

Preparing Your Proposal Submission

Proposals are requested for:

Educational Sessions: 1 1/2 hour sessions that provide integrated, evidence-based learning utilizing a variety of teaching and active learning strategies. For in-depth topics, multiple sessions may be submitted and linked by title.

Preconference Courses: 1-day courses that provide an in-depth exploration in an area of clinical practice, education, or research.

Strategies for Success

Choose a topic ...

- that is **practical** –for example, something that has a direct impact on improving patient care
- that will provide knowledge, skills, or information that can be applied **right away**
- that is hot, cutting-edge, or offers a new perspective

Proposal Submission Requirements:

Here is a helpful resource as you design your Proposal: APTA Author's Toolkit - <http://learningcenter.apta.org/> click on *Author/Speaker Resources*

1. Description and overall purpose of the educational session (limit the title to 65 characters and the description to 200 words.)
2. Describe the practice gap(s) that this session will address
3. Learning objectives/outcomes (that answer “upon completion of this course you will be able to”)
4. Current bibliographic references (should demonstrate integrated evidence, minimum of 5 references within the past 10 years, i.e. 2008 and forward for 2018 conference)
5. Content outline (used to determine contact hours) that includes topics and time frame. Be specific in your plans: provide details about your session, the need for this session, and what attendees can walk away with after attending
6. Speaker information (including credentials, biography, institution and contact information)
7. Three keywords relative to educational session

8. Various teaching and active learning strategies. Examples include: practical applications, audience polling, panel discussions.

9. Recommended participant level: Consider your content. What level would you recommend this session most represents? Basic, intermediate, advanced

- **Basic** - The content is foundational, a general orientation, or teaches awareness.
- **Intermediate** - The content teaches a limited amount of foundational knowledge and skill. The content builds to but does not reach an advanced level.
- **Advanced** - The content assumes foundational knowledge and skill. The content teaches specialized knowledge and skill.

10. Learning assessment: What measures or methods will you use to assess the learning by the attendees? Examples include: question and answer periods, group discussion, case studies, simulations, and demonstrations.

11. Speaker disclosure statement (indicate if potential for conflict of interest, bias, material gain, or indicate if no conflict).

12. Direct access hours: You will be asked to indicate the total number of minutes of content (or indicate "0" for none) that are related to differential diagnosing (evaluative procedures), if applicable.

13. Permission to record: You will be asked to indicate your approval or denial to have your session recorded for use as a course in the APTA Learning Center.

Categories for 2018

Select the most appropriate category for your submission based on the following content domains:

Documentation

Education and Professional Development

Patient Care (*select a sub-category*)

Cardiovascular and Pulmonary

Metabolic Disease

Gynecological, Obstetrical, Incontinence

Integumentary

Musculoskeletal – Adult

Musculoskeletal - Lifespan

Musculoskeletal – Older Adult

Musculoskeletal – Pediatric

Neuromuscular

Patient-Centered Education, Coordination, Communication

Health Care Leadership

Health Care Management

Innovative Care

Movement System

Payment

Prevention and Wellness

Research

Systems Screening

Technology Systems and Application