**PRE-CONFERENCE INSTRUCTIONAL COURSE PROPOSAL FORM**

# Update: Deadline: 11:59 p.m. ET on December 1, 2017

***Instructional courses will be held on July 12, 2018, prior to the conference.*** Please refer to the **Instructional Course Proposal Instructions** for details on completing and submitting this form.

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| --- | --- | --- | --- | --- |
| **Course Title** | Click here to enter text. | | | |
|  |  | | | |
| **Primary Presenter Full Name** | Click here to enter text. | | | |
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| **Email** | Click here to enter text. |  | **Phone** | Click here to enter text. |

**Instructional Courses for the 2018 conference will be full day (8:30 a.m. – 5:30 p.m.) or half day courses (8:30a.m. – 12:30 p.m. or 1:30 p.m. – 5:30 p.m.) as assigned.**

**Topic Area (Designate 1st and 2nd choice below using the drop down menus in the first column)**

Please classify the scope and content of your session into one of the following topic areas:

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| -- | ACT | **Access and Communication Technology:** Computer/Computing Access and Use: innovation in software and hardware; training strategies; integration of computer/computing technologies; alternative access; outcomes measurement. 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**: Cognitive disabilities, learning disabilities, developmental disabilities, cognitive rehabilitation and aids to memory, low vision/blindness, hearing impairments, and aging and cognition changes. |
| -- | INT | **Internationally Appropriate Technology**: Providing services or conducting research relative to assistive technology in developing countries and other resource limited environments. |
| -- | JEA | **Job & Environmental Accommodation – Including Ergonomics**: 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 and Outcomes**: Service delivery programs and administration, telerehab, models, challenges, funding and best practices, ethics for practitioners; outcomes measurement tools, application, importance, practice; measuring/quantifying function, documenting change in performance, testing validity and reliability of measurement instruments. |
| -- | PP | **Public Policy and Advocacy**: Legislation, credentialing and certification, advocacy for assistive technology funding, access to services, nationwide or model programs. |
| -- | SM | **Seating and Mobility – Including Complex Rehab Technology (CRT)**: 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 (Please describe):** Click here to enter text. |

**Presentation Type and Previous Presentations** (Click the word “choose” to display a drop-down box)

Choose. Is this a SIG/PSG generated instructional course approved by the SIG/PSG Chair?

SIG/PSG Name: Click here to enter text.

Choose. Is this an RERC generated workshop?

RERC Name: Click here to enter text.

Choose. Have you or someone else presented this instructional course in the last five (5) years?

When and Where: Click here to enter text.

Choose. Have you presented a workshop/instructional course in the last 5 years?

When and Where: Click here to enter text.

**Style of Presentation** (check all that apply):

Single Speaker Lecture with Discussion Period

Multiple Speaker Lecture with Discussion Period Will this be set up as a panel?  Yes  No

Single Speaker with Significant Interactive Content

Hands-On / Demonstrations

Professional Show & Tell / Audience-Driven

Computer Lab Session  Must be held in Computer Lab  Computer lab preferred but not required

## Professional Level of Presentation (Check only one):

Beginner (0-2 yrs. experience)  Intermediate (2-5 yrs. experience)

Advanced (5+ yrs. experience)  All Levels

**Target Audience:** (to help us market your course)

|  |  |  |
| --- | --- | --- |
| Educators | Manufacturers/Developers | Other: Click here to enter text. |
| Researchers | Suppliers |  |
| Practitioners | Policy Makers/Advocates |  |

**Please complete the detailed proposal, beginning on the next page.**

Proposals **MUST** include all of the below items and follow the format below. (See **Instructional Course Proposal Instructions** for detailed description of required areas.) The program committee reserves the right to change or edit the title and abstract for clarity and marketing purposes.

1. **Abstract (75-100 words)** NOTE: Please do not exceed 100 words. Text box will expand to fit.

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| Click here to enter text. |

1. **Relevance to Conference Audience (50-75 words)** NOTE: This text may be used to supplement the abstract; please do not simply restate what is in the abstract. Text box will expand to fit.

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| Click here to enter text. |

1. **Learning Outcomes (Minimum of four required)** NOTE: For CEU purposes, these must be quantifiable and should use active verbs. Ex: “Participants will be able to identify four obstacles to the successful use of seating technologies.” vs. “Participants will discuss the obstacles…” See **Instructional Course Proposal Instructions** for more details.
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.
5. Click here to enter text.
6. Click here to enter text.
7. Click here to enter text.
8. **Proposed Handout Materials** NOTE: Handouts must be submitted by June 8, 2018 to be posted on the website in advance of the conference. ***Handout materials are required for all presentations.***

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| Click here to describe proposed handout materials. |

1. **Organizational Structure of Session** 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.

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| Time in Minutes | Learning Outcomes to be Addressed | Presenters | Instructional Design: Presentation format, Activities Planned, AV used |
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| 15 min  (Required) | Discussion Period (Required Min) | Click here to enter text. | Click here to enter text. |

**Presenter Contact Information**

**Primary Presenter:** This person will be responsible for coordinating the session, scheduling the sequence of presenters, communicating with the other presenters/participants prior to presentation date and will serve as primary contact.

**Name:** Click here to enter text.

**Title:** Click here to enter text.

**Affiliation/Company:** Click here to enter text.

**Address:** Click here to enter text.

Click here to enter text.

Click here to enter text.

**Phone (Day Time):** Click here to enter text.

**Fax**: Click here to enter text.

**Email**: Click here to enter text.

**Co-Presenters:** Please provide the following information for all co-presenters

**Name:** Click here to enter text.

**Title:** Click here to enter text.

**Affiliation/Company:** Click here to enter text.

**Address:** Click here to enter text.

Click here to enter text.

Click here to enter text.

**Phone (Day Time):** Click here to enter text.

**Fax:** Click here to enter text.

**Email**: Click here to enter text.

**Name:** Click here to enter text.

**Title:** Click here to enter text.

**Affiliation/Company:** Click here to enter text.

**Address:** Click here to enter text.

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**Phone (Day Time):** Click here to enter text.

**Fax:** Click here to enter text.

**Email**: Click here to enter text.

## Presenter Experience (50-100 words)

Please provide a brief description of presenters’ experience with this topic area and with presenting at trainings or conferences.

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| Click here to enter text. |

**Presenter Agreement**

* + Presenter will disclose any financial or non-financial interest in any product, instrument, device, service, or material discussed during their presentation and the source of any compensation prior to the start of his or her presentation.
  + Presenter is compliant with copyright laws and has ownership or permission to use all materials used in conjunction with the presentation.
  + Presenter will demonstrate high standards of professional conduct and not discriminate against learners on the basis of gender, age, socioeconomic or ethnic background, sexual orientation, or disability.

## Honorarium

Please see and complete the “RESNA 2018 Instructional Course Honorarium Form.”

## ONLINE SUBMISSION

Proposals must be received online on or before Friday, December 1 at 11:59 p.m. ET. Upload the completed Instructional Course Proposal Form to the online submission system. **Please review the Instructional Course Proposal Instructions in advance of the deadline and prior to submitting your proposal**. Go to [http://cmt3.research.microsoft.com/RESNA2018](http://cmt3.research.microsoft.com/RESNA2017) to submit your proposal.

Once you’ve submitted your proposal, you will have the option to send yourself a confirmation email message from the “Submission Successfully Saved” screen. This is the only confirmation message you will receive, as the system does not automatically send one.

If you have problems submitting your proposal, please contact the RESNA office at [conference@resna.org](mailto:conference@resna.org?subject=IC%20Proposal%202018) with subject line IC Proposal 2018.

For general questions about the instructional course program, please contact John Anschutz, the 2018 Program Chair, at [john\_anschutz@shepherd.org.](mailto:john_anschutz@shepherd.org)