

TENNESSEE PSYCHOLOGICAL ASSOCIATION

2019 Convention Programs Proposal Information

TPA 2019 ANNUAL MEETING
Nashville Airport Marriott
600 Marriott Drive
Nashville, TN 37214

Wednesday, October 30, 2019 – Saturday, November 2, 2019
[Pre-convention workshop only on Wednesday]

Early submissions are appreciated; deadlines are as follows:

<u>April 1, 2019</u>	Submissions for 1 ½ - 6-hour presentations (including research presentations)
<u>October 1, 2019</u>	Student poster presentations (Use the special forms on the TPA website, available Summer 2019)
<u>October 1, 2019</u>	Submission of presentation for upload to TPA website

Reviews will be ongoing, with all reviews completed and presenters notified **after** May 15, 2019.

General Guidelines and Policies

Thank you for your interest in submitting a program proposal for this year's convention. Please review the policies and appendices in their entirety, particularly audio-visual requirements.

While the General Guidelines and Policies are meant to address concerns that we have encountered over the years of developing the convention program, this is not meant to be an exhaustive list of policies. Ethical considerations and other factors also inform the conduct of psychologists. If you are not a psychologist, please contact the CE officer at TPAContinuingED@comcast.net for a copy of the *APA Ethical Principles for Psychologists*.

Submissions need to be submitted by the deadline, as the proposals require extensive review and preparation for the brochure. All proposals must undergo complete review by the committee to consider the awarding of Type I CE hours for the program; programs received after the deadline may be considered only for Type II or Type III level CE, if at all.

1. Panel discussion: If you are considering a panel discussion, please submit all vitae and the names of all participating members as part of your proposal by the deadline. The description and content of the panel members' presentation are to be reflected in the abstract and learning objectives. Please keep in mind that Continuing Education activities are focused on improving the provision of services to the public. Therefore, the presentation of panel members, when offering a perspective on their expertise and experience, are to be focused on improving services to the public. Panels can be an important addition, but this is not an opportunity to just discuss the topic/ issue in a general way, or in a way that may be tangential to improving psychological services. The perspective of someone experiencing an issue or problem may, for instance, be instructive, if it improves a psychological professional's knowledge and skills in providing services.

2. Electronic submissions:
 - a. **Your electronic submission must be completed in ONE SETTING through Google Forms. Please review the blank program proposal form and have all necessary information ready prior to entering the online form.**
 - b. Submission of proposals electronically facilitates communication with proposal authors, reduces turnaround time, expedites review of programs and reduces the time, effort, and cost of preparing the convention. All proposals need to be submitted electronically.
 - c. We receive many vitae; please use your full name in name of the electronic file.

3. AV Equipment: TPA does not offer AV equipment to presenters unless it is requested. There are some equipment requirements/requests we may not be able to fulfill; it is important that the AV section be **thoroughly reviewed and completed**. If you do not request it on the proposal form, it will not be available at the convention. **TPA also does not provide computers or laptops to presenters;** you will need to make arrangements for use of a laptop **that is compatible with TPA projectors (VGA input)**. Equipment required to connect to a VGA input will need to be supplied by the presenter. TPA cannot assume responsibility for AV problems on-site due to lack of an appropriate or functioning adapter. If you have any questions about this form, particularly the AV section, please contact the Convention Operations Chair at the address noted below.

4. Commitment to present: Once your presentation is accepted, your proposal will be considered final. We are unable to change programs (e.g. topic, presenters, learning objectives, abstract, etc.) due to the process of reviewing, accepting and promoting programs and the logistics of planning for a convention/program such as anticipating the number of likely attendees, room assignments and publication of the brochure. Attendees also rely on the program as it is described in the brochure in order to gauge their interest in attending the convention and selecting programs. Please thoroughly research your program before submitting a proposal and secure agreements from co-presenters.

5. Handouts (paper)/Posting of presentations on website: TPA does not reproduce paper copies of handouts. Handouts are the responsibility of the presenter, if they choose to do so. TPA adopted a “green” policy in 2010; we post an electronic link to presentations (including shorter summaries that take into consideration copyrighted and other materials presenters may choose to redact) on our website. Further information will be provided on how and when to submit presentations for posting once a program is approved.

6. Research basis for presentations: TPA endorses the scientist/ practitioner model. Programs will only meet Type I criteria (which we offer under our approval as an APA approved sponsor) if there is a clear research/theoretical basis for the program. The literature is required to be primarily psychological in nature. Section C is critical in evaluating a program for acceptance and for determining the type of continuing education. Please carefully answer these sections. If you are submitting a presentation based on original research, please complete the appropriate portion of section C.

7. Literature review:
 - a. It is an expectation that all programs will have a research basis; a successful program proposal will include a list of appropriate citations and a justification of how the program meets criteria for inclusion of evidence-based practices (see Section C). A literature review must be submitted as a required element of the proposal; programs will not be given consideration without an appropriate literature review.
 - b. The inclusion of research is important for presentations that are focused on ethical/legal topics (Criterion B under Section C).
 - c. **A full literature review of a topic will include a survey of issues related to diversity, cross-cultural issues and special populations, ethical issues and limitations of an intervention or an assessment method. This will be important in addressing section F-1 and F-2.**

d. **APA CESA requires that the narrative program description/abstract and learning objectives integrate the research basis for the program (see Criteria C).**

8. Interest Groups: The convention schedule provides an opportunity to convene interest groups. This could be a good adjunct to a topic that is already addressed as part of a formal presentation (e.g., psychopharmacology, substance use disorders, etc.) **OR** if you are interested in presenting a program that may focus on a discussion of a common interest which is less formal than a conference presentation. Attendees are awarded Type III CE Hours for attending an interest group. If you interested in chairing this type of program, please complete the brief application provided in Appendix C. Interest group proposals will be reviewed and accepted based on relevance and availability of time and space.
9. Cultural diversity. Please note that we recognize programs which are designed to enhance competencies in cultural diversity. Cultural diversity, as defined by Tennessee Licensure CE/renewal requirements, includes aspects of identity stemming from age, disability, gender, race/ethnicity, religious/spiritual orientation, sexual orientation, socioeconomic status, and other cultural dimensions. Please refer to and consider completing the section under diversity and ethics if your program meets these criteria. See Appendix B for additional information.
10. Sale/promotion of service or product. TPA provides an opportunity for vendors and exhibitors to be present at the convention. Promotion or sale of any service or product (related or unrelated to any presentation) before, during, or after a presentation in a conference room is prohibited as this constitutes a conflict of interest. If you are interested in promotion or sale of a service or product, please contact the Continuing Education Officer at TPAContinuingED@comcast.net on how you can register as a vendor/exhibitor.
11. Contact information: All evaluations are summarized and transcribed; you will receive a copy after the convention. If you want to avail yourself as a resource for dialogue from attendees, please consider providing attendees with your contact information, as well as, including contact information when you submit your presentation for online posting.
12. Other:
 - a. Convention registration is required for presenters who attend other programs/sessions at the convention. (There is no fee if you **only** attend the session(s) in which you present).
 - b. If hotel room reservations are needed, please make them as soon as possible. There will be a convention rate available for TPA presenters and attendees; more information will be sent closer to the date of the convention.

If you have questions about this form please e-mail Michael Myszka, Ph.D. at tpacontinuinged@comcast.net

Thank You for Your Submission!

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APPENDIX A: Learning Objectives

Examples of learner-centered objectives:

Learner centered:

- *"Participants will describe high risk areas of practice and apply the relevant laws and ethics code."*
- *"List subtypes of attention deficit disorders."*

Presenter-centered:

- *"To teach specific strategies that can be used in clinical practice for treating panic disorder."*
- *"Present ethical dilemmas psychologists encounter with child custody evaluations."*

The following are additional ideas and examples of learning objectives, as developed by and adopted from APA's Office for Continuing Education (CESA):

Guidance for Writing Behavioral Learning Objectives

There are key components of well-written behavioral learning objectives that – when incorporated – allow for an optimal, articulated experience for learners. Consider using the below checklist when developing your objectives.

Are my learning objectives:

- Observable and measurable (i.e., use action verbs that describe measurable behaviors)?
- Statements that clearly describe what the learner will know or be able to do as a result of having attended an educational program or activity?
- Focused on the learner?
- Appropriate in breadth (not too few or too many – e.g., 3-4 objectives for a four-hour program)?
- Sufficient in depth (at the postdoctoral level for psychologists and clearly articulated – e.g., does the whole of the objective make sense and is it appropriate for CE)?
- Fully linked to: (a) the program narrative, (b) adequate references that support content, and (c) are listed on promotional materials?

Verbs to consider when writing learning objectives

- ✓list, describe, recite, write, identify
- ✓compute, discuss, explain, predict
- ✓apply, demonstrate, prepare, use
- ✓analyze, design, select, utilize
- ✓compile, create, plan, revise
- ✓assess, compare, rate, critique

Verbs to avoid when writing learning objectives

- X** know, understand
- X** learn, appreciate
- X** become aware of, become familiar with

Example of well-written learning objectives:

At the end of this workshop, the learner will be able to:

1. Describe 3 key aspects of basic hypnosis theory and technique;
2. Explain differences between demonstrations of hypnotic technique and phenomena;
3. Identify 2 differences between acute and chronic pain; and
4. Demonstrate effective use of hypnosis in controlling acute pain.

APPENDIX B: Cultural Diversity

The Tennessee Board of Examiners now requires 3 CE credits/hours in cultural diversity (see below) and will accept programs as fulfilling part or all of the three hours in cultural diversity if at least one of the objectives or descriptions of the topics covered clearly indicate(s) attention to cultural diversity. The CE Committee, using its discretion, will designate programs as designed, at least partially, to meet these criteria. **Please note: While some programs may meet BOE requirements, TPA has chosen to designate programs that have diversity/cultural competency as the *main theme*.**

If you are interested in your program being considered for such designation, refer to the section labeled “**Designation as Cultural Diversity and Ethics**” for a further explanation. You will also be asked in that section to indicate which objective(s) are proposed to meet the criteria for cultural diversity.

“Three (3) CE hours shall pertain to cultural diversity as specifically noted in the title, description of objectives, or curriculum of the presentation, symposium, workshop, seminar, course or activity. Cultural diversity includes aspects of identity stemming from age, disability, gender, race/ethnicity, religious/spiritual orientation, sexual orientation, socioeconomic status, and other cultural dimensions. The topic of the presentation, symposium, workshop, seminar, course or activity need not be on cultural diversity, but one of the objectives or descriptions of the topics covered, shall clearly indicate attention to cultural diversity. These hours shall be Type I or Type II.”

APPENDIX C: Interest Groups

Please copy the information below and complete in a Microsoft Word document and email to TPAContinuingED@comcast.net. It is not necessary to complete the rest of the program proposal if you are only interested in chairing an interest group.

Application to Chair an Interest Group:

1. Contact Information:
 - a. Name:
 - b. Title/Current Position:
 - c. Phone number:
 - d. Email:
2. Title of Interest group:
3. Target group (who would be interested in this program/who is likely to attend):
4. Brief summary of the program/scope of the problem interest group will address and any additional information: