2026 NACA Annual Convention

Submission Guidelines

Please read the guidelines below before submitting your proposal.

1. Approved submissions will be presented in two-hour, four-hour, or all day sessions. Audio visual equipment and WIFI will be available in each meeting room. Streaming is not included.
2. The presenting author is required to ensure that all co-authors are aware of the content of the proposal before submission.
3. The presenting author must be listed as the first author.
4. You may submit more than one submission.
5. The email of the person submitting the presentation will receive all correspondence about the submission. If the submission has been accepted, the lead presenter will be added as the main contact for all correspondence.
6. You may upload relevant supporting documentation in the submission application.
7. Your submission is not successfully submitted until you receive a confirmation e-mail after clicking the final submit button. If you do not receive a confirmation e-mail, please contact us at admin@nacaadjuster.org

Before you begin, please prepare the following information:

- Submission Topic – submissions must be allocated to a specific topic (you may select more than one topic).
- Presenting author's contact details, including a bio and profile image
- Co-authors' details, if applicable. Co-Authors will have the opportunity to upload their bios and profile images prior to the event
- Submission title – 20 words maximum
- Submission Description **–** 500 words maximum

You will receive automatic confirmation of your submission via Oxford Abstracts. If you do not receive a confirmation email, check your junk mailbox, or contact admin@nacaadjuster.org for assistance.

SUBMISSION SELECTION AND PRESENTATION

The NACA Education Committee will review all submissions beginning May 7, 2025. Notification regarding submission acceptance will be sent to the submitter via email beginning Tuesday, July 1, 2025.

Presenters will be given two weeks to confirm their participation. Once general registration opens on August 1, 2025, all approved presenters will receive a discount code for registration and must be fully registered for the convention by October 15, 2025, to be added to the schedule.

PRESENTER GUIDELINES

- A laptop, projector and screen will be set up in the meeting room, as well as one wireless microphone and one lavalier microphone. Presenters are welcome to use their own laptops, however, you must bring a switcher if a Mac is being used.

- NACA will cover the registration fees of up to two presenters per class. The presenters must be added during the submission process to be given complimentary registrations. Additional presenters are $350 each.
- Substitutions will be considered on a case-by-case basis and must be made no later than 30 days prior to the convention. Late substitutes must pay the additional-presenter rate of $350.
- The individuals listed as presenters on the submission form should only be the actual presenters teaching the class. Do not include assistants or anyone else there to help you.
- Presenters are not allowed to sell, display, or promote their business during their presentations.
- Presenters must be prepared to speak at the time assigned on the schedule. A lot of effort and thought goes into preparing the schedule, especially when distributing the classes approved for CE's. NACA cannot guarantee a change will be accommodated.

Additional information will be provided to all accepted presenters, and a Know-Before-You-Go webinar will be scheduled in mid-November 2025 to help you prepare your presentation.