

RESNA 2023 Annual Conference – July 24 – 26, 2023

SESSION PROPOSAL Submission Instructions

Submission Deadline: Monday, November 28, 2022, 11:59pm ET

PLEASE READ – SUBMISSION INSTRUCTIONS HAVE CHANGED

PROCESS AND DEADLINES

31 October 2022	On-line Submission System Opens
28 November 2022	11:59pm ET - Deadline for Session Proposals
31 January 2023	RESNA Sends Notifications of Acceptance or Non-Acceptance
10 February 2023	Deadline for Final Submission of Approved Learning Outcomes and Learning Assessment (Multiple Choice Quiz Questions) for CEU process
24 February 2023	RESNA Sends Notification of Final Acceptance of updated CEU materials

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 2023, we are accepting session proposals in the following configurations:

- Experience Hall Session - 15-minute sessions devoted to one topic and presented onstage in the Experience Hall for all conference attendees. These sessions should include no more than two speakers and can include hands-on demonstrations, show and tell, or other creative formats
- "Buzz" Sessions – 30-minute sessions devoted to one hot topic; this may include one speaker, a panel of speakers, a hands-on 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.

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

Each session type **must include** a visual component (such as a PowerPoint-type presentation),

RESNA Call for Conference Submissions

a hands-on or demonstration component where possible, handouts and/or other teaching aids, and time for discussion and questions from the audience. Real-time polling, etc., can be made available. 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 program 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 program. *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 program as a whole.

REVIEW CRITERIA

- A. Proposal includes a clear abstract accurately summarizing the session content, **does not** exceed the 300 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 program;
- 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 until Monday, November 28th at 11:59 pm ET. **This is the final deadline and no extensions will be provided.**

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 Microsoft Word 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.

[Click here for the Conference Session Proposal Submission Site.](#)

Getting started:

1. Click on the above hyperlink to be taken to the RESNA submission portal.
2. If you've submitted to RESNA before, your email should be in the system. Enter your e-mail. If you've forgotten your password, click on "Forgot Password."
3. If this is your first time submitting to RESNA, you need to set up an account. Click on "New to CMT? Register."
4. Once you are logged in, choose the RESNA 2023 Conference.
5. Click on the button "Create New Submission."

PRESENTER NOTIFICATION:

We will make every attempt to notify presenters about the status of their proposals by **January 31, 2023**. The Principal Organizer/Author will receive all notification materials and is solely responsible for disseminating the information to their co-presenters.

An **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 **February 10, 2023** with final, revised measurable outcomes and multiple choice quiz questions.

The Principal Organizer/Author will be notified of final acceptance of their updated materials into the conference program no later than **February 24, 2023**. Please note that the Education Committee has final authority on the learning objectives and the Principal Organizer/Author is expected to utilize the objectives while developing their program.

SESSION SCHEDULING

We will schedule accepted sessions with learning outcomes and quiz questions for presentation during the conference program. **Please confirm your ability to both register for and attend the conference before submitting a proposal.** Speakers will be eligible for a discounted registration rate. *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 program will be published on the website by April 2023.

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

RESNA Call for Conference Submissions

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 programs.

Further, authors/presenters/faculty of RESNA conference sessions agree to comply with RESNA's Code of Conduct, and in sessions discussing practice, Standards of Practice.

OTHER INFORMATION:

Due to the finite number of session slots available, RESNA may approach authors/presenters/faculty with an offer to present the session outside of the conference as a webinar or event. If this should happen, please note this is not an insult or a comment on the value of the session proposal, but a compliment on the strength of the proposal.

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 programs.
- **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 program, we do not provide honoraria or travel reimbursements. Presenters will receive a discounted presenter registration rate for the conference, and be promoted as a conference presenter.
- **How can I submit a proposal when I don't know where the conference is?**
 - We understand your concern. The conference location will be announced prior to the session deadline of November 28th. The location will be in the United States, July 24-26, 2023.

TOPIC AREAS

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

2023 Topic Areas of Special Interest:

In keeping with the conference theme, "Move to the BeAT of Innovation", RESNA is particularly interested in session proposals in the following topic areas:

PLY Play and Recreation in AT

e.g. technologies and innovations that specifically aid in the enjoyment of play and recreational activities

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:

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.

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.

AGE Aging

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

AV Autonomous Vehicles

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

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 programs 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 programs

PuT Public Transportation

e.g. Accessible design and best practices in public transportation; mapping and guidance systems for independent movement; research.

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
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Complete Proposals MUST include all sections indicated below.

I. Abstract (maximum of 750 characters – approximately 125-150 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 Program. The Abstract **MUST NOT** exceed 750 characters 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 (maximum of 500 characters, approximately 125-150 words)

MUST be completed for submission review and or possible publication on the Website, and in the Final Program. 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. Please do not simply restate the information in the Abstract. Please assist us in understanding your content.

III. Interaction and Engagement (maximum of 500 characters, approximately 75-100 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 program, 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
Experience Hall Session	1 Learning Outcome
Buzz Session	2 Learning Outcomes
General Session	3 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 15, 30, or 60 minutes.**

15-MINUTE SESSION EXAMPLE

Time in Minutes (Sum=15)	Learning Outcomes to Be Addressed	Presenter(s)	Instructional Design: Presentation Format, Activities Planned, AV used
2 min	Introductions & Overview; review of learning outcomes; disclosures	J. Warum	Lecture. PowerPoint
10 min	Outcome # 1 List 3 new techniques for switch mounting...	T. Por qué	Lecture. Demonstration. PowerPoint.
3 min	Discussion Period – Q&A	T. Why	Moderator/Speaker-led Q&A and discussion.

30-MINUTE SESSION EXAMPLE

Time in Minutes (Sum=30)	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
10 min	Outcome # 1 List 3 new techniques for switch mounting...	T. Por qué	Lecture. Demonstration. PowerPoint.
10 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.
5 min	Discussion Period – Q&A	T. Why	Moderator/Speaker-led Q&A and discussion.

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.* (250 words)