



GUIDELINES FOR PROPOSAL SUBMISSION

SPECIAL TOPICS

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

Thank you for your interest in submitting a Special Topic 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 Convention Program Committee 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

- Special Topics are one hour in length, typically featuring a lecture presentation and possible interactive discussions.
- Attendance is determined by room capacity.

Important Guidelines

- Special Topic presentations must fall within the domains of practice for athletic training.
- Special Topics **do not provide room for participatory hands-on activities and do not include demonstrations, "however, videos may be imbedded in the presentation and are encouraged if necessary to illustrate a technique or procedure."**
- Special Topics are presented by one speaker.
- Special Topics must avoid any affiliation with a commercial product or service.
- Special Topics 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.
- Special Topics 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.
- 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, not all proposals may 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 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 Special Topics

- \$100 honorarium for each 30 minutes of speaking time; 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 night's if it results in a lower airfare)

Have the following information available, as you will need it to complete the 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 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
 - 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.