2026 Fall Educational Conference & Expo
Abstract Submission Checklist

The AMRPA Abstract Portal gives you the option to save your work & return later, but gathering the required information in advance will help you complete the submission process with ease. Use the checklist below to track your progress and **submit your abstract by March 20, 2026.**

All abstract submissions must include the following information:

☐ **Abstract Title**

☐ **Brief Description**

☐ **Complete Abstract** *(500 words)*

☐ **Three (3) specific learning objectives**
Learning objectives should start with a measurable verb and complete the following sentence...
After attending this session, participants will be able to:

☐ **Three (3) academic references**

☐ **Key takeaways**
the practical tools, solutions and/or resources you will provide to attendees

☐ **Target Audience (Education Level)**
Advanced, Intermediate, or Beginner

☐ **Educational Track**
View the conference tracks and descriptions.

☐ **The following information for all authors and co-authors:**

  ☐ **Full name**

  ☐ **Credentials**

  ☐ **Job title**

  ☐ **Organization**

  ☐ **Bio**

  ☐ **CV** (.doc or .pdf file)

  ☐ **Headshot** (.jpg or .png file)

  ☐ **Email Address**

☐ **Submit your abstract in the AMRPA Abstract Portal.**
Submission Deadline: March 20, 2026