GUIDELINES FOR PROPOSAL SUBMISSION

L E C T U R E   S E S S I O N

Thank you for your interest in submitting a Lecture Session proposal, 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 20%. 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
- Lecture Sessions are 55 minutes in length and include presentations from up to two speakers and a question-and-answer period.
- Attendance is determined by room capacity and typically ranges between 800-3000 attendees.

Important Guidelines
- Lecture Sessions are in-depth presentations on a topic(s) relevant to the interest of the membership and should be organized to fall within the domains of practice for athletic training.
- Lecture Sessions may include no more than one NATA Non-member.
- Lecture Sessions must avoid any affiliation with a commercial product or service.
- Lecture Session 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**.
- We encourage you to submit a proposal that may fall under one of the 2025 Themes:
  - Innovations in Risk Reduction: This theme is focused on innovative approaches and technological advancements that are reshaping how we address and minimize injury risk.
  - Advances in Soft Tissue Injury Management: This theme is focused on exploring cutting-edge strategies for diagnosing and treating soft tissue injuries.
- 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 22, 2024,** 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 22, 2024**.
- Incomplete (e.g., missing speaker CV) and/or late proposals will <u>NOT</u> be accepted.

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

<u>Presentation Information</u>
- 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.
    - Domain/Task* - Identify the domain and the task tied to that domain. Reference Practice Analysis, 8th Edition located <u>here.</u>
    - Does the presentation align with the Orthopedic Specialty Practice domains? If yes, please list domain/s and task/s. Reference the BOC Orthopedic Practice Analysis located <u>here</u>.
- Level of presentation (Essential, Advanced, Mastery)
- Abstract/Knowledge Gap (100 words or less)
- State the Learning objectives of the session (at least three)
    - The objectives should follow best practice for learning objective construction. Please use Bloom's Taxonomy Action Verbs, you may find examples at <u>this link.</u> Avoid "understand" and "appreciate".
    - DO NOT begin the learning objective with 'Following this session, participants will be able to…' Please start the learning objective with a verb.
- Two to three keywords (not in the title) that best describe the focus of the proposal.
- Clinical Bottom Line
    - Provide a summary of the evidence (3-4 sentences) that identifies the clinical recommendation/s outlined in the learning objectives.
- 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 <u>found here</u>.
- 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 <u>April 2024</u>.
The deadline for submission is <u>July 22, 2024</u>.
Thank you.