



GUIDELINES FOR PROPOSAL SUBMISSION

BEST PRACTICES FORUM

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

Thank you for your interest in submitting a Best Practices Forum proposal for the 2018 NATA Clinical Symposia & AT Expo. 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, resulting in an acceptance rate from those submissions of approximately 15-18%. 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

- Best Practices 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.
- Best Practices Forums accommodate between 100-150 athletic trainers, students, and NATA associate members.
- Eligible registrants may attend an unlimited number of Best Practices Forums.

Important Guidelines

- The purpose of Best Practices 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.**
- Best Practices 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.
- Best Practices Forums must avoid any affiliation with a commercial product or service.
- Best Practices 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 "2018 Topics Being Developed by the Convention Program Committee" list.
- Best Practices 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, 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 16, 2017**.
- Incomplete (e.g., missing speaker CV) and/or late proposals will NOT be accepted.

Compensation Policy for Best Practices 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).
 - 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)
 - 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 16, 2017.*

Thank you.