



## 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 30, 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 30, 2026