

Continuing Education Submission Guidelines for the 2018 SEPI Conference

All symposia, mini-workshops, and discussion groups are eligible to apply for CE. Individual poster and individual paper presentations are NOT eligible to apply for CE.

When applying, the chair or primary presenter must provide a complete Word document to the CE Chair, Dr. Jack Anchin, at anchin@buffalo.edu

- Each document must include all of the following, in this order:
 - Title of the symposium, workshop, or presentation
 - Presenter(s) and their degrees
 - Length of program/number of CEs offered (1 CE per contact hour of presentation, so a 90 minute symposium is 1.5 CE credits)
 - Program description/abstract
 - Learning objectives. There must be at least 1 learning objective for each hour of the program, so please submit 2 learning objectives for a 90 minute symposium. The learning objective must be worded in a format that can be transferred directly to an evaluation of the program. For example, "By the end of the presentation, participants will be able to **INSERT LEARNING OBJECTIVE HERE.**"
 - Complete CVs of the presenters. These MAY NOT be submitted as separate pdf files. The ENTIRE CE submission must be a single Word document, so the organizer of the submission should integrate the presenters' CVs into the single Word document along with the items listed above.
- A separate file must be submitted of the proposed evaluation form. The CE evaluation form template is attached. Please enter your presentation title, learning objectives, and presenters' names and submit the evaluation form with your CE submission in one email to the CE chair.
- Board meetings, committee meetings, inspirational or comedic general sessions, and the like are not eligible for CE.