



## GUIDELINES FOR PROPOSAL SUBMISSION

### AFFILIATE SESSIONS

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

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

In submitting an Affiliate Session 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

- Affiliate Sessions are up to two hours in length and include presentations from two to three speakers and a question and answer period.
- Attendance is determined by room capacity, with available seating allowing for up to 1000-2500 attendees.

#### Important Guidelines:

- Affiliate Sessions are by invitation only, featuring presentations by NATA sponsors, affiliates, and affinity partners.
- Proposal topics should be related to the organization's area of expertise.
- **Only one proposal per Affiliate Group may be submitted.**
- Affiliate Sessions are presentations on one topic relevant to the interest of the membership and should be organized to fall within the domains of practice for athletic training.
- Affiliate Sessions must avoid any affiliation with a commercial product or service.
- Affiliate Sessions 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.
- Affiliate Sessions 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 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.

#### 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 Sessions

- 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 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, 7<sup>th</sup> Edition* located at [http://www.bocatc.org/system/comfy/cms/files/files/000/000/246/original/PA7\\_Content\\_Outline.pdf](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.*