2021 OSAP ANNUAL CONFERENCE
CALL FOR PROPOSALS GUIDELINES

The OSAP Annual Conference brings together the most innovative thinkers in dental infection prevention, occupational health, and patient safety. The 2021 program will cover a wide variety of topics relevant to dental infection control and safety including evolving guidance, compliance, and emerging infection prevention and safety issues. Topical and authoritative information will be provided on the most relevant science, policies, procedures, and resources for patient and provider infection control and safety.

The following guidelines have been compiled to help you plan and prepare your proposal(s) for the 2021 OSAP Annual Conference. Please read these guidelines carefully, as they will outline all the details you need to successfully submit a proposal for #OSAPAC2021.

OSAP wants your help in providing relevant topics to our audience. Your input will be invaluable in making our program the best it can be. Thank you in advance for your ideas!

PLANNING TIMELINE

Friday, October 23: Submission Website Closes
Friday, November 20: Proposal Notifications

SUBMISSION CRITERIA

All proposals must be submitted online through the Call for Proposals submission website https://proprofs.com/survey/t/?title=vq222 by Friday, October 23 to be eligible for consideration.

<table>
<thead>
<tr>
<th>We are looking for proposals that:</th>
<th>Tell us about learning models that:</th>
<th>Relevant topics may include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Discuss current and emerging issues relating to infection prevention, occupational health, and safety in oral healthcare settings</td>
<td>• Address challenges in your area of practice</td>
<td>• Essential resources, valuable tools, and new approaches for better protecting patients and staff</td>
</tr>
<tr>
<td>• Convey evidence-based solutions and best practices</td>
<td>• Create opportunities to share information across geographic demographics</td>
<td>• Advances impacting patient safety</td>
</tr>
<tr>
<td>• Stimulate discussion and challenge mindsets</td>
<td>• Promote partnership within the dental team</td>
<td>• Compliance and safety issues</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Increased efficiency, lower costs, a greater return</td>
</tr>
</tbody>
</table>

Submission Website: https://proprofs.com/survey/t/?title=vq222
CE GUIDELINES

- 2021 OSAP Annual Conference Learning Objectives:
  o Describe current and emerging issues related to infection prevention and safety in oral healthcare settings.
  o List new resources, tools, and networks to optimize compliance.
  o Identify important attributes to develop and enhance global leadership for the optimal delivery of infection prevention and The Safest Dental Visit™.
- The educational content must address the learning objectives for the activity
- Presentations must provide a balanced view of all evidence-based infection prevention and safety options.
- Whenever possible, generic names must be used to contribute to the impartiality of the program presented. If reference must be made to a specific product by its trade name, reference shall also be made to competitive products
- Presentation must not promote specific products, drugs, devices, services, or techniques
- Speaker must disclose whether they (or an immediate family member) have a financial interest/arrangement or affiliation with the corporate organization offering financial support or grant monies for this continuing dental education program, or have a financial interest in any commercial product(s) or service(s) they will discuss in the presentation.
  o Disclosure will include the speaker name, the name of the commercial interest, and the nature of the relationship the individual has with each commercial interest.
  o Disclosure will not include the use of a trade name or product message.
  o For individuals that have no relevant financial relationships, the speaker will disclose that no relevant relationships exist.
  o Disclosure will be made before the start of the continuing education activity and will be made in writing, either in publicity materials, course materials, and/or audiovisual materials.

SUCCESSFUL PROPOSALS

Proposals will have the following attributes:

<table>
<thead>
<tr>
<th>WHO</th>
<th>WHAT</th>
<th>HOW</th>
</tr>
</thead>
</table>
| • A clear definition of the audience you are targeting  
  • Global perspective and relevance included (where relevant)  
  • Overall diversity of faculty and their expertise, areas of focus, etc. | • Topics of direct relevance for a dental practice with an emphasis on innovative topics & evidence-based information  
  • High educational value  
  • Thought-provoking key takeaways, skills, and tools that attendees can immediately apply | • Enough resources to organize the session and successfully execute it  
  • A specific plan for engaging the audience (e.g., polling, demonstrations, group exercises, other interactive engagement) |
TARGET AUDIENCE

OSAP’s Annual Conference is designed to serve the professional and educational needs for:

• Clinicians and staff in a variety of public and private dental settings
• Consultants & lecturers
• Compliance officers of state dental boards
• Dental Support Organizations (DSOs)
• Educators
• Hospitals & Federally Qualified Health Centers (FQHC) with Dental Clinics
• Industry representatives from companies that manufacture or sell infection control products and services
• Infection Control Coordinators
• Large Group Practices
• Public Health
• Researchers
• Risk Managers
• Sterilization Technicians

LEARNING FORMATS

OSAP is seeking proposals 60-minute concurrent sessions that fall within one of the following three learning formats:

• **Lecture**: The lecture format is a formal thematic presentation focused on an issue, trend, research problem, question, or topic. It gives more time for an in-depth exploration of the ideas presented and may be focused on a specific research, paper, or project. The lecture format is best suited for a single expert lecture. Ideally, the presentation will be 45 minutes with 15 minutes for Q&A. If you have multiple experts on the same topic, please submit as a panel session format.

• **Panel Discussion**: In a panel format, two or more speakers will present different aspects, perspectives, or thoughts on an issue, trend, research problem, question, or topic related to the conference theme and/or strand. A panel session is a group presentation of a suite of ideas, innovative methods, or discussion by experts on a topic of interest. Each speaker will have an opportunity to present their information and when all the speakers are finished, there is typically 15 minutes for Q&A.

• **Experiential Learning**: With the experiential learning format, participants will engage an issue, learn a new skill, or develop an action plan or other activity where hands-on learning is integral. The session may begin with explanatory or introductory information and then move on to involve the audience in some type of interactive, participation activity. This format is particularly well suited for demonstrations, learning new skills or procedures, debates, exhibitions, and so forth that enables attendees to see and/or practice a skill, concept, or tool. Proposals should allow for significant involvement and contribution to the learning process from the participants. Proposals will be selected based on the timeliness of the topic, the stated learning outcomes, interactive exercise(s), and the degree of active learning. The learning experience should excite and encourage the participants to take risks, question assumptions, and fully engage in the learning process.
SUBMISSION INSTRUCTIONS

All proposals must be submitting using OSAP’s Call for Proposals submission website: https://proprofs.com/survey/t/?title=vq222 by Friday, October 23. If the proposal is accepted, the information provided will be used in the program guide provided to participants.

Pro Tip: Compile the required information in a word document, and then copy/paste your responses into the application. Click here to view the application questions.

- **Session Title**: Identify the topic(s) to be covered. Use descriptive titles, as attendees often search for sessions using a keyword.

- **Session Description**: Describe the relevance of the content to the learner and explain how content areas will fit together. Limit to 200 words or less.

- **Session Agenda**: Outline specific topics and content areas that will be covered and identifies specific content experts who will cover each topic.

- **Learning Objectives**: List between 2 to 5 learning objectives. Click here to learn how to write learning objectives.

- **Target Audience**: Identify which learners will likely benefit from the educational content (e.g., knowledge level, professional role, work setting, etc.)

- **Interaction Plan**: Specify your plan for engaging the audience of your session.

- **Speaker(s)**: Specify the proposed speakers including name, credentials, contact information, information regarding their ability, training, and experience in the field, and any affiliations with products/devices that will be discussed.

- **Additional Documentation**: Upload any additional documentation that will help support your proposal.

ELIGIBILITY REQUIREMENTS

- Members and non-members of OSAP are eligible to submit a proposal.
- Complete all the required fields requested on the submission form. Failure to complete these required fields will result in the proposal being considered an incomplete submission and will not be reviewed.
- Proposals must not promote a specific drug, device, service, or technique of a commercial entity.
- The submitter must agree to participate at the 2021 OSAP Annual Conference in Tucson, AZ if the proposal is selected.
- Proposals must be submitted through the OSAP Call for Proposals submission website. No edits will be permitted after Friday, October 23.

REVIEW AND SELECTION PROCESS

- After a thorough review of submitted proposals, the Annual Conference Planning Committee (ACPC) will select topics based on needs assessment and practice gap analysis. The ACPC makes a special effort to incorporate as many relevant proposals as possible into the final program.
- The ACPC reserves the right to accept all or part of a proposal (e.g., edits to the title, objectives, speakers, or combines it with another session, topic, etc.).
NOTIFICATIONS

Notification of the acceptance or rejection will be provided via email by Friday, November 20.

SPEAKER COMPENSATION

- **Meeting Registration**: Speakers will be provided complimentary registration to the entire conference. Any additional special events are at your expense. Speakers will be responsible for the registration and payment of fees for guests and/or spouses.
- **Hotel Accommodations**: Speakers will be responsible for all expenses related to their hotel stay.
- **Airfare/ Ground Transportation**: Speakers will be responsible for all expenses related to airfare and ground transportation.
- **Meals**: Speakers will be responsible for all expenses related to meals.

HELPFUL TIPS

- Be thorough. We’re looking for well-researched session proposals. Tell us about your target audience and why your session will be of importance or value to this audience. What needs will this educational content meet or what learning gaps will it address?
- Review the Call for Proposals Application Questions before submitting your application: https://www.osap.org/resource/resmgr/annual_conf_2021/Call_for_Proposals_-_Applic.docx
- Submit more than one proposal (each proposal must be submitted separately). Suggest as many ideas as you like!

CONTACT INFORMATION

Please reach out to office@osap.org if you have any questions.