



GUIDELINES FOR PROPOSAL SUBMISSION

SPECIAL TOPICS (formerly known as Workshops)

2011 Annual Meeting & Clinical Symposia
June 19 – June 22, 2011 · New Orleans, LA

This document includes information related to proposing an NATA Special Topic (formerly known as a Workshop) for the 2011 Annual Meeting. Special Topics will be scheduled over all three days of the Annual Meeting. **SPEAKERS MUST BE AVAILABLE ALL THREE DAYS OF PROGRAMMING.**

General Information:

- **Special Topics are 60-minute events** featuring a presentation and interactive, small group discussions that fall within one of the domains of practice for athletic training.
- **Special Topics do not provide room for participatory hands-on activities** and do not include demonstrations.
- Special Topics are presented by one speaker.
- Special Topics must avoid any affiliation with a commercial product or service.

Complete proposals must be submitted no later than **July 16, 2010**. **INCOMPLETE AND/OR LATE PROPOSALS WILL NOT BE ACCEPTED.**

- Proposed topic must not duplicate program content identified on the "2011 Topics Being Developed by the Convention Program Committee" list.
- Proposals must adhere to the Meeting Honoraria/Expense Policy/Complimentary Registration Policy, as it will be strictly enforced.
- Proposal acceptance is contingent upon approval by the Convention Program Committee.
- Due to an increase in proposal submissions and size of the convention facilities, all proposals may not be accepted. In this situation, topics will be selected based on the organization of the Special Topic, quality of content and significance of the material to the NATA membership.

Audience Information:

- Special Topics accommodate between 100 - 150 certified athletic trainers, certified students and NATA associate members.
- Eligible registrants may attend only one Special Topic.

Compensation Policy for Special Topics:

The following will be provided by NATA:

- **NATA Members**
 - 1) Complimentary symposia registration
 - 2) \$100 honorarium for each 30 minutes of speaking time
- **NATA Nonmember**
 - 1) Complimentary symposia registration
 - 2) \$100 honorarium for each 30 minutes of speaking time
 - 3) Reimbursement of authorized expenses related to their speaking engagement (travel, meals, one night's lodging, or two night's if it results in a lower airfare)