



GUIDELINES FOR PROPOSAL SUBMISSION

EVIDENCE - BASED FORUMS

2014 Annual Meeting & Clinical Symposia

June 25 – June 28, 2014 · Indianapolis, IN

Thank you for your interest in submitting an Evidence-Based Forum proposal for the 2014 NATA Annual Meeting & Clinical Symposia. We welcome your submission!

We typically receive over 200 proposal submissions each year, well over what we can accommodate in the program. To ensure the integrity and balance of the educational program, each proposal undergoes a rigorous review process. The CPC review process involves three tiers: 1) a blind review by 10-15 peer athletic trainers, 2) a blind review by the CPC, and 3) open Committee discussion by the Convention Program Committee.

Format & Audience

- Evidence-Based Forums are 60 minutes in length and led by a panel of discussants and moderator.
 - The first 15 minutes are led by panel discussants that provide an overview on a current topic and pose stimulating questions to the audience.
 - The last 45 minutes are reserved for a structured panel-audience discussion.
- Evidence-Based Forums accommodate between 100-150 athletic trainers, students, and NATA associate members.
- Eligible registrants may attend an unlimited number of Evidence-Based Forums.

Important Guidelines

- The purpose of Evidence-Based Forums is to stimulate discussion between researchers and clinicians on a current topic.
- **Proposals must discuss a topic under one of these broad/general categories: ankle and foot, knee, shoulder, head and spine or concussions, heat or hydration, modalities, and education.**
- Evidence-Based Forums are comprised of two panel discussants and one moderator.
 - Discussants & moderator must be familiar with the topic from both a scientific and clinical viewpoint.
- Evidence-Based Forums must avoid any affiliation with a commercial product or service.
- Evidence-Based Forums will be scheduled over all three days of the Annual Meeting.
 - **Speakers must be available for scheduling on any of the three days of programming.**
- Proposed topic must not duplicate program content identified on the "2014 Topics Being Developed by the Convention Program Committee" list.
- Evidence-Based Forums must be classified into one of three categories (Clinical Evidence-Based Practice, Principles of Evidence-Based Practice, Non-patient Oriented). See "Call for Proposals" for definitions of each category.
- Proposals must adhere to the Meeting Honoraria/Expense Policy/Complimentary Registration Policy, as it will be strictly enforced.
- The individual submitting the proposal must have confirmed the presentation with all speakers prior to submission.
- Proposal selection is contingent upon approval by the Convention Program Committee.
- Due to an increase in number of proposal submissions and limitations in size of convention facilities, all proposals may not be selected. In this situation, topics will be selected based on the organization of the program, quality of content and speakers, and significance of the material to the NATA membership.
- After **July 16, 2013** the Convention Program Committee will only approve a speaker change if the original speaker is unable to attend the annual meeting.

Deadline

- Proposals must be submitted no later than **July 16, 2013**.
- Incomplete (e.g., missing speaker CV) and/or late proposals will **NOT** be accepted.

Compensation Policy for Evidence-Based Forum

- For each discussant:
 - NATA Member, Athletic Trainer eligible for NATA membership, or NATA Non-member
 - \$100 honorarium
 - Complimentary symposia registration

Have the following information available as you will need this to complete the proposal submission process.

- Presentation Information
 - Title of session.
 - The domain(s) of athletic training that the presentation pertains to (I, II, III, IV, V).
 - Level of presentation (Essential, Advanced, Mastery).
 - Educational programming category (Clinical EBP, Principles of EBP, Non-Patient Oriented).
 - If **Clinical EBP**, indicate Levels of Evidence to support proposal content:
http://www.cebm.net/mod_product/design/files/CEBM-Levels-of-Evidence-2.1.pdf
 - Abstract (100 words or less).
 - Learning objectives (at least three)
 - "After attending this session, attendees will be able to ..., will have learned ..."
 - Three keywords (not in the title) that best describe the focus of the proposal.
 - Three to five references/sources (e.g. peer reviewed publications) that support the content of the presentation.
 - Utilize format as described in the *Journal of Athletic Training* authors guide:
<http://www.nata.org/sites/default/files/JAT-Authors-Guide-2010.pdf>
- Speaker Information (required for each speaker)
 - Name & Credentials
 - Title or position of speaker
 - Affiliation (or place of employment): name & address
 - Contact information: Email, phone
 - NATA Membership Status (Member or Non-member)
 - CV for uploading (word document or pdf)

*Submission forms will be available the first week of April 2013.
The deadline for submission is July 16, 2013.*

Thank you.