



GUIDELINES FOR PROPOSAL SUBMISSION

COMMITTEE SESSIONS

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

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

In submitting a Committee 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 Committee/ Council) 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

- Committee 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

- Committee Sessions are by invitation only, featuring presentations by NATA Committees and Councils.
- Proposal topics should be related to the Committee's or Council's area of expertise.
- **Only one proposal per Committee/Council may be submitted.**
- Committee 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.
- Speakers may include no more than one NATA Non-member.
- Committee Sessions must avoid any affiliation with a commercial product or service.
- Committee Sessions will be scheduled over all three days of the Convention.
 - **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.
- Committee 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 Committee Sessions

- \$300 honorarium divided proportionally (**each speaker must actively present for a minimum of 30 minutes**); in addition:
 - NATA Member or Athletic Trainer eligible for NATA membership
 - Complimentary symposia registration
 - NATA Non-member
 - Complimentary symposia registration
 - Reimbursement of authorized expenses related to their speaking engagement (travel, meals, one night's lodging, or two nights if it results in lower airfare)

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

- Presentation Information
 - Title of session (overall and for presentations by each speaker if applicable)
 - Presentation length (overall and for each speaker if presentation includes multiple speakers)
 - 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 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 17, 2017](#).*

Thank you.