### Instructions for Pre-Conference Instructional Course Proposal Submissions

Held during the **RESNA Pre-Conference: July 12, 2018**

**Submission Deadline: Friday, December 1st, 2017 at 11:59 pm ET**

ABOUT RESNA’s INSTRUCTIONAL COURSES

RESNA’s Instructional Courses allow presenters to make the learning experience *innovative, interdisciplinary, and informative*. Presenters aim to: 1. Deliver current information, 2. Have a well-organized structure that stimulates and facilitates learning, and 3. Include discussions that draw on the participants’ own expertise.

One can conduct a half-day or full-day Instructional Course in a variety of formats, including a single speaker, panel of speakers; hands-on demonstrations; audience-driven show & tells and other types of creative methods of information exchange. Each Instructional Course **must include** a visual component (such as a PowerPoint presentation), a hands-on or demonstration component where possible, handouts, and at least a 15-minute, well-moderated discussion period. We are especially encouraging proposals for more interactive sessions that use audience participation and group activities as a primary mechanism for sharing information and learning. Please consider innovative ways to convey information and increase audience participation.

**REVIEW PROCESS**

A committee composed of professionals with expertise in a range of topic areas will review proposals. The committee will evaluate each proposal according to the general criteria listed below.

**REVIEW CRITERIA**

1. Write a clear abstract that accurately summarizes the session content and learning objectives, is within the 100-word limit, and can be used for marketing purposes. Although this is called an abstract, it is really a short description of what the audience can expect from your presentation. This description should be well developed, as it is what will largely market your presentation and will be published in the RESNA program.

B. Proposal is thorough and includes at least three (3) concrete, measurable learning outcomes… [See Section III of the Directions for more information on crafting suitable learning outcomes]

C. Subject matter is timely, relevant to the RESNA audience, and not too narrowly focused. Content that is of potential interest across disciplines is welcome.

D. Clearly define session structure, organization, and time allotted as appropriate to the proposed material.

1. Presenters have sufficient expertise and knowledge of the subject matter.

**SUBMISSION FORMAT, METHODS, AND DEADLINE**

Submit proposals online **ON or BEFORE** **Friday, December 1 at 11:59pm ET**. Upload the Conference Instructional Course Proposal Form to the RESNA website on-line submission system. Full instructions for submitting your proposal online are available in a step-by-step process within the online CMT submission system. PLEASE REVIEW THESE IN ADVANCE OF THE SUBMISSION DEADLINE. To connect to the Conference CMT Site for your submission, go to <http://cmt3.research.microsoft.com/RESNA2018>.

If you have problems submitting your proposal, contact the RESNA office at conference@resna.org

 **PRESENTER NOTIFICATION:**

We will make every attempt to notify presenters about the status of their proposals by **early spring 2018**. The Principal Organizer/Author will receive all notification materials and will be responsible for disseminating the information to his/her co-presenters.

**INSTRUCTIONAL COURSE SESSION SCHEDULING**

We will schedule accepted proposals for presentation during the **pre-conference program on Thursday, July 12, 2018.** Please confirm your ability to attend the conference before submitting a proposal. *If presenters have special scheduling needs or restrictions, please note that in your proposal or advise us immediately after notification of Instructional Course acceptance, so that we may do our best to accommodate everyone’s needs.*

**DISCLOSURE OF PROPRIETARY INTEREST POLICY**

Presenters agree to disclose to participants any proprietary interest in any product, instrument, device, service, or material discussed in the course and the source of any compensation related to the course.

**INTELLECTUAL PROPERTY POLICY**

The author/presenter/faculty certifies that the material contained in this presentation/paper is original and created by said author, and in cases where materials have been used from other sources, proper documentation is provided and proper credit is given to the original sources. RESNA will not tolerate violation of copyright or intellectual property rules and will take steps to sanction any RESNA author or presenter who does not follow established protocols for obtaining permission to use and or referencing work created by others. Authors/presenters/faculty of material that will be distributed or presented at a RESNA educational activity shall abide by all applicable copyright and intellectual property laws and are required to provide proper documentation and credit to the appropriate source in cases where materials have been used from other sources. Violators of this policy may be excluded from participation in future RESNA educational programs.

**CONTACT US:**

Please direct any questions to the RESNA office:

Email: conference@resna.org
Subject Line: Preconference Proposal 2018

Phone: 703-524-6686

FREQUENTLY ASKED QUESTIONS

 ABOUT RESNA INSTRUCTIONAL COURSE SESSIONS

* **Who can submit a proposal for an Instructional Course session?**

Any individual or group can submit a proposal for consideration; you do not need to be a member of RESNA. Collaborative proposals are strongly encouraged to involve cross discipline presentations by presenters from a variety of special interest and professional specialty areas, including public policy organizations, AT Act Programs, or research programs.

* **I would like to demonstrate a new product during an Instructional Course session. Can I submit a proposal?**

Sponsors and exhibitors receive first consideration for product demonstrations. While other manufacturer-sponsored Instructional Courses are welcome, these Instructional Courses have a better chance of being accepted if they discuss their product, strategy, or type of technology in collaboration with other companies, clinicians, researchers or consumers and present their ideas or topics in a broader context that reflects a range of perspectives. Also, product demonstration Instructional Course proposals must have clear learning objectives.

* **Is there reimbursement or payment for Instructional Courses?**

RESNA recognizes the value that the Instructional Courses add to the conference program and provides an honoraria or travel reimbursements for Instructional Courses. Please see the Honorarium form for details. Presenters of Instructional Course sessions may pay the applicable conference registration fees depending on the honorarium they select.

TOPIC AREAS

**Please choose from the following Topic Areas:**

**ACT Access and Communication Technology**

e.g., Computer/Computing Access and Use: innovation in software and hardware; training strategies; integration of computer/computing technologies; alternative access; outcomes measurement.

e.g., Augmentative and Alternative Communication: Assessment and intervention strategies; language representation techniques; clinical/technical AAC research and developments; funding issues; service delivery options, outcomes measurement.

**COG Cognitive and Sensory Impairments**

e.g., Cognitive disabilities; learning disabilities; developmental disabilities; cognitive rehabilitation and aids to memory; low vision/blindness; hearing impairments.

**INT International Appropriate Technology**

e.g., Providing services or conducting research relative to Assistive Technology in developing countries and other resource-limited environments.

**JEA Job & Environmental Accommodation – Including Ergonomics**

e.g., Access to employment, education, or built environments; ergonomics; farming and other rural interventions; EADL systems; universal design of products, places & systems; home accessibility; liability and legal issues associated with home access and workplace modifications.

**NEW Emerging Technology**

Emerging technologies are new technologies and innovations with the potential to improve the health and well-being of people with disabilities. This is primarily for new technology not yet on the market or a new application of technology

**OUT Service Delivery, Outcomes, & Measurement**

e.g., Service delivery programs and administration; telerehab; models, challenges, funding, and best practices; ethics for practitioners;

 e.g., Outcomes measurement tools, application, importance, practice

e.g., Measuring/quantifying function; documenting change in performance; testing validity and reliability of measurement instruments.

**PP Public Policy and Advocacy**

e.g., Legislation; credentialing and certification; advocacy for AT funding; access to services; nation-wide or model programs

**SM Seating and Mobility – Including Complex Rehab Technology (CRT)**

e.g., seating and wheelchair interventions; transportation issues; vehicle modifications; user training; wheelchair features and client/diagnosis matching; objective tests; custom vs. off-the-shelf solutions; documentation and outcome measures for funding approval, mobility issues over a lifespan.

**OTH Other**

DIRECTIONS for RESNA’s Pre-Conference Proposals

Complete Proposals MUST include all items I-VI and follow the format below.

**I. Abstract (75-100 words) Note: This is a short description of what the audience can expect from your presentation.**

*MUST be completed for submission review and for publication on the Website, and in the Preliminary Programs.* The Abstract MUST NOT exceed 100 words and should clearly and succinctly summarize the session content and learning objectives. It should be able to be used for marketing purposes. It is a short description of what the audience should expect from your Conference Instructional Course proposal.

**II. Relevance to RESNA Audience / Interaction (75 words)**

*MUST be completed for submission review and for possible publication on the Website, and in the Preliminary & Final Programs.*Write a clear and succinct statement about, 1) Relevance to RESNA audience, 2) Timeliness of topic and 3) Explanation of how the various AT-related professions and AT-disciplines can gain from this session. Please do not simply restate the information in the Abstract.

*MUST be completed for submission review and for publication on the Website. The Learning Outcomes will be uploaded twice into the RESNA CMT System: 1) as part of the full proposal and 2) as a separate document into the CMT System.*

**III. Learning Outcomes**

Learning outcomes, also referred to as participant behavioral or performance centered objectives, are written statements which

* Provide a framework for activity planning;
* Provide the basis for selection of content and instructional strategies;
* Are participant-centered (e.g., “**By the end of this program, learners will be able to** [explain, describe, identify, list, differentiate, direct, perform, etc.]”) and describe to learners exactly what knowledge, skills, and/or attitudes they are expected to accomplish/demonstrate as a result of the learning activity;
* Are the basis for providing periodic feedback, measuring progress, and final assessment of learning; and
* Are appropriate in number for the planned activity.

*Properly described learning outcomes are the key to providing CEUs for conference activities.*

IV. Proposed Handout Materials

List and describe all handout materials. Although they are not required with your proposal submission, session outlines and/or sample handouts can assist Reviewers in appraising the strength of your proposal.

**V. Organizational Structure of Session**

Specifically describe how session time will be allocated and outline what each presenter will contribute, using the format below. **Please note that presenters are required to present and discuss their learning outcomes at the beginning of the course and to set aside at least 15 minutes at the end of the presentation for discussion.

*Information sharing sessions and other formats or activities that draw on the experience and expertise of the audience are strongly encouraged. As mentioned at the beginning of this document, we are especially soliciting proposals for more interactive sessions that include

audience participation, as well as innovative ways of presenting information.***You should provide enough detail so that Reviewers will have a clear idea about the session content and its overall organization. If there are multiple presenters for your session, please specify the presenter name and session content for each time allocation. **Total time must equal 4 hours or 8 hours minutes.**

**EXAMPLE** NOTE: Total time must equal four or eight hours. Full day courses will run from 8:30 a.m. – 5:30 p.m. with a one hour lunch break at 12:30p.m. Total time must equal 4 hours for a ½ day course beginning 8:30 a.m. or 1:30p.m., depending on if it is a morning or afternoon instructional course.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time in Minutes****(8hr example)** | **Learning Outcomes to Be Addressed** | **Presenter(s)** | **Instructional Design:** **Presentation Format, Activities Planned, AV used** |
| **5 min** | Introductions & Overview | J. Smith | Lecture. PowerPoint |
| **235 min** | Outcome # 1List 3 new techniques for switch mounting… | T. Rogers | Lecture. Demonstration. PowerPoint. |
| **240 min**  | Outcome # 2Describe 3 alternative computer access methods that “didn’t work” for x population | C. Brown | Moderator-led audience participation. PowerPoint, Flip chart for recording comments. |
| **120min** | Outcome #3 Compare and contrast 3 computer access methods that did work for x population | J. Smith | Power Point; Moderator-led audience participation; flip chart for recording comments.  |
| **240min** | Outcome #4Demonstrate ability to apply 2 techniques to solve a case study | J. Smith | Break out Group case study and solutions presentation by group |
| **45min** | Outcomes #1, #2, #3 | All | Extended Moderator facilitated discussion |
| **15 min****(Required)** | Discussion Period(Required) | T. Rogers | Moderator/Speaker-led Q-and-A and a discussion. |

**VI. Brief description of presenters experience with this topic area.**

Describe the professional expertise of each presenter with respect to the proposed subject matter. Please include relevant conference presentation or instructional experience. An abbreviated CV may be used if it provides an effective summary. *This is required by the International Association for Continuing Education and Training (IACET) in order for RESNA to provide CEUs for your Conference Instructional Course presentation.* (Approximately 50-100 words)