Private Practice Section Speaker Tool Kit

Preparing Your Proposal Submission

Presentation Format (Note: All formats must include time for questions and answers):

Pre-Conference Workshops (October 28, 2020): Four hours in length, including time for questions from the audience. This will be one of a few sessions offered at the same time. You may present as a single speaker, a group of up to three individual speakers on a similar topic, or as a moderated panel presentation. As a workshop, the intention is that the preconference course include a greater level of interactivity for participants. Your proposal should describe the instructional methods you will use during your course. For example, your workshop may include activities such as small group discussions, practical application activities, or other instructional methods. A timed agenda outlining your session activities and the sub-topics or content of focus during each time slot is also required for your submission so that the Annual Conference Program Work Group has an opportunity to review the submission with a full understanding of the type of learning experience the audience will have while attending the course.

Breakout Sessions (October 29-30, 2020): 90 minutes in length, including time for questions from the audience. This will be one of several sessions offered at the same time. You may present as a single speaker, a group of up to three individual speakers on a similar topic, or as a moderated panel presentation. For in-depth topics, two sessions may be submitted and linked by title. Alternatively, for in-depth topics, you may choose to propose a pre-conference workshop as these are intended to offer deeper learning experiences and are typically four hours in length. Breakout sessions typically include a didactic lecture with a question and answer period.

Buzz Sessions (October 29-30, 2020): 90 minutes in length. Buzz sessions are intended to be similar to a town-hall style event. Buzz sessions should include a moderator and panel of experts who will introduce the topic and set the stage for evoking questions, discussion, interaction and sharing of experiences by attendees. These sessions do not allow presentation software – discussion only! Buzz session moderators should be willing to recruit a panel of experts and accept PPS-recommended changes or additions to the suggested panel. PPS may provide limited support to organizing the panel in the form of hosting 2-3 teleconference meetings to organize the group in advance of the conference.

Strategies for Success

Choose a topic:

- that is **practical** –for example, something that has a direct impact on improving the practice
- that will provide knowledge, skills, or information that can be applied **right away**
- that is hot, cutting-edge, or offers a new perspective

Proposal Submission Requirements:

1. Your title should capture, in 15 words or less, who your session is for and the topic that will be covered. It is recommended that the titles are clear about the content and why a person would want to attend.

2. Description and overall purpose of the educational session should, in 200 words or less, build on your title, focus on takeaways, and be as persuasive and concise as possible.

3. Learning objectives/outcomes (for breakouts and pre-conferences) set the direction of the session and keep the presentation or training focused. To help bring the content to life and make it actionable, please clearly define how your session will support attendees in implementing and applying their learnings back at the office. Put the emphasis on participants acquiring skills, rather than simply receiving knowledge. For help writing objectives/takeaways try combining a skill that participants need to know how to do then what they need to know in order to do that. For example, you can complete the stem "Upon completion of this course, participants will be able to….". See link for "Guidelines for writing learning objectives and content" on the welcome screen.

4. A timed agenda is needed for the pre-conference workshop proposals. Pre-conference workshops are scheduled to last 4 hours; please include an agenda outlining how time will be spent during this 4-hour window.

5. 5 current bibliographic references that have been published within the last ten years (based on the date of the conference). Your bibliographic references should consist of the materials upon which your presentation content is based.

6. Speaker information (including credentials, biography, institution and contact information) – depending on the length and format of the presentation, generally prefer no more than 3 speakers per session.

7. Three keywords relative to educational session.

8. Recommended participant level: Consider your audience. What level practitioner would you recommend this session to? Basic, intermediate, and advanced. Definitions for each level are as follows:
    - *Basic* = This level assumes that participants have little information within the areas to be covered so that the focus of the activity is a general orientation and increased awareness.
    - *Intermediate* = This level assumes that the participants have a general familiarity with the topic, so it focuses on increased understanding and application.
    - *Advanced* = This level assumes thorough familiarity with the topic and focuses on advanced techniques, recent advances, and future directions.

9. Speaker disclosure statement (indicate if potential for conflict of interest, bias, material gain, or indicate if no conflict).