleagues:

This document outlines the information and instructions regarding submissions for the 33rd Annual Conference of the Society for Industrial and Organizational Psychology (SIOP). Both expert and novice SIOP presenters should pay careful attention to the guidelines, as we have made changes in certain submission elements (key revisions/additions are emphasized in bold throughout, as are other critical program-related details) with the overall goal of enhancing program quality.

For those of you who have submitted to many SIOP conferences, note the following updates/changes this year:

- Switch from word count to character count for titles, abstracts, and press paragraphs
- Additional requirements for Reproducible Research sessions
- New Multidisciplinary sessions
- Emphasis on alternative session types and debates
- Emphasis on 50 minute sessions across all applicable sessions

Creating the program for our annual conference is a full-year, major endeavor that would not be possible without the dedicated efforts of hundreds of SIOP volunteers. Joining me on the Strategic Program Planning Committee are Zack Horn as Past Program Chair for the exciting and successful 2017 conference in Orlando, and Tracey Rizzuto as Incoming Program Chair for 2019. It is our responsibility to design, coordinate, and successfully deliver the SIOP 2018 conference program in Chicago, Illinois. Several subcommittees manage pivotal pieces of the program, and the chairs of these subcommittees, along with their members, are listed below.

The SIOP Administrative Office supports our efforts under the outstanding leadership of Jeff Hughes, Executive Director. We are very grateful to each member of the staff who contributes a unique expertise that ensures our success: Jen Baker, Stephany Below, Scott Case, Linda Lentz, Larry Nader, Jim Rebar, Barbara Ruland, Jayne Tegge, and Tracy Vanneman.

Volunteers are essential to ensuring the quality of the conference by reviewing a huge number of submitted proposals (last year we received 1,436!). Please consider volunteering to be a conference reviewer and watch for the e-mail inviting reviewers, which will detail a few key updates to make reviewing a more rewarding experience.

Finally, our thanks go to those who have taken the time to provide valuable feedback on ways to continuously improve the SIOP program and conference. We are in the process of making several

Version 4.0
changes in response to your suggestions. We know from your input that attending and presenting at SIOP provides an immense opportunity for professional growth, learning, and networking, and we take very seriously our responsibility in ensuring those goals are achieved.

We hope you will help us celebrate our 33rd conference. I am truly honored to be a part of the planning team and greatly look forward to seeing everyone in Chicago!

Tracy Kantrowitz, Program Chair | CEB is now Gartner
E-mail: program@siop.org

**Strategic Program Planning Committee**
Tracy Kantrowitz, Program Chair (2018)
Tracey Rizzuto, Incoming Program Chair (2019)
Zack Horn, Past Program Chair (2017)

**Call for Proposals/Flanagan Award Subcommittee**
Rob Stilson (Chair)
Jensen Mecca
Carolyn Winslow
Caitlin Porter
James Kurtessis

**Communities of Interest Subcommittee**
Dev Dalal (Chair)
Dustin Jundt
Bing Lin
Katherine O’Brien
Jason Randall

**Friday Seminars Subcommittee**
Richard Chambers (Chair)
Andrea Bizarro
Meredith Coats
Nate Dvorak
Ashley McIntyre
Meghan Thornton-Lugo
Bart Weathington

**Special Sessions Subcommittee**
Levi Nieminen (Chair)
Craig Dawson
Ken Lahti
Richard Landers
Taylor Peyton Roberts
Jennifer Weiss

**Theme Track Subcommittee**
Tracey Rizzuto (Chair)
Silvia Bonaccio
Richard Landers
Chloe Lemelle
Katina Sawyer
Evan Sinar
Conference Program Format

The conference will formally begin with an Opening Plenary session featuring Fred Oswald, the current SIOP President, and will conclude with an invited speaker address at the Closing Plenary session.

There are eight session types for submissions: (a) Debate, (b) Symposium, (c) Roundtable/Conversation Hour, (d) Master Tutorial, (e) Panel Discussion, (f) Poster, (g) Alternative Session Type with Presenters (No Authorship Order), and (h) Alternative Session Type with Multiple Papers. Across all session types, we particularly encourage submissions of sessions that are designed to maximize novelty, spontaneity, interactivity, and audience engagement. We also encourage submission of 50 minute sessions. In particular, we encourage greater use of the alternative session formats and debates. Alternative sessions allow for a high degree of creativity/innovation and audience engagement, and tend to be among the highest rated session formats each year.

The SIOP program will include several “tracks” that serve as mini-conferences within the broader conference. We will continue to offer an HR generalist track that will outline sessions that may be of interest to conference attendees who hold HR generalist and related positions. In addition, a track focused on presenting reproducible research will highlight presenters who contribute and discuss Reproducible Research (RR) in their sessions. Employed by many other professional societies, reproducibility enables our I-O community to learn about new research and analysis techniques. To find out how to indicate that your session includes reproducible research, see the Proposal Format Requirements section. NEW! For SIOP 2018, we are encouraging submissions that highlight multidisciplinary approaches to science for a smarter workforce. These sessions may feature collaborations, research initiatives, and unique projects that bring together expertise from multiple disciplines beyond I-O (e.g., data science, computer science, engineering, economics, education, medicine).

Key Dates and Deadlines

Online Submission Begins (e-mail call to all members): July 20, 2017

Reviewer Recruitment Begins: Late July, 2017

Please volunteer! All professional members (Fellows, Members, Associates, and Retired members) are eligible to be a reviewer. Student Affiliates are eligible if they have successfully defended their dissertation proposals and have presented at a previous SIOP conference as first authors.

Conference Proposal Submission Deadline: September 13th, 2017 5:00 p.m. EDT

Once the deadline has passed, you will not be able to submit or edit a conference proposal. No exceptions will be made.

Announcement of Workshops and Friday Seminars: October issue of TIP

Notification of Acceptance or Rejection of Proposals: Early December 2017

Online Registration Begins: December 2017

Early Registration Deadline: February 21, 2018
Rules for Submission

Who may submit a proposal? Fellows, Members, Associates, Retired Members, and Student Affiliates of SIOP.

Who may chair a session? Fellows, Members, Associates, and Retired Members of SIOP. Student Affiliates may co-chair a session with one of the above.

Who may participate in a session? Fellows, Members, Associates, Retired Members, and Student Affiliates of SIOP. Nonmembers may participate (even as first authors) if sponsored by a Fellow, Member, Associate, or Retired member.

REMINDER: About the SIOP.org Submission System
In 2016, SIOP implemented a new and improved submission system. Please browse this brief system walkthrough to learn about the features and how to successfully submit your proposal(s).

A few notable highlights:
• Once you sign into my.siop.org, navigate to the Submission Center.
• This system refers to you, the submitter, as the primary “Author” for the proposed session. Other contributors to the session are referred to in the system as “Co-Authors.”
• Adding Co-Authors is a system-driven process and has its own dedicated section in the submission workflow. You will assign a specific role for each contributor once added to the session.
• You may create, save, and revisit a new submission prior to finalizing your proposal. The system has a version history for uploaded documents, so it is recommended that you review and confirm that your final document was uploaded successfully prior to finalizing your proposal.
• Session types with multiple papers (i.e., Symposia; Alternative Session Type with Multiple Papers) will require listing and ordering contributors separately for each paper. Only ONE (the most recently uploaded) submission document will be reviewed for each submission. All individual papers within a proposed session should be included in a single submission document.

Please use this as a checklist of activities for ensuring you complete the submission process:

- Did you upload your final Submission Document containing all details about your submission? (Only one - the most recently-uploaded - document will be reviewed per submission.
- Have all participants been added as Co-Authors to your submission?
- Have all Co-Authors been assigned a role?
- Is the Author (you) assigned the correct role? (See Home tab).
- Do your Co-Authors have the correct affiliation listed? If not, they need to go to their SIOP profile and update it.
- Have you formally submitted your proposal by clicking on the “Submit Presentation” button? (See Home tab).
- Did you receive an email confirming your submission?
What is involved in sponsoring a nonmember? To fulfill the sponsor requirements for a nonmember, the Member must:

- Provide the nonmember with all information about registration and hotel arrangements.
- Inform the nonmember about logistical requirements/arrangements for the conference.
- Inform the nonmember that a registration fee applies and is required. There is no registration discount for presenters.
- Inform the nonmember that the SIOP conference is a noncommercial meeting where people share ideas regarding the science and practice of I-O psychology.
- Upload the paper for submission.

No other tasks (e.g., notifying the SIOP office; completing separate forms) are required for sponsorship of a nonmember.

In how many proposals may an individual participate? An individual may be a presenter or chair in NO MORE THAN THREE program submissions (i.e., the “Rule of Three”). The purpose of this rule is to help with program scheduling and to diversify the program. This requirement will be enforced at the time of submission. It is the responsibility of the individual submitting the session to ensure that those within that session have not agreed to be presenters in more than three proposed sessions. For this purpose, being a presenter is defined as:

- First author presentation of a paper in a Poster Session
- First author presentation of a paper in a Symposium (if you are also the session chair or co-chair of the same session this only counts as one presentation)
- Presenter/panelist in a Roundtable/Conversation Hour, Panel Discussion, Debate, Master Tutorial, or Alternative Session Type with Presenters (No Authorship Order) (In the case of Alternative Session types with Multiple Papers, only the first author counts as the presenter.)
- Discussant or moderator
- Session chair or co-chair (If you are also the first author of a paper in the same Symposium, this only counts as one presentation.)

PLEASE NOTE: Invited session engagements (e.g., Theme Track, Communities of Interest facilitators, Executive Board sessions, Award Winner presentations) do NOT count toward the “Rule of Three.”

How should authorship order be determined? In accordance with standards described in the APA Publication Manual, authorship should be aligned with the degree of scientific contribution to the submission. A first author is presumed to be both the primary contributor AND the conference presenter. This rule enables a standard interpretation of who will be presenting and who deserves credit for each submission.

Submitter vs. presenter.
When indicating authors in the new submission system, you (the submitter) are already assigned the role of “Author” and assumed to be attending and presenting during this session. To update your presenter status or change your role (e.g., to “Chair” other applicable role), please select “Edit Presentation” at the bottom the session’s Home tab in the Submission Center. Roles for all other session contributors are modified in the Co-Authors tab. See System Walkthrough for visual examples.

Presentation commitment. By submitting a proposal, you are confirming the commitment of the first author to deliver the presentation in person at the 2018 SIOP conference should it be accepted, as well as such commitments for all presenters included in your session. All presenters are responsible for their own travel expenses and conference registration fees, even if they only plan to attend their own session(s). Presenters who are not SIOP members must pay the nonmember registration fee.
Also note that since presenter contributions exactly as stated in the submission are integral to the session review process (for non-blind reviewed sessions), there can be NO SUBSTITUTIONS of presenters or papers after submission. This rule includes authors who may have changed affiliations since the proposal was originally submitted. The possibility for such occurrences should be discussed among authors prior to submission. It is the responsibility of the submitter to share this information with all session participants, and to confirm – prior to submission – all presenters’ commitments to personally present their portion of the session.

As early as possible and prior to submission, consider any potential travel or funding constraints that would prevent you or any of your session’s presenters from delivering the presentation listed in the submission, should it be accepted. Please do not defer these considerations until after you learn if your session has been accepted.

**In-person session attendance.** All presenters must attend the conference for their session(s) and are responsible for their own travel expenses and conference registration fees, even if they only plan to attend their own session(s). Presenters who are not SIOP members must pay the nonmember registration fee. **Please note that only in-person presentations are permitted; no remote presentations will be possible (e.g., using Skype, teleconferences, or other technology-aided modalities).**

**Scheduling of sessions.** Individuals are expected to participate at the time scheduled by the Program Committee. Please make explicit any time constraints when submitting your proposal in the section entitled “Special Requests.” The Program Committee will consider all constraints when scheduling presentations but may not be able to accommodate all requests. Special requests will NOT impact your likelihood of acceptance.

**Eligibility of presentations.** No previously published or presented works (e.g., journal articles, book chapters, books), including any works already accepted for publication (or contracted for publication), should be submitted. A proposal should not be submitted for review simultaneously with review for any other international, national, regional, or state meeting. Make sure to follow the appropriate rules as listed in the “Proposal Format Requirements and Session Types” and review the example submissions posted on the SIOP Web site. If submission rules are not followed the submission will be rejected and cannot be resubmitted after the deadline.

**NEW! Change to character limits for titles, abstracts, and press paragraphs.** New for the 2018 conference, there are parameters for number of characters (versus words) permitted for titles, abstracts, and press paragraphs. Word limits still apply to summaries provided in proposal documents. Submissions that exceed the character and word limits listed below (under Proposal Format Requirements) will NOT BE REVIEWED. Please note that the word count includes any appendices but does not include references, tables, or figures. Titles must be 85 characters or fewer, inclusive of spaces. The same character limit applies to the titles of each paper within a symposium. Abstracts must be 400 characters or fewer, inclusive of spaces. Press paragraphs must be 800 characters or fewer, inclusive of spaces.

**Blind review.** Only papers submitted for presentation at a Poster Session will be blind reviewed. For all other proposals, a blind review process will not be used.

**Citation and presentation distribution.** Submission of a proposal is taken as agreement to allow individuals to cite your presented work in their future research. It is expected that presentation materials will be shared with attendees upon request, and thus submitters should ensure that they have the legal right to present the material included in the submission. **If permission must be obtained from a sponsoring organization (e.g., your employer) to allow the presentation of data or other information, such permission MUST be secured PRIOR to submission.**
Notification of acceptance. The Program Committee will notify the submitter about acceptance or rejection, including reviewer comments, in early December 2017.

Commercial content. Presenters should be sensitive to the commercial nature of products and/or services discussed in the context of their sessions. Presentations that focus on the commercial intent of a product or service rather than on the science and practice of I-O psychology are not permitted. If you wish to promote a product or service, you may want to become a sponsor or exhibitor. Contact the SIOP Administrative Office (siop@siop.org) for more information.

Please adhere to all Rules for Submissions so that your proposal may be reviewed and, if accepted, presented at the conference.

Proposal Format Requirements & Session Types

Areas of Interest Across All Session Types
The SIOP program has several different session types, each with a specific format and set of requirements. Please review and select among the various format options carefully, as not all topics are well-matched to all session types. Please note that standalone presentations are not automatically grouped and assigned to sessions, but rather must be grouped by the session chair into a thematically integrated session at the time of submission. Individual presentations can be submitted as Posters.

For all session types except for Posters, SIOP provides an LCD projector, screen, and microphones (1-2 tables, one podium, and one wired lavaliere microphone). Please note that to use the LCD projector, you are required to bring your own laptop. Presenters using computers without a VGA port (e.g., Macs) should also bring an adapter for connection to the VGA port on the projector.

Audience participation. For all session types (except individual posters), audience engagement is encouraged. While this may seem more naturally integrated into some sessions types (e.g., Roundtable/Conversation Hour), submitters are encouraged to incorporate audience engagement into the submitted session. Some examples of audience engagement can include audience polling, a formal Q & A session (where audience members submit their questions in writing), having a discussant or other session participant select a subset of questions to answer, or starting the session by asking audience members a question that requires them to interact with others or which will be revisited at the end of the presentation after the material has been presented. Do not feel limited by these examples. Creativity in audience participation and selecting a method that fits well with the submitted session are encouraged.

Reproducible Research: Reproducible research may be presented in any of the session types. For research to be considered reproducible, presenters must commit at the time of submission to provide SIOP Community access to one or more of the following by the time of presentation: code or syntax used in analysis, data or mock data on which to run the code; a READ ME file with instructions detailing the analysis process. The following coding languages are among those that may be useful for reproducibility: R, Python, SPSS, SAS, STATA, MPlus or MATLAB. Submitters must check a box on the Submission Form to declare that reproducible research will be presented in the submission and include an explanation paragraph (500 character maximum; does not count toward total word limit) in the submission document describing the reproducible nature of the submission. For additional detail, see the Reproducible Research Submission Guidelines.

An example of an explanation paragraph included in the submission document is as follows:
My submission for SIOP, if accepted, will include the following materials making it eligible for the category of Reproducible Research.

- Syntax file in R including data cleaning, variable creation, and analysis
- Data file (raw) in .csv format

**NEW! Multidisciplinary Sessions**

New for 2018 are multidisciplinary sessions. Any of the session types described next may opt-in as a multidisciplinary session. To qualify for this type of session, at least one presenter or author must come from a field other than I-O, HR, or a highly related field (e.g., Organizational Behavior). The proposal must include an explicit description of how expertise, approaches, or methods from multiple disciplines were used to address I-O-related issues and why a multidisciplinary approach was necessary. As a reminder, all individuals who present in a SIOP session are required to pay the conference registration fee. Fields whose inclusion would qualify a session as multidisciplinary include but are not limited to:

- Data or computer science
- Political science
- Law
- Medicine
- Finance, economics, marketing
- Robotics
- Education
- Real Estate
- Engineering
- Physics, chemistry, biology
- Other social sciences
- Other areas of psychology, (e.g., cognitive, neuroscience, engineering/human factors)

In addition to the traditional session requirements, multidisciplinary submissions must include an explanation paragraph (500 character maximum; does not count toward total word limit) describing the multidisciplinary nature of the submission.

An example of an explanation paragraph included in the submission document is as follows:

This SIOP submission qualifies for the category of Multidisciplinary Research for the following reasons:
- The 2nd author (name) received an M.D. from (university name)
- The research involves training and development for nurses in a hospital environment
- Some aspects of the training and development may have generalizability for white collar occupations

**SESSION TYPES**

**Debate.** Debates are an engaging way to present opposing views about a topic. Generally, a Debate includes a moderator and presenters to represent each side of a controversial topic. The Debate may consist of the moderator stating a proposition, one side presenting affirming arguments, and the other side presenting dissenting arguments. Alternatively, the moderator may pose pointed questions whereby the debaters share their conflicting views on the topic. Time for rebuttal and audience questions can be incorporated. When submitting a Debate proposal, please describe the topic to be debated, the participant composition and format of the Debate, the major points likely to be argued by each side or the questions that will be posed to them, and the debaters’ expertise related to the focal topic. Please refer to the Diversity of Affiliation requirements. Debates may be submitted as either a 50 or 80 minute session.

**Debate Submission Requirements**
• 85 character title, including spaces
• Shortened title for the grid version of the program that accurately and succinctly represents the session. The maximum length is 50 characters, including spaces. Feel free to use common abbreviations and ampersands (e.g., “Linking Orgs & People through Emotion Experience”).
• 400 character abstract, including spaces
• 800 character press paragraph (see press paragraph guidelines), including spaces
• A summary with a minimum of 900 words and a maximum of 3,000 words (excluding references) that describes the session in enough detail that reviewers can evaluate it effectively
• Should not be prepared for blind review

(See for an example of a Debate submission)

Symposium. A Symposium is a multi-presenter session including a well-integrated set of research, practice, theory, or teaching-oriented content. Participants in a Symposium should include a chairperson and three to five presenters (five only if no discussant is included). For increased audience interaction, the session chair can facilitate a discussion at the end of the symposium, or optionally include a Discussant in this role. Other options for audience interaction are welcome. Audience interaction is a desired feature for SIOP sessions; please allow sufficient time accordingly. Although individual presentations within a Symposium may have all authors from the same institution, across the entire session the Diversity of Affiliation requirement applies. Please refer to the guidance about this requirement. See information in this document for ideas on how to identify collaborators for sessions. A symposium may be submitted as either a 50 or 80 minute session.

Symposium Submission Requirements:
• 85 character title (including spaces; this applies to each individual presentation within the session as well as to the overall session title)
• Shortened title for the grid version of the program that accurately and succinctly represents the session. The maximum length is 50 characters, including spaces. Feel free to use common abbreviations and ampersands (e.g., “Linking Orgs & People through Emotion Experience”).
• 400 character abstract, including spaces
• 800 character press paragraph (see press paragraph guidelines), including spaces
• 750-word (excluding references) general summary
• 1000-word summary (excluding references) for each component paper detailing the presentation’s contribution, including a description of data and analyses where appropriate
• Includes three to five presentations (excluding discussant or interaction with audience; if five presentations, cannot have a discussant)
• May include one or more discussants but is not required (note: discussants cannot be an author on any of the papers in the Symposium)
• If a discussant is included, a summary of the discussant’s comments is not needed
• Should not be prepared for blind review

(See SIOP Web site for an example of a Symposium submission)

Roundtable/Conversation Hour. The typical approach for this session type is to have one or two experts on a focal scientific or practical I-O topic serve as hosts. Members of the audience are typically seated in a circle to facilitate their active participation in the discussion with the hosts and with each other. This session type is well suited to helping attendees with problems they are currently facing, discussing the latest developments in an area, and/or facilitating network development among people with similar interests. Proposals for Roundtables/Conversation Hours should provide a focal topic, describe why it is appropriate for this session type, list one or two experts to serve as hosts, and provide background information about the expertise of each host on the focal topic. Although the expert(s) may
wish to make a short presentation to begin the session, the majority of time should be devoted to answering questions from the audience and/or promoting discussion and networking.

Roundtable/Conversation Hour Submission Requirements:
- 85 character title, including spaces
- Shortened title for the grid version of the program that accurately and succinctly represents the session. The maximum length is 50 characters, including spaces. Feel free to use common abbreviations and ampersands (e.g., “Linking Orgs & People through Emotion Experience”).
- 400 character abstract, including spaces
- 800 character press paragraph (see press paragraph guidelines), including spaces
- A summary with a minimum of 900 words to a maximum of 3,000 words (excluding references) that describes the session in enough detail so reviewers can evaluate it effectively
- In general, the summary should specify the purpose(s) of the session, the focal I-O topic under consideration, and the expertise of the host(s) on the focal topic
- Should not be prepared for blind review

(See for an example of a Roundtable/Conversation Hour submission)

Master Tutorial. The primary purpose of the Master Tutorial is to develop and educate the audience about a focal I-O topic. As examples, Tutorials might be developed to provide an update on a specified content area, discuss a new statistical technique, or describe how knowledge from another discipline can be applied to an I-O problem or topic. Topics that are not appropriate include descriptions of commercial products that the presenter is marketing. Proposals for Tutorials should describe the specific content to be taught in the tutorial and indicate whether the coverage of the material will be basic or advanced. If appropriate and in accordance with APA requirements, as a service to our members, continuing education credit (CE credit) will be offered for participation in these sessions. For this reason, all Master Tutorials must be 80 minutes long. In addition, to facilitate this process, all submissions for Master Tutorials must include three to four learning objectives (for guidelines, see the APA Learning Objective Guidelines) and short, informative bio for all presenters.

Master Tutorial Submission Requirements
- 85 character title, including spaces
- Shortened title for the grid version of the program that accurately and succinctly represents the session. The maximum length is 50 characters, including spaces. Feel free to use common abbreviations and ampersands (e.g., “Linking Orgs & People through Emotion Experience”).
- 400 character abstract, including spaces
- 800 character press paragraph (see press paragraph guidelines), including spaces
- A summary with a minimum of 900 words to a maximum of 3,000 words (excluding references) that describes the session in enough detail so reviewers can evaluate it effectively
- The summary should include the learning objectives for the session in addition to a 100-word biography for each presenter (including the presenter’s current job title, employer, as well as educational degree and institution). Please also include a sentence clarifying the intended audience and any requisites for benefitting from this continuing education (e.g., “This session is intended for a general audience at a post-graduate level; no specific content knowledge is required.”).
- Should not be prepared for blind review

(See for an example of a Master Tutorial submission)
Panel Discussion. In a Panel Discussion, the chairperson plays a very active role, serving as the moderator who ensures that all panelists (generally three to five people) have the opportunity to speak. A chairperson can both pose questions and facilitate audience questions. Panel Discussions should generate spontaneous interaction among panelists and between panelists and the audience. Diversity among panelists is important to the success of the session. Further, all panelists must recognize the need for advance preparation. A Panel Discussion proposal should describe the structure or format of the session, the underlying issues or themes to be discussed, and some key questions that will either be addressed primarily by the panel or will be supplemented with additional questions generated by the audience. Please refer to the guidance about applicable Diversity of Affiliation requirements. A panel discussion may be submitted as either a 50 or 80 minute session.

Panel Discussion Submission Requirements

- 85 character title, including spaces
- Shortened title for the grid version of the program that accurately and succinctly represents the session. The maximum length is 50 characters, including spaces. Feel free to use common abbreviations and ampersands (e.g., “Linking Orgs & People through Emotion Experience”).
- 400 character abstract, including spaces
- 800 character press paragraph (see press paragraph guidelines), including spaces
- A summary with a minimum of 900 words to a maximum of 3,000 words (excluding references) that describes the session in enough detail so reviewers can evaluate it effectively
- Should not be prepared for blind review

(See for an example of a Panel Discussion submission)

Poster. Several Poster Sessions will be organized to give participants opportunities to present individual papers. Poster Sessions will be 50 minutes long. At each Poster Session, many authors simultaneously present their papers, primarily in a visual medium, with key excerpts from the papers displayed on large boards (8’ x 4’). The audience circulates among posters and stops to discuss papers of particular interest with the authors. Papers submitted for Poster presentation must represent completed work and should be prepared according to instructions provided in the Publication Manual of the American Psychological Association, 6th Edition, with the exception of the title page and abstract formatting, which should follow SIOP’s rules detailed below in the Required Submission Document Format section. Please note that non-empirical submissions advancing theoretical propositions ARE permitted. A theoretical proposal goes beyond a standard literature review. A theoretical article examines the current research on a topic, reviews the most recent developments in the field, and proposes ways to further advance theory and future research on a topic. A strong theoretical proposal will clearly communicate propositions to advance the field.

Top posters will again be featured this year during a social hour. No audiovisual equipment or electricity will be available for Poster Sessions.

One poster will also be awarded the Flanagan Award:

The John C. Flanagan Award for Best Student Presentation at the SIOP Conference. The John C. Flanagan Award was established to recognize the best student contribution at the SIOP conference. Poster submissions whose first author is a student are automatically considered for the Flanagan award. To qualify for the Flanagan Award, a student must, as of December 1st, 2017 (a) have a paid Student Affiliate membership in SIOP, (b) be enrolled in a PhD program, and (c) be the first author of the paper submitted. In the case of multiple authors, order of authorship should reflect the relative scientific or professional.

Poster Format Submission Requirements:

- 85 character title, including spaces
Alternative Session Type. The Program Committee is actively seeking proposals for innovative session types contributing to a program that is informative and invigorating and, additionally, that exposes the audience to new ways of disseminating, connecting with, and learning about key topics. This format applies to any submission falling outside the types described above due to novelty in format or style. As an example, the alternative session types should extend beyond the boundaries of a symposium followed by an interactive discussion period. **There are two important stipulations for this session type: first, it must fit either a 50- or an 80-minute session length (as with other sessions, 50 minutes is encouraged); and second, it must utilize a standard theater-style room layout (podium/screen at the front of the room and rows of chairs for the audience or a round table set up).** For logistical reasons variations in session length and/or other room layouts can unfortunately not be accommodated. **Please be sure to indicate in the special requests check box if a round table room set up is required.**

SIOP highly encourages submission of alternative session types. The following are examples of alternative sessions. This is intended as an illustrative versus exhaustive list of ideas.

- Open Fishbowl (small group discussions or debates observed by a larger, surrounding group, with an open chair for audience members to cycle in/out of the discussion)
- Mashups (a collection of seemingly disparate people or ideas, designed to highlight different perspectives to a common problem)
- Open Space (a flexible format focused on an important purpose or task but without any formal agenda beyond the overall purpose or theme)
- Reverse Debate (A debate in which the pro/con perspective is taken by an individual with a disparate background or perspective)
- Research Incubator (A few papers on a related topic are briefly presented, followed by the audience breaking into small groups to further discuss development of ideas and future research)
- Competition Format (participants are recruited in advance to participate in a competition, with information shared with participants in advance and presentations in the session)
- Ignite (a series of presentations consisting of 20-slides that advance every 20 seconds per slide)
- Blended formats (e.g., Ignite and panel discussion; symposium and panel discussion).

Please note that Alternative Sessions must still conform to the 50- or 80-minute timeframe and that the presenters are responsible for determining and controlling the time allocated between different session types during the presentation period. Feel free to extend beyond these example Alternative Session Types; we look forward to submitters’ ideas for memorable, unique, and compelling session types that will be enlightening and absorbing for the SIOP 2018 audience. For any questions related to the feasibility of an alternative session please contact [program@siop.org](mailto:program@siop.org).

Proposals for Alternative Session Types should detail the focal topic or theme, the distinguishing and novel attributes of the new format and how they will benefit the audience, and a specific rationale for why and how the topic/theme is well aligned with this session type. Please clearly indicate in your description specifically what qualifies your submission as an alternative session.
For multi-presenter sessions, Diversity of Affiliation Requirements apply.

When submitting any Alternative Session Type, please give careful consideration to the fact that many alternative formats can be quite challenging for presenters unaccustomed to the format and, as such, involve substantial planning and coordination among presenters and the session chair, often well beyond that required for a traditional format. We strongly encourage extensive presenter practice to ensure a smooth-running and well-received session. Since these formats will often be new to the audience as well, please plan an introduction that ensures that they have the information they need to effectively contextualize, engage with, and learn from the session type.

There are two different formats to submit alternative sessions. The first, “Alternative Session Type with Presenters (No Authorship Order),” should be used in cases where there are no individual papers being presented and authorship is not meaningful (e.g., Ignite session). The presenters will appear in the program in the way they appear for Panel Discussions. The second Alternative Session Type is labeled “Alternative Session Type with Multiple Papers.” This should be selected in cases where there are multiple papers being presented and authorship order on each paper is meaningful (e.g., Research Incubator). The format of these types will resemble that of a Symposium in the printed program. Please be sure to select the appropriate type of Alternative Session Type at the onset of your submission.

### Alternative Session Type Submission Requirements

- 85 character title, including spaces
- Shortened title for the grid version of the program that accurately and succinctly represents the session. The maximum length is 50 characters, including spaces. Feel free to use common abbreviations and ampersands (e.g., “Linking Orgs & People through Emotion Experience”).
- 400 character abstract, including spaces
- 800 character press paragraph (see press paragraph guidelines), including spaces
- A summary with a minimum of 900 words to a maximum of 3,000 words (excluding references) that describes the session in enough detail so reviewers can evaluate it effectively
- Does not need to be prepared for blind review

(See SIOP Web site for an example of an Alternative Session Type With Presenters (No Authorship Order) submission and an Alternative Session Type With Multiple Papers)

### IDENTIFYING COLLABORATORS FOR SUBMISSIONS

Looking for individuals to connect with for a session on a topic of interest? A few recommendations for connecting with other possible presenters include posting on my.siop.org, community of interest discussion lists, alumni communication channels, social networking sites, and other online forums related to the subject area. Searchable programs are available online. Begin the process of recruitment as early as possible.

### How to Submit Your Proposal

The submission process is entirely online. Please do not send any additional materials (hard copy, CD, etc.) to the Administrative Office. Please follow the steps below to submit each proposal.

**SIOP username & password:** You will need your SIOP username and password to submit a proposal. If you need your username and password, go to the submission login site and request that the
information be e-mailed to you at the e-mail address in the SIOP database. Contact the Administrative Office at SIOP@siop.org if you need to update your e-mail address or if you need help.

**Updating saved SIOP profiles.** It is the responsibility of the individual submitting the session to ensure that participants (with the exception of SIOP nonmembers) within that session verify or update their SIOP profile affiliation and contact information on file well in advance of the submission date. Updating participant information in advance helps ensure a streamlined experience when the submitter is ready to finalize the submission. SIOP membership information can be updated by logging in at www.siop.org and editing the profile in the my.SIOP member community. Please do not create a new (duplicate) profile simply to update profile information.

**Online submission availability:** We expect that access to our online proposal submission site will be available when you receive this Call for Proposals. Submitters may go back and edit their submission by entering the submission site and selecting an existing, nonsubmitted submission at any time until the deadline, at which point changes will no longer be possible. Once you click “Submit Presentation” for your submission, it cannot be edited further. Traffic on this site is extremely heavy close to the deadline, so it is possible that you will not be able to access the site as the deadline approaches or that your processing time will be very slow; please plan accordingly. The site will automatically shut down at 5:00 p.m. Eastern Daylight Time on September 13th, 2017. Therefore your submission must be completed by that time.

**Online Submission Elements**

*Please note that if your proposal is accepted, the information you provide during the online submission process is used to populate the program. Be certain to enter accurate and up-to-date information. Note: most of the information included in the online form is also required in the Submission Document (see session types above for information required in the submission document).*

**Proposal Title**
85-character title (maximum, including spaces) for your proposed session

**Shortened Title**
50-character shortened title (maximum, including spaces) for the proposed session to be used in grid version of program

**Content Areas**
Placing your submission into primary and secondary content areas helps to ensure it is evaluated by a reviewer with specific content expertise. The content areas you choose are also used to schedule sessions to minimize overlap with sessions of similar topics occurring at the same time within the program. We recognize that this list is not exhaustive. There is no “other” category. Choose the best fit.

1. Careers/Mentoring/Socialization/Onboarding/Retirement
2. Coaching/Leadership Development
3. Consulting Practices/Ethical Issues
4. Counterproductive Behavior/Workplace Deviance
5. Emotions/Emotional Labor
6. Employee Withdrawal (e.g., absence, turnover)/Retention
7. Global/International/Cross-Cultural Issues
8. Groups/Teams
9. Human Factors/Ergonomics
10. Inclusion/Diversity (e.g., sexual orientation, race, gender)
11. Innovation/Creativity
12. Job Analysis/Job Design/Competency Modeling
13. Job Attitudes/Engagement
14. Job Performance/Citizenship Behavior
15. Judgment/Decision Making
16. Leadership
17. Legal Issues/Employment Law
18. Measurement/Statistical Techniques
19. Motivation/Rewards/Compensation
20. Occupational Health/Safety/Stress & Strain/Aging
21. Organizational Culture/Climate
22. Organizational Justice
23. Organizational Performance/Change/ Downsizing/Organizational Development
24. Performance Appraisal/Feedback/Performance Management
25. Personality
26. Pro-Social (e.g., humanitarian work psychology, corporate social responsibility, sustainable development)
27. Research Methodology (e.g., surveys)
28. Staffing (e.g., recruitment, applicant reactions, selection system design, succession planning, workforce planning)
29. Strategic Human Resources/Utility/Changing Role of Human Resources
30. Teaching I-O Psychology/Student Affiliate Issues/Professional Development in I-O Psychology (i.e., career topics specific to I-O psychology)
31. Technology (e.g., gamification, social media, simulations)
32. Testing/Assessment (e.g., selection methods, validation, predictors)
33. Training
34. Work and Family/Non-Work Life/Leisure

Suggested Reviewer Profile
When entering your submission, you will indicate whether the content of your submission seems most relevant for practitioners, academics, or a mixed audience. This designation is important as it will guide the composition of the assigned reviewers; however, it will NOT impact your likelihood of acceptance.

Abstract
Abstracts for all accepted sessions will be published in the conference program. Abstracts must be 400 characters or less.

Example:
This study was conducted to clarify the meaning of computational self-awareness (mathematical discrepancy between self- and other-ratings) in multisource feedback. Through the application of Item Response Theory (IRT), the relationship between observed and latent performance domains on a 360° assessment was compared for high versus low computationally self-aware individuals.

Press Paragraph
When you provide clearly written, easily accessible overviews of your work that can be used to publicize accepted proposals to members of the media, you contribute greatly to SIOP’s ability to inform and influence broader audiences. Please describe in no more than 800 characters the session in simple, nontechnical, and compelling terms that highlight the relevance and implications of your research. The best press paragraphs are written independently for this purpose; please do not copy the abstract for use as a press paragraph.

Example:
Research on work meetings illustrates the importance of meetings in organizations. The purpose of this symposium is to go inside workplace meetings and investigate previously understudied processes in this workplace phenomenon and connect the findings to practices around work meetings. Specifically, the papers examine how organizational support and counterproductive behavior impact meeting effectiveness, emotional labor in meetings, and how shared emotion in meetings promotes creative behavior. The papers provide practical advice for managers on ways to improve meeting effectiveness. The discussants will critically analyze the papers and provide contrasting perspectives highlighting the science and practice of work meetings.

Social Media Statement
SIOP would like to promote your annual conference session via social media. The goal is to more easily and widely share conference content to help increase visibility of your research, the conference, and SIOP more generally. **In 15 or fewer words, please describe your submission in the space provided, including any appropriate hashtags and social media handles (see following examples).** Consider using a curiosity-inducing question or statement to build audience interest in your session. Before sharing the post via social media, SIOP will add a link to your session and the conference hashtag (#SIOP17). Examples of effective Social Media Statements:

- Learn how to innovate through biz experiments #innovation @trpoeppelman
- Learn the Do’s, Don’ts, and How-To’s of Big Data in the workplace! #bigdata @evansinar
- What are pros and cons of different types of #HR scientific information? Why use them?

Special Requests
Please indicate any special requests (e.g., scheduling, presentation needs such as a flip chart, special video hookups or audio connections). Special requests can only be considered if made at the time you submit your proposal and are subject to logistical and financial considerations. **For Alternative Session Types only, please be sure to indicate in the special requests check box if a round table room set up is required.**

Number of Authors/Participants
You must list **ALL** authors, including yourself if applicable, regardless of whether they will be presenting at the session or not. The number of authors/participants that you give will be used to create the participant list and the conference program. **Please note that the list of presenters cannot be changed in the online or printed programs after the session has been accepted.** We strongly advise that you ask all session participants to verify their information in the SIOP database prior to submission to ensure accuracy.

Amount of Time Requested
All Poster Sessions are 50 minutes. All Master Tutorials are 80 minutes. Other formats can be either 50 or 80 minutes. **We are striving for a larger proportion of 50-minute sessions; please consider the 50-minute length when appropriate.** Recommended compositions for different session lengths are listed below.

50-minute session
- Symposium with three presenters and one discussant
- Symposium with four presenters and no discussant
- Debate with two or three presenters
- All Posters
- All other session types except for Master Tutorials can be structured to fit a 50-minute length

80-minute session
- Symposium with four presenters and one discussant
- Symposium with five presenters and no discussant
- Debate with four or more presenters
• All Master Tutorials
• All other session types except for Posters can be structured to fit an 80-minute length

Character Count
New this year, note that titles, abstracts, press paragraphs, etc. now have a CHARACTER rather than word limit. The limits are inclusive of spaces. The limits are as follows:
Title: 85 characters
Shortened title: 50 characters
Abstract: 400 characters
Press paragraph: 800 characters

Word Count
Please note you are required to calculate and provide within your submitted document the word count of your submission using the applicable guidelines within each session type description. For Symposium submissions, please include the total word count summing across the general summary and the individual presentation summaries (excluding references, tables, or figures). Failing to abide by the word count requirements will preclude review of the submission.

Diversity of Affiliation (relevant for Debate, Symposium, Panel Discussion, and Alternative Session Type submissions only)
Although individual presentations within a multi-presenter session may have all authors from the same institution, the overall session must contain presenters from at least two different affiliations so that sessions are not viewed as “advertisements” for products or research programs from a single company or academic program. The program is intended to be science based rather than commercially oriented, to represent a diverse set of perspectives, and to be inclusive for all participants. When submitting, you will be asked to confirm that you have conformed to this requirement and that you recognize that not doing so means your submission will not be reviewed.

Confirmation of Presentation Commitment
Submitters will be asked to confirm that all presenters (e.g., first authors, panelists, discussants, chairs) have committed to present in person should the session be accepted, and that they have considered travel logistics and expenses associated with attending the 2018 SIOP conference. You are also asked to confirm your understanding that there can be NO SUBSTITUTIONS of presenters or papers after submission, and you will be asked to confirm that, where applicable, participants listed as first authors will be those who present the paper or poster.

Legal Right to Present Submitted Material
You will be asked to confirm that all presenters (e.g., first authors, discussants, chairs) in the proposed session have indicated that they have the legal right to present and distribute all information included in the submission (e.g., that any materials included in the proposal can be presented and distributed at the conference).

Human Resources Continuing Education (CE) Credits
Submitters are given the option to have their submissions considered for HR Certification Institute recertification credits (for PHR/SPHR/GPHR certifications). There are a handful of requirements for submission eligibility, most importantly that the program directly tie into one or more items in the PHR/SPHR Body of Knowledge. If your submission is a Symposium or a Master Tutorial (no other submission formats are eligible for this opportunity) and it is HR related, please select this checkbox when prompted during the online submission process. Participation in this opportunity will not influence any acceptance decisions.

The Lesbian/Gay/Bisexual/Transgender (LGBT) Award
Submitters are given the option to have their submission considered for the LGBT award, which is presented in recognition of a poster or symposium paper that represents an outstanding example of
scholarship addressing issues faced by LGBT individuals in the workplace. If your submission fits these criteria and you would like to be considered for the award, please select the appropriate checkbox when prompted during the online submission process. Participation in this opportunity will not influence any acceptance decisions.

**Required Submission Document Format**

During the submission process, you will need to upload your entire submission. The document you submit must conform to the following format:

- 1-inch margins, 12-point Times New Roman type, Word document (.doc or .docx)
- Do not use special margins or fonts, tab stops, or soft carriage returns
- Except where indicated, do not use all capital letters. **It is very important to prepare this document exactly as stated below.**

**Your file should contain the following information (in order):**

1. Type of proposed session (Debate, Symposium, Poster, Alternative Session Type, etc.) typed on the first line
2. The word TITLE on the second line (no more than 85 characters)
3. The title of the proposed session on the third line
4. A blank line
5. The word SHORTENED TITLE on the fifth line
6. The 50-character shortened title (maximum, including spaces) on the sixth line
7. A blank line
8. The word ABSTRACT on the eighth line
9. The abstract on the following lines (no more than 400 characters)
10. A blank line
11. The words PRESS PARAGRAPH on the new line
12. The press paragraph on the following lines (no more than 800 characters)
13. The words WORD COUNT on the new line
14. The session’s numerical word count (see above for information about word count specifications by session type) on the new line, in XXXX format and without commas or other punctuation (e.g., 1624)
15. Several blank lines or a new page
16. The full text of the proposal, including tables, figures, and references as needed.
17. If you are submitting a Master Tutorial, include learning objectives, a 100-word biography for each presenter, and a statement about requisite knowledge for the intended audience (see Master Tutorial instructions for more detail).
18. If you are submitting a proposal for Reproducible Research or Multidisciplinary Sessions, include a 500 word maximum statement that abides by the guidelines indicated in the sections that outline those proposals.

**Blind review for posters.** If your submission is a Poster, omit names that could identify the author(s). Also, please go to Properties in the File menu, click on the Summary tab, and delete any identifiers. All other submissions are NOT blind reviewed.

**Participant List**

During the submission process, you will be asked to use the search function to identify all participants and their roles in your proposed session. **If you are the submitter, you must still add your name into the system as an author on the paper because you are not automatically added as such.** Before submitting, please ensure that all authors/presenters have updated their SIOP profiles so that accurate information will be added when you select their name from the database. In the case of non-SIOP members, ensure you have the following information for each participant to manually input:
- Full name, title, and current affiliation
- Complete mailing address, phone number, and e-mail address

You will also need to identify the order of authors, and designate presenters, chairs, and discussants.

Submit Your Proposal Online