The call for education session and course proposals for APTA Combined Sections Meeting is closed and reviews are completed. Please come back next year when the Call for Session Proposals is initiated.

Proposal submission deadline for 2024 sessions was: March 31, 2023, 11:59 p.m. PT

Proposals for APTA CSM 2024 educational sessions and preconference courses are submitted online through APTA's submission site. The decision to accept or reject a proposal, and matters regarding the final content, format, and scheduling of any presentation, rests with each academy/section as represented by that entity’s program chair.

Proposal submissions for education sessions must contain the following:

- Title (15 words maximum).
- Session description (200 words maximum).
- Session learning objectives (four maximum).
- Minimum of five to seven current bibliographic references, no more than seven years old at time of CSM presentation.
- Timed outline of content that aligns with learning objectives.
- Total of content related to differential diagnosis (expressed in minutes).
- Speaker information, including name, degrees/credentials, institution, city, state, and speaking experience for each speaker.
- Biographical information for each speaker.
- Keywords to help potential attendees search for the Session topic.
- Teaching and learning assessment methods.
- Recommended content level (basic, intermediate, advanced).
- 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:

- The same proposal may not be submitted to multiple sections.
• The APTA Academies/Sections have agreed to limit a speaker to 3 accepted sessions within their individual programs. This includes both primary speaker and co-speaker positions.
• Speaker information will appear exactly as submitted in all APTA CSM publications. Contact co-presenters to ensure the accuracy of this information before finalizing your submission.
  o Proposals may be for two-hour educational sessions or for one- or two-day preconference courses.
  o If you have content exceeding two hours for an educational session, you may submit two two-hour sessions, designating in the title that it is part 1 or part 2.
• 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.
• Use your APTA member login to access the submission site and submit your proposal. If you do not have a member login, you can create one, or contact Member Success at 800-999-2782.

Acceptance of Speaker Responsibilities

If your proposal is selected for an educational session or preconference course, you will be asked to sign a form agreeing to speaker responsibilities. Since there are a lot of moving parts involved in preparing for APTA CSM, our conference timeline is necessary to make sure everything stays on track.

• Every speaker or co-speaker must sign the speaker agreement(s) in their Speaker Center, if accepted for a session/course.
• You agree to meet all deadlines (deadline reminders will be sent to chairs); however,
• If you cannot meet a deadline you must contact APTA Events Programming staff at eventprogram@apta.org with notification.
• To streamline processing by staff, please include reference to your section/academy and the title of your approved session or course in all communications to streamline processing by staff.

APTA CSM 2024 Specialty Academy/Section Program Chairs

<table>
<thead>
<tr>
<th>AS OF April 2023</th>
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* indicates Chair when more than one CONTACT exists

Last Updated: 5/25/2023
Contact: eventprogram@apta.org