RESNA 2022 Annual Conference – Arlington, VA
Hyatt Regency Crystal City – July 14-16, 2022

SESSION PROPOSAL
Submission Instructions

Submission Deadline: Monday, November 29, 11:59pm ET

PLEASE READ – SUBMISSION INSTRUCTIONS HAVE CHANGED

PROCESS AND DEADLINES

1 November 2021	On-line Submission System Opens
29 November 2021	Deadline for Session Proposals
21 January 2022	RESNA Sends Notifications of Preliminary Acceptance or Non-Acceptance by This Date
21 February 2022	Deadline for Final Submission of Approved Learning Outcomes and Learning Assessment (Multiple Choice Quiz Questions)
28 February 2022	RESNA Sends Notification of Final Acceptance by this Date

ABOUT RESNA SESSIONS

RESNA's sessions distinguish themselves in the field because the presenters work to ensure the learning experience is *innovative, interdisciplinary, and informative*. Presenters aim to: 1. Deliver current information; 2. Have a well-organized structure which stimulates and facilitates learning; and 3. Include discussions which draw upon the participants' own expertise.

For 2022, we are accepting session proposals in the following configurations:
- "Buzz" Sessions – 30-minute sessions devoted to one hot topic; this may include one speaker, a panel of speakers, a hands-one demonstration, a show and tell, or another creative format.
- General Session – 60-minute sessions which are interactive and make use of audience participation and group activities as a primary mechanism for knowledge transfer; this may include a single speaker, a panel of speakers, hands-on demonstrations, show & tell, and/or other creative formats.
- Master Classes – 90 minute sessions which are in-depth explorations - and designed for advanced and experienced AT professionals; these may include a single speaker, a panel of speakers, hands-on demonstrations, show & tell, and/or other creative formats.

RESNA is not accepting proposals for half-day or full day instructional courses.

Each session type **must include** a visual component (such as a PowerPoint-type presentation), a hands-on or demonstration component where possible, handouts and/or other teaching aids,

and time for discussion. Please consider innovative ways to convey information and increase audience participation.

IACET CEU REQUIREMENTS
RESNA will be offering IACET CEUs for educational content sessions. In order to be included in the final programme and to qualify for IACET CEUs, all educational sessions must have measurable learning outcomes and a learning assessment that is a multiple-choice quiz.

All sessions will be required to include concrete, measurable learning outcomes. The number of learning outcomes depends on the type and length of session. *See the table at end of these instructions.*

Following session acceptance, presenters will also be required to submit multiple-choice quiz questions to assess each learning outcome in order to be included in the official programme. *See further instructions later in this document.*

REVIEW PROCESS

The Conference Committee and their chosen experts, composed of professionals with expertise in a range of topic areas, will review all proposals. Proposals shall be evaluated according to the general criteria listed below, in addition to the general fit into the programme as a whole.

REVIEW CRITERIA
A.   Proposal includes a clear abstract accurately summarizing the session content, **does not** exceed the 100-word limit, and is suitable for marketing purposes. Although this is called an abstract, it is in truth a short description of what the audience should 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 programme;
B.   Subject matter is timely, relevant to the RESNA audience, and not too narrowly focused. Content of potential interest across disciplines is most welcome;
C.   Proposal clearly defines session structure, organization, and time allocation as appropriate to the proposed material;
D.   Presenters have sufficient expertise and knowledge of the subject matter; and
E.   Proposal is thorough and includes concrete, measurable learning outcomes are clearly possible. [See Section III of these instructions for more information on suitable learning outcomes.]

Following the Conference Committee review, the top ranked proposals will be forwarded to the Education Committee, who will review each proposal's learning outcomes for IACET compliance.

SUBMISSION FORMAT, METHODS, AND DEADLINE
The on-line submission system will be open as of Monday, November 1, 2021 at 12pm noon ET until Monday, November 29th at 11:59 pm ET. **This is the final deadline**.

The on-line submission system will guide you through the step-by-step process outlined in the Conference Session Proposal Form. In addition, we recommend you fill out the proposal form and upload it as well as a back-up.

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

PRESENTER NOTIFICATION:
We will make every attempt to notify presenters about the status of their proposals by 21 January 2022. The Principal Organizer/Author will receive all notification materials and is solely responsible for disseminating the information to their co-presenters.

A **preliminary acceptance notification** will include the Education Committee's review of the measurable learning outcomes and suggested revisions, as well as instructions for developing the learning assessment, which are multiple-choice quiz questions.

The Principal Organizer/Author must respond by **21 February 2022** with final, revised measurable outcomes and multiple choice quiz questions.

The Principal Organizer/Author will be notified of final acceptance into the conference programme no later than **28 February 2022**.

SESSION SCHEDULING
We will schedule accepted sessions with learning outcomes and quiz questions for presentation during the **conference programme.** Please confirm your ability to attend the conference before submitting a proposal. *If presenters have special scheduling needs or restrictions, please note such in your proposal or advise us immediately upon notification of acceptance, so we may do our best to accommodate everyone's needs.*

The final conference programme will be published on the website by April 2022.

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 activity, and the source of any compensation related to the presentation.

INTELLECTUAL PROPERTY POLICY
The author/presenter/faculty certifies the material contained in their presentation/paper is original and created by said author(s), and in cases where materials have been used from other sources, proper documentation is provided and appropriate and necessary credit is given to the original sources. RESNA will not tolerate violation of copyright or intellectual property rules and shall take steps to sanction any RESNA author or presenter who does not follow established protocols for obtaining permission to use and/or reference work created by others. Authors/presenters/faculty of material to 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 shall be excluded from participation in future RESNA educational programmes.

CONTACT US:
Please direct any questions to the RESNA office:
Email: info@resna.org
Subject Line: Conference Session Proposal
Phone: 202- 367-1121

FREQUENTLY ASKED QUESTIONS
ABOUT RESNA CONFERENCE SESSIONS

- **Who can submit a proposal for a conference session?**

Any individual or group is welcome to submit a proposal for consideration; you do not need to be a member of RESNA, though RESNA members are prioritized for consideration. Collaborative proposals are strongly encouraged to involve cross discipline presentations by presenters from assorted special interest and professional specialty areas, including public policy organizations, AT Act Programs, comparable associations, international partners, or research programmes.

- **I would like to demonstrate a new product during a conference session. May I submit a proposal?**

Sponsors and exhibitors receive first consideration for product demonstrations. While other manufacturer-sponsored sessions are welcome, these sessions 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 which reflects a range of perspectives. Also, product demonstration proposals must have clear learning outcomes.

- **Is there reimbursement or payment for conference sessions?**

While RESNA recognizes the value sessions add to the conference programme, we do not provide honoraria or travel reimbursements. Presenters will receive a discounted presenter registration rate for the conference. One-day and full-conference discounted rates will be available.

- **Is it possible to present virtually?**

We will be offering a track of virtual programing (approximately 8-10 CEUs). During the on-line submission process, you may indicate whether you would prefer to present virtually. Topic areas of interest to an international audience will receive priority consideration.

TOPIC AREAS

Proposals that cross topic areas and/or are interdisciplinary are welcome; please indicate all topic areas relevant to your proposal.

2022 Topic Areas of Special Interest:
In keeping with the conference theme, "**Driving the Future of AT**", RESNA is particularly interested in session proposals in the following topic areas:

AV   Autonomous Vehicles
> e.g., the promise of autonomous vehicles for people with disabilities; considerations, technologies, research and standards.

PuT   Public Transportation
> e.g, Accessible design and best practices in public transportation; mapping and guidance systems for independent movement; research.

NEW   Emerging Technology
> e.g. emerging technologies and innovations with the potential to improve the health,

employment, community participation, and education of people with disability or aging. This is primarily for new technology not yet on the market or a new application of technology.

Standard 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.

AAC   Augmentative & Alternative Communication.
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.

AGE   Aging
e.g. technologies, interventions, policy, etc. specifically related to supporting aging.

COG   Cognitive and Sensory Impairments
e.g. cognitive disabilities; learning disabilities; developmental disabilities; cognitive rehabilitation and aids to memory; low vision/blindness; hearing impairment.

ETH   Ethics
e.g., real world examples of RESNA's Standards of Practice; ethics of Assistive Technology for cognitive impairment; AI, machine learning and ethics

HMD   Home Modifications
e.g. technologies, modifications, accessibility, etc. specifically related to supporting living in the home; this can be for any age group.

INT   Technologies for Less Resourced Areas
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; liability and legal issues associated with home access and workplace modifications.

K12   K - 12 Practice
Efforts to improve access to quality AT services within the school setting. Tools, techniques, research, or applications which facilitate the promotion and improvement of assistive technology practice in the primary and secondary school setting.

OUT   Service Delivery, Outcomes, & Measurement
e.g. service delivery programmes and administration; remote service delivery; 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 programmes

SHO   Smart Home Technologies
e.g, the use of consumer smart home technologies such as home automation, virtual assistants, IOT (Internet of Things) appliances and other technologies to adapt and assist people with disabilities in the home.

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; 24/7 postural support; documentation and outcome measures for funding approval, mobility issues over a lifespan.

If you do not feel your proposal fits into any of the above topic areas, but it is relevant to the RESNA audience, please contact info@resna.org.

DIRECTIONS for RESNA's Conference Proposals

Complete Proposals <u>MUST</u> include all sections indicated 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 Final Programme. The Abstract MUST NOT exceed 100 words and should clearly and succinctly summarize the session content and learning outcomes. It should be able to be used for marketing purposes. This is short description of what the audience should expect from your session.

II. Educational Need/ Relevance to RESNA Audience (75 words)
MUST be completed for submission review and or possible publication on the Website, and in the Final Programme. Write a clear and succinct statement about: 1) What educational need this session will meet for AT professionals; 2) Relevance to RESNA audience; and 3) Timeliness of topic. <u>Please do not simply restate the information in the Abstract. Please assist us in understanding your content.</u>

III. Interaction and Engagement (75 words)
Must be completed for submission review. Write a clear and succinct statement about how you will facilitate participant engagement. Tactics for interaction and engagement include but are not limited to polling, demonstrations, discussion, and time for Q&A.

IV. Learning Outcomes
Learning outcomes are written statements which:
- Provide a framework for acquired knowledge application;
- Provide the basis for selection of content and instructional strategies;
- Are participant-centered (e.g. "**By the end of this programme, learners will be able to** [explain, describe, identify, list, differentiate, direct, perform, etc.]") and describe to learners

exactly what knowledge, skills, and/or competencies 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 IACET CEUs for conference activities. Presenters must include a slide at the beginning of their presentation showing the expected learning outcomes.

Session Type	Number of Learning Outcomes
Buzz Session	2 Learning Outcomes
General Session	3 Learning Outcomes
Master Class	5 Learning Outcomes

V. Proposed Handout Materials

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

VI. 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 - presenters are required to present and discuss their learning outcomes at the beginning of the session and to set aside time at the end of the session (as detailed below) for questions and audience interaction.**

Information sharing sessions and other formats or activities which draw upon 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 to include diverse audience participation as well as innovative ways of presenting information. You should provide enough detail so the reviewers will have a clear idea about the session content and the 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 30, 60, or 90 minutes.**

The example below is for a 60-minute session. For examples of 30 and 90-minute sessions, visit the conference call for session submissions webpage.

60-MINUTE SESSION EXAMPLE

Time in Minutes (Sum=60)	Learning Outcomes to Be Addressed	Presenter(s)	Instructional Design: Presentation Format, Activities Planned, AV used
5 min	Introductions & Overview; review of learning outcomes; disclosures	J. Warum	Lecture. PowerPoint
15 min	Outcome # 1 List 3 new techniques for switch mounting…	T. Por qué	Lecture. Demonstration. PowerPoint.
15 min	Outcome # 2 Describe 3 alternative access methods which "didn't work" for x population	C. Pourquoi	Moderator-led audience participation. PowerPoint, Flip chart for recording comments.
15 min	Outcome #3 Describe 3 computer access method which did work for x population	J. Perché	Power Point; Moderator-led audience participation; flip chart for recording comments.
10 min	Discussion Period – Q&A	T. Why	Moderator/Speaker-led Q&A and discussion.

VII. 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 Session.* (Approximately 50-100 words)