



Submission Guidelines

The 2024 Association for Professionals in Infection Control & Epidemiology (APIC) Annual Conference Committee invites you to submit a presentation proposal for the **2024 Annual Conference & Exposition, June 3-5, in San Antonio, Texas**. The conference will provide an outstanding mix of interactive educational workshops and presentations to showcase new ideas and evidence-based practices in infection prevention, epidemiology, and leadership development. Educate your peers and contribute to the field by submitting a presentation proposal for consideration.

How to Submit

Refer to the 2024 Call for Speakers Submission Site to complete the speaker proposal application. Once you begin the submission process, you may return to your saved proposal at any time up until the submission deadline of August 20, 2023. All proposals must be submitted online. Proposals submitted via email will not be accepted.

Please provide enough details for the conference committee to evaluate the presentation. Describe or outline topics with enough detail for reviewers to fully understand proposed content and presentation strategies. Failure to do so may result in rejection. A description, “such as will review topic A,” is not adequate.

A confirmation email will be sent upon completion of the submission.

Schedule

DATE	ACTIVITY
7/10/2023	Call for Speakers Submission site open
8/20/2023	Submission deadline for proposals- 11:59 pm Pacific Standard Time (PST)
10/23 - 10/27/2023	Acceptance or rejection notification for all submissions
11/15/2023	Speaker acceptance deadline
6/3 – 6/5/2024	Conference dates – San Antonio, Texas

All applications must be received no later than 11:59 pm PST August 20, 2023. Incomplete applications will not be considered for review.

Submission Categories

During the application process, you will be asked to indicate which topic/category best describes your presentation. The following list of submission topics are representative of categories in which your proposal may fall. This is not an exhaustive list. Additionally, proposal applications should indicate the relevant practice setting (ambulatory care, long term care, behavioral health, etc.) and specialty patient populations (pediatric, dialysis, etc.) when appropriate.

Submission topics and subtopics:

1. Antimicrobial and Diagnostic Stewardship
 - Multidrug resistant organism infections
 - Antimicrobial stewardship programs and interventions
 - Diagnostic stewardship programs and interventions
2. Disinfection and Sterilization
 - Endoscope reprocessing
 - Equipment and environmental cleaning
 - Sterile Processing
3. Education, Training, and Competencies
 - Effective adult learning
 - IPC, Competency tools and checklists
 - Virtual Reality/Simulation
 - Disease Processes
4. Emergency Preparedness
 - Internal/External Disasters
 - Emerging infectious diseases
 - Outbreak preparation, response, and recovery
5. Environment of Care
 - Water management plans
 - Abatement & flood management
 - Construction and renovation
 - Heating, ventilation, and cooling
6. Implementation Science and Research
 - Translation of evidence-base practices and research into routine practice
 - Behavior modification in implementation and sustainability
7. Information Technology and Surveillance
 - Optimizing electronic medical record
 - Optimizing data management through electronic methods
 - Centralized surveillance
 - AI/Data Transmission
8. Leadership Development and Program Management
 - Business acumen
 - Communication (i.e., improving verbal and written communication)
 - Mentorship
 - Strategic planning & goal development
 - Resource, staffing, DEI planning
9. Occupational Health and Wellness
 - Blood and body fluid exposures
 - Exposure management
 - Health & Wellness/Vaccinations
10. Public Health and Health Policy
 - Public/mandatory reporting
 - State and regional hospital-associated infections (HAI) prevention programs
 - Global Health
 - Community health/health equity
11. Quality Assurance and Performance Improvement
 - Use of Plan-Do-Study-Act (PDSA) or Lean methodology
 - Quality management systems/adverse outcomes
 - Change management
 - AI - using it in the field

Proposal Types

Proposals are being accepted for the following three formats:

1. **30/30 Education Sessions** - Half-hour sessions with one (1) speaker. These sessions provide an overview of key topics in infection prevention and control. The 30/30 sessions are comprised of two 30-minute presentations.
2. **Concurrent Education Session - 60 minutes** - Hour-long sessions with a maximum of two (2) speakers. These sessions provide Infection Preventionists (IPs) at every stage of their career with the tools, resources, discussion, and ideas that are essential to successful infection prevention and control.
3. **Interactive Workshops** - Workshops are presented by one to three speakers for 90 mins. These workshops provide an in-depth, hands-on learning experience to help develop skills and competency in infection prevention and control. Examples of workshops include, but are not limited to, skills stations, group activities, and case studies. *(Only two speakers are eligible for travel stipends, the primary and secondary speaker).*

****The committee reserves the right to develop sessions using a combination of proposals and/or invited speakers.***

Selection Criteria

The following criteria will be used by the peer review committee to select presentations:

- Topic (originality and importance of issue)
- Description of information to be presented and learning objectives (quality of writing, clarity, logic, and organization)
- Clearly identified tools and resources to advance professional knowledge and skills

APIC Submission Checklist

You must follow the submission rules, or your proposal will be rejected.

- **All acronyms and/or abbreviations must be spelled out or defined at first use, even those considered common by the submitters** (e.g., ICU, MRSA, CLABSI, SSI, CDC, etc.). Acronyms used in the title are acceptable if they are spelled out or defined upon first use in the proposal description.
- Proofread the proposal for typographical and grammatical errors.
- The proposal must be written in complete sentences. No bulleted lists, tables, or figures.
- Proposal has only been submitted in one subject category. Do not submit multiple proposals on overlapping facets of the same project unless each proposal has important, novel information and clearly stands on its own. Repetitive proposals will be rejected.
- Proposals do not include any identifiable information (author, facility, etc.) except public health agencies may identify the region, state, or city. Any proposal containing identifiable information will be rejected as APIC requires a blinded review.
- Proposals do not contain any brand names, commercial influence, or promotional material.

Top 5 Reasons Proposals are Rejected

1. Acronyms not spelled out or not defined at first use
2. Facility or submitter identified
3. Poor grammar/typographical errors
4. Proposal has previously been submitted at another meeting other than a local or regional meeting/conference
5. Commercial influence/use of brand name(s)

Questions

For assistance with questions regarding your proposal, please email annual@apic.org

For technical support with online submissions, call 410-638-9239. Customer service is available Monday-Friday from 9 a.m. to 6 p.m. EST.