Proposal Submission Deadline: March 18, 2020, at 11:59 pm PT (Pacific)
Visit www.apta.org/CSM/submissions for more information and to submit your educational session or preconference course proposal.

Proposals for educational sessions and preconference courses must be submitted online through APTA’s submission site. The decision whether or not to accept a proposal and matters regarding the final content, format, and scheduling of any presentation, rest with each academy/section as represented by that entity’s program chair.

Proposal submissions for educational sessions must contain the following:

1) Title (15 words maximum)
2) Course/session description (200 words maximum)
3) Course/session learning objectives (4 maximum)
4) Minimum of 5 current bibliographic references, no more than 10 years old (2011 and after)
5) Timed outline of content
6) Content related to differential diagnosis content (express in minutes)
7) Speaker information, including name, degrees/credentials, institution, city, state, and speaking experience
8) Biographical information for each speaker
9) Keywords
10) Teaching and learning assessment methods
11) Recommended content level (basic, intermediate, advanced)
12) Conflict of interest disclosure

Proposal submissions for preconference courses must contain the following

All of the above pertaining to educational session submissions plus a commitment that, if selected, the submitter will provide a 25-question multiple-choice posttest to assess learning. Each question must correspond with a learning objective. This learning assessment is required for continuing education unit approval.

Important things to remember when submitting your proposal:

🌟 Speaker information will appear exactly as submitted in all CSM publications. Contact co-presenters to ensure the accuracy of this information before finalizing your submission.
🌟 Proposals may be for 2-hour educational sessions or for 1- or 2-day preconference courses.
  o If you have content exceeding 2 hours for an educational session, you may submit two, 2-hour sessions, designating in the title that it is part 1 or part 2.
  o The same proposal may not be submitted to multiple sections.
🌟 Selection of proposals will be based on foundation in evidence, clarity of proposal, probable interest to participants, fiscal feasibility, and space and time constraints.
🌟 Proposals should reflect cultural and/or ethical components related to clinical practice and research, as related to session content.
🌟 Proposals should be devoid of any promotional content.