



GUIDELINES FOR PROPOSAL SUBMISSION

AFFILIATE LEARNING LABS

2018 Clinical Symposia & AT Expo
June 26 – June 29, 2018 · New Orleans, LA

Thank you for your interest in submitting an Affiliate Learning Lab proposal for the 2018 NATA Clinical Symposia & AT Expo. We welcome your submission!

In submitting an Affiliate Learning Lab proposal, please understand it will be reviewed with the same rigor and held to the same selection standards as all member-submitted proposals. As such, be aware that you (your NATA Affiliate group) may be asked to modify the submission. The purpose of the Convention Program Committee (CPC) Abstract Proposal Review is solely to ensure the integrity of the educational program at the Annual Meeting. The CPC review process involves three tiers: 1) a blind review by 10-15 peer athletic trainers, 2) an objective review by each member of the Convention Program Committee, and 3) open Committee discussion by the Convention Program Committee.

Format & Audience

- Learning Labs are two hours in length.
 - First hour: lecture
 - Second hour: attendees split into two hands-on labs that run concurrently
- Attendance range between 125-150 attendees.

Important Guidelines

- **Only one proposal per Affiliate Group may be submitted.**
- Learning Lab topics must fall within the domains of practice for athletic training.
- The primary speaker is responsible for:
 - Delivering the lecture and serving as a lab leader
 - Selecting the second lab leader and up to three lab assistants for each lab
- Presenters are not permitted to perform medical procedures (e.g., taking x-rays or inserting IVs) in the convention facility.
- Speakers should avoid actively promoting equipment brand and/or provider.
- Learning Labs 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 “2018 Topics Being Developed by the Convention Program Committee” list.
- Learning Labs 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 all participants (2nd Lab Leader and Lab Assistants) prior to submission.
- Proposal acceptance is contingent upon approval by the Convention Program Committee.
- After **July 17, 2017** the Convention Program Committee will only approve a speaker change if the original speaker is unable to attend the annual meeting.

Equipment Acquisition

- With the exception of treatment tables (provided by NATA), **the submitter is responsible for securing and coordinating delivery of any equipment necessary for the Learning Lab.** To preserve the integrity of the program, it is essential all aspects of the Annual Meeting and Clinical Symposia, including Learning

Labs, remain non-commercial. Vendors who provide equipment will be acknowledged in the Learning Lab, recognized in the final program and the Convention Daily News.

Deadline

- Proposals must be submitted no later than **July 17, 2017**
- Incomplete (e.g., missing speaker CV) and/or late proposals will NOT be accepted.

Compensation Policy for Affiliate Learning Labs

- The presenting organization is responsible for ALL costs related to their event, including but not limited to speaker travel and accommodations.
- The NATA will provide the following for each speaker, lab leader, and lab assistant that **actively participates for a minimum of 30 minutes**:
 - NATA Member or Athletic Trainer eligible for NATA Membership
 - Gift
 - NATA Non-member
 - Gift
 - Complimentary symposia registration

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

- Presentation Information
 - Title of session
 - Presentation length
 - Domain(s) of athletic training that the presentation pertains to (I, II, III, IV, V)
 - Domain/Task* - Identify the domain and the task tied to that domain. Reference *Practice Analysis, 7th Edition* located at http://www.bocatc.org/system/comfy/cms/files/files/000/000/246/original/PA7_Content_Outline.pdf
 - Level of presentation (Essential, Advanced, Mastery)
 - Abstract (100 words or less)
 - State the Learning objectives of the session (at least three)
 - The objectives should follow best practice for learning objective construction (i.e., "At the conclusion of the program, participants will be able to..." and use Bloom's Taxonomy Action Verbs, you may find examples in page 10 at [this link](#). Avoid "understand" and "appreciate".
 - 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 [found here](#):
- Speaker Information (required for each speaker, lab leader, and lab assistant)
 - 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 April 2017
The deadline for submission is July 17, 2017.*

Thank you.