

## Hello Potential Speakers!

It is time to submit your proposal to be part of the **APTA North Carolina Annual Conference 2020** scheduled to be held on **October 23-24, 2020** at the Winston-Salem Benton Convention Center. The success of this conference largely depends on the variety and quality of educational sessions that are offered. We are excited you are wanting to be part of this year's conference!

The process for submitting a proposal and the honorarium have changed from prior years, so even if you are an experienced presenter at this conference, please read this document thoroughly.

**Session Length:** Based on overwhelming feedback, the conference will be two days this year! To maximize the CEU's offered for the two-day conference, there will be a mix of ninety minute and two-hour presentation time slots. On the Proposal Submission form, you will have the opportunity to identify which time slot you would prefer. If your content could be adapted for either, please indicate that to make scheduling easier!

**Honorarium:** Each time slot is allotted a monetary honorarium **OR** complimentary registration for the speaker(s) on the day of the presentation. The options are as follows

*90-minute time slot:*

\$150 monetary honorarium **OR** up to (2) 1-day conference registrations.

*2-hour time slot:*

\$200 monetary honorarium **OR** up to (2) 1-day conference registrations

The amounts are per timeslot and not per speaker. *The primary speaker will be responsible for indicating which is preferred on the acceptance letter and after the conference, if a monetary honorarium was indicated, the total amount will be sent to the primary speaker ONLY.* Partial honorariums will not be sent to each speaker. Speakers, as always, have the option, of donating their honorarium to the Scholarship & Loan Fund or the PAC for legislative advocacy efforts.

**Proposal Submission:** There is a new format for the proposal submission. When you press the link, a form will open for you to complete. All sections must be completed for the form to be accepted. You'll want to have all presenter information (biographies, credentials) on hand, as well as a really good idea of the content, delivery and objectives for the presentation prior to opening the submission form. It can not be saved once started.

The following are the questions that you will be required to fill out with your proposal. I have included them here so that the presenter(s) can be ready with the information before opening the proposal form.

1. Name/ Credentials of Primary Speaker: (list credentials per APTA standards ONLY)
2. Name/Credentials of 2nd Speaker (leave blank if only one speaker) Use APTA standards for credentials

3. Primary Speaker Email (all communications will occur with this speaker at this email)
4. Primary Speaker Phone Number
5. Primary Speaker Mailing Address (actual address where you receive mail, could be home address)
6. Are you an APTA member?
7. Are you an APTA NC Member? If not a North Carolina member, but you are member of another state, list in "other"
8. Title of Proposed Educational Session
9. SHORT Title of Proposed Educational Session -will be used in marketing where long title will not fit - less than 30 characters (including spaces)
10. Educational Session Proposal DESCRIPTION (100- 150 words) -Build a case for the need for the presentation -Clearly state the purpose of the session -Catch the attention of conference attendees -May include information about the format "through lecture and discussion..." -Do not include table or graphs - No more than 150 words
11. Why does the speaker feel this is a necessary topic for this conference? (this is information for the committee to better understand the need for the session)
12. Educational Session Proposal OBJECTIVES "Upon completion of this educational session, participants will be able to:" -Ensure there is a measurable performance verb in each objective -Limit one verb per objective -Presented in terms of what the learner will do, not the presenter -Match the course description -Choose objectives that are achievable for the group, time and structure of the course ("demonstrate" is not a good verb if there is no lab) -Maximum of 4 objectives for a 2-hour session -Give the attendees a clear example of what the session will cover
13. Educational Session Proposal REFERENCES: Provide a minimum of 5 references that meet the following criteria -2 are within the last 5 years -5 within the last 10 years -at least 3 must be in peer reviewed journals -can provide more than 5 (as long as 5 meet this criteria) -MUST BE IN AMA FORMAT! THIS IS AN ABSOLUTE. -AMA FORMAT ONLY -<https://www.lib.jmu.edu/citation/amaguide.pdf> (If you need a reminder for AMA format)
14. Primary Speaker BIOGRAPHICAL INFORMATION -This is your biography and will be offered in promotional and marketing material -Include name, credentials, institution, city, state, speaking experience, short bio to demonstrate expertise in topic (limit 175 words) \* Use APTA standards for all speaker credentials
15. Session LENGTH: There will be options for 90-minute and 2-hour sessions. Please indicate below your preference (please write one of these responses in the blank space)
16. Would you like to incorporate a lab portion in your presentation? If so, please know that a 2 hour presentation would be a better choice for the length of time. Also, the lab session would have to be able to be completed with the equipment that is normally in the conference rooms. Tables, chairs, a front demonstration table and open space (if you need this, indicate it below). If you'd like this to be part of your session, describe below the activity and equipment you would need.
17. Secondary Speaker BIOGRAPHICAL INFORMATION -This is your biography and will be offered in promotional and marketing material -Include name, credentials, institution, city, state, speaking experience, short bio to demonstrate expertise in topic (limit 175 words)
18. Additional Speaker BIOGRAPHICAL INFORMATION (if applicable) -This is your biography and will be offered in promotional and marketing material -Include name, credentials, institution, city, state,

speaking experience, short bio to demonstrate expertise in topic (limit 175 words)

19. Additional Speaker BIOGRAPHICAL INFORMATION (if applicable) -This is your biography and will be offered in promotional and marketing material -Include name, credentials, institution, city, state, speaking experience, short bio to demonstrate expertise in topic (limit 175 words)

20. Additional Speaker BIOGRAPHICAL INFORMATION (if applicable) -This is your biography and will be offered in promotional and marketing material -Include name, credentials, institution, city, state, speaking experience, short bio to demonstrate expertise in topic (limit 175 words)

21. The APTA NC Annual Conference is looking to provide innovative and unique learning experiences. We would like to know about prior dissemination of this material. Has this material been taught previously? Please indicate when and where below to provide us with an understanding of familiarity with your specific course materials.

-is it information presented in academic curriculum?

-other conferences?

-recent or future webinars, presentations, CEU offerings

22. The APTA NC Annual Conference wants high quality presentations. Please explain your experience with teaching/presenting. If you are a novice, explain who will be mentoring you to ensure the presentation meets basic teaching/learning strategies and is of high quality.

23. Identify teaching/learning strategies you will use to enhance engagement and retention of information in this educational session. Consider the level of learner and the objectives to ensure the best methods are used to meet the goals of the session.

24. Please state below which type of learner your information is geared toward? (multiple answers are acceptable, as long as it is supported above)

25. Please explain in how your content is appropriate for the level you indicated in Question #24. Include any knowledge a learner should have prior to participating in your presentation (if any).

26. CONFLICTS OF INTEREST: Please identify any conflicts of interest you may have related to this material or conference participation.

27. If Applicable, identify any schedule limitations (educational sessions will be occurring throughout the day on Friday and Saturday)

**Note:** All communication will occur ONLY with the primary speaker. Be sure the chosen primary speaker for the group provides a valid (regularly used) email, address and phone number and is agreeable to act as a liaison between the APTA North Carolina and the speaker's team with all matters related to the presentation.

We look forward to seeing all the fantastic submissions! Feel free to pass this on to colleagues and encourage them to submit as well. If you have any questions, please feel free to contact me for clarification.

*Sincerely,*

*Michelle Green PT, DPT*

*Chair of Programming Committee APTA North Carolina Annual Conference*

*mgreen@cambpell.edu*