

VII. ANNUAL CONFERENCE

NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

NASSM Conference Guidelines

I. ABSTRACT FORMAT

Abstracts must include the following information and conform to the following requirements. Please note that the information you submit with your abstract is will be used to generate the presentation schedule as well as the online and print version of the conference book of abstracts. As such, *submitting authors should verify the correctness of all of the information provided*. Please pay careful attention to the following:

- Fewer than 500 words, regardless of presentation type
- Presentation title using APA's title case capitalization
- Body text only (do not include reference list, figures, or tables)
- Author name(s), institution name(s), and contact information
 - If your co-authors have alternate forms of their names, check with them to ensure you are entering what they normally use in their academic writing.
 - Do not use abbreviations or acronyms in the university names.
 - Do not include the title or author information within the body of your abstract.
- APA style must be used for all referencing in text.

II. ABSTRACT GUIDELINES

Presentations may be proposed in any of the following formats:

- A 20-minute oral presentation
- A poster
- A 60-minute full session symposium, roundtable, forum, or workshop
- Teaching & Learning Forum

Authors' names may not appear on more than two (2) abstracts/proposals of any kind [i.e., authors are limited to two (2) possible presentations regardless of co-authorship or type of presentation].

There are two exceptions to this limit: Advisors and Teaching & Learning Forum submissions. For Advisors, the advisor position must be clearly indicated when submitting to the submission portal, and the first author must be a registered student at their institution at the time of abstract submission. For TLF, authors must ensure they have properly selected the TLF designation in the submission portal.

Abstracts submitted for presentation at the NASSM conference should not be concurrently submitted for consideration to another conference or have been previously presented at another conference.

Abstract Categories

Empirical - Work that uses research to test or build sport management theory and concepts, or reports data in the context of consultation to a sport organization.

Conceptual - Work that presents new conceptual frameworks or expands existing ones, and which typically does not collect new data.

Teaching Innovation (Pedagogical Research) - The purpose of these presentations is to acquaint sport management faculty with new methods or procedures that have proven useful in the classroom.

Methodological - Work that focuses on new methods or innovative applications of established methods for sport management research. These may be illustrated with empirical examples, but the empirical component in this case should be intended to illustrate the method

Teaching & Learning Forum (Teaching in Practice) - Work intended as means of sharing pedagogical ideas, strategies, assignments, projects, and other teaching and learning tools with sport management faculty.

Authors are only permitted to be listed on one (1) Teaching & Learning Forum abstract submission per year. This is in addition to the two (2) submissions allowed for the other traditional conference abstract categories. The abstract review process will follow the process outlined in the operating codes like all other abstract categories.

III. SUBMISSION PROCEDURE

Abstracts must be submitted online using the abstract submission portal, which will require you to supply the following information. Please note that NASSM has adopted a new categorization and context mechanism to help organize the review process and scheduling of accepted abstracts. We recommend authors consider the lists below in advance of submitting their abstracts. Selections from the category/sub-category and context lists will be required during the submission process.

Abstract Type [empirical, conceptual, teaching innovation (pedagogical research), methodological, or Teaching and Learning Forum (teaching in practice)]

Presentation Category/Sub-Category

Communication (examples: digital and social media; media public relations; strategic communications; other)

Events & Tourism (examples: experience design; marketing; operations; sponsorship; sustainability; tourism; volunteers; other)

Facilities (examples: experience design; marketing; operations; sponsorship; sustainability; volunteers; other)

Finance/Economics (examples: economics; finance; other)

Governance, Policy, and Law (examples: commercial law; contract law; dispute resolution; employment law; entertainment and media rights law; gambling law and policy; governance; NIL; policy; other)

Management (examples: corporate social responsibility; ethics; human resource management; leadership; organizational behavior; organizational capacity and change; strategy; work-life; other)

Marketing (examples: athlete activism; branding and brand community; consumer behavior; corporate social responsibility; fandom and fan identity; motivation; revenue generation; other)

Methodology (examples: design; mixed-methods; multilevel analysis; qualitative; quantitative; other)

Socio-Cultural (examples: community and socioeconomic background; family; gender; sexuality; work-life; other)

Sport Development (examples: athlete transition; athlete retention strategies; elite/high performance development; sport for all/mass participation; youth development; other)

Sport for Development (examples: education; wealth and mental well-being; human trafficking; humanitarian relief; social capital; sustainability; war and conflict relief; other)

Sport Ecology (examples: adaptation; circular economy; climate action; climate change; environmental attitudes and behavior; environmental impact; environmental justice; sustainability; other)

Teaching Research and Pedagogical Innovation (examples: career; case studies; delivery modalities; internships, apprenticeships, and practica; portfolios; problem-based; role playing and simulation; professional development and mentoring; teaching pedagogy; technology integration; other)

Technology, Gaming, and Innovation (examples: blockchain; emerging tech and innovation; gambling; gaming and esports; generative AI; wearables and tech equipment; other)

Context Area (amateur sport, college sport, community sport, disability sport, elite sport, immigrant sport, international sport, Olympic sport, professional sport, recreational sport, school sport, youth sport, other)

Status of Work

In-progress or Completed

Principal Author's Information

Abstract submission indicates the intent of the presenter(s) to register for and attend the NASSM Conference. At least one presenter must be registered by the early bird registration deadline, or their paper will be withdrawn. Presenters should be prepared to present at any time between first and last session of the conference. The conference schedule will be released for review in March.

IV. SUBMISSION DEADLINE

Abstracts cannot be submitted prior to October 1 and must be received no later than November 1 (11:59 PM PST). Submissions received after this date and time will not be accepted or reviewed. All abstracts selected for presentation will be reprinted and published in the Conference Abstracts as submitted. Some editorial corrections will be made by the Academic Chair, but abstract authors will not be allowed to edit or update their abstract(s). Authors cannot be added after the abstract submission deadline has passed.

V. ABSTRACT CATEGORY REVIEW

In years ending in 0 and 5, the Governing Board will review the presentation categories and subcategories to ensure they represent the interests of the membership and field.

The Academic Chair will provide category data in the post-conference report to aid the Governing Board in their decision-making.

The membership can submit category and sub-category suggestions for review by the Governing Board at any time. However, these suggestions will only be explored in years ending in 0 or 5.

VI. ABSTRACT REVIEW PROCESS

- Each abstract is assigned one (1) section head, and two (2) reviewers.

- A reviewer should be a NASSM member in good standing and have been an author on a minimum of two (2) NASSM conference abstracts before being eligible to review.
- Section heads must be NASSM professional members in good standing. They must have prior experience as a reviewer for the NASSM conference.
- Each reviewer will complete a review for each abstract. Section heads will review the abstract and reviewer feedback in preparation for their decision recommendation and report to the academic chair.
- Reviews will consist of an open comment section, which will be provided as feedback to the authors. In addition to the score, each reviewer will recommend to either accept, reject, or recommend a change in format (e.g., oral to poster).
- Abstracts can also be recommended for waitlist. Abstracts with this decision will be admitted to the oral presentation category following withdrawals. If there are not enough spaces for oral presentations, waitlisted abstracts will be converted to poster presentations.
- Once all reviews for a Section are complete, Section Heads will review the feedback and offer a recommendation for the Academic Chair. Section Heads will be able to add their feedback to authors, as well. Section Heads can ask reviewers to edit their feedback, if the reviews are inaccurate, inappropriate, or require additional detail.
- The Section Heads will then provide to the Conference Academic Chair.

VII. NASSM ABSTRACT WRITER SPECIFICATIONS - CRITICAL DATES

- September 7 – Call for papers is posted
- September 15 – Abstract submission software operational
- October 1 - Abstract submission software goes “live”, 2nd Call for Papers is sent, Reviewer instructions sent
- November 1 - Abstract submission deadline (11:59pm, PST)
- November 5 – Abstracts assigned to Section Heads and Reviewers; abstracts checked for the 2-abstract per author rule
- December 15 - All reviews are due
- January 7 - Section Head reports due
- January 15 - Acceptance/denials issued
- February 15 - Sessions scheduled (first draft)
- February 28 – Sessions scheduled (second draft)
- March 1 – online registration opens
- April 1 – early registration deadline for professional members
- April 30 – Program schedule posted to website and loaded into the conference app
- May 1 – early registration deadline for student members
- May 10 – Student research competition winner and runners-up added to schedule, final session schedule

NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

President's Luncheon Guideline and Protocol

I. Purpose

The purpose of this document is to outline the procedures for the President's (Student Award Competition) Luncheon at the annual conference. It shall be termed the "President's Luncheon."

II. Timing

The President's Luncheon shall take place at lunch time on Friday of the conference. Approximately one hour should be allocated for the luncheon.

III. Funding/sponsorships

While the Conference Organizing Committee is open to solicit sponsorships for funding the luncheon, it is advised that potential sponsors align with the spirit and mission of the award and do not have a potential conflict of interest with the award or the ceremony.

IV. Program

The luncheon program shall consist of the following elements:

- Introduction- President
- Sponsor speaking opportunity
- Lunch

NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

Founders' Awards Night Protocol and Guidelines

I. Purpose

This document outlines the purpose and format of the Founders' Awards Night at the annual NASSM conference. This awards reception is to be held on Thursday evening of the conference. It is to be termed the "Founders' Awards Night Celebration & Dinner."

A script has been developed for the NASSM President to follow to ensure the run of show for the event. This script is updated by the conference manager and academic chair with the new information with awardees and grants.

II. Program Outline

- A. The NASSM President leads the Founders' Award Night
- B. Sponsor Welcome (if there is a presenting sponsor), Introduction of the President
- C. Introduction of Grants Winners
- D. Introduction of Research and SMEJ Fellows
- E. Abstract Reviewer of the Year
- F. Introduction of Award Winners, concluding with the Zeigler Winner
- G. SMEJ Best Paper Award Winner
- H. In Memoriam (if relevant)
- I. Thank you to attendees
- J. Conclusion of the Night
