



Get prepared for your Presentation Submission.

Submit online at www.avainfo.org/CFP2016
Submission deadline: December 2, 2015

The following information will be required to complete the submission process:

Presentation Title:

Use key words that describe the specific topic and content of the abstract. Catch phrases can be used but need to include a reference to the topic. For example, "Making a Difference" may get attention but does not suggest what the abstract is about. By adding a specific reference to the abstract subject matter, the abstract title becomes clearer. I.E. "Making a Difference: Ace Inhibitors in Hypertensive Patients".

Target Audience:

What population is this session designed to benefit most?

Level of experience of the target audience:

Basic, Intermediate, Advanced

What type of presentation is this?

General Session

*Breakout Session

Hands-On Workshop

** Breakout Sessions may be scheduled from 30 to 60 minutes in length at the discretion of the selection committee.*

Prerequisite:

Include the minimum knowledge and/or skills required to most benefit from this session.

Purpose/Goals:

This statement should be the most important primary information you want to convey for the abstract. This should be one or two sentences. The title should not be repeated.

Has this presentation been given before?

If so, when and where?

Learning Objectives /Outcomes:

Minimum of 3 objectives are required. Provide three to five outcomes that complete the statement: "By the end of this session the participant will be able to". Do not type this statement in the text box when entering each of your outcomes

Content Description:

The content description should be concise yet comprehensive. Ask yourself as you are reading the session description,—“As an attendee, do I know what this abstract is about and would I want to attend?” Ask a colleague to read it as well asking him/her the same questions. (max. 1,000 characters including spaces)

Additional Text:

Any additional text that expands the content description to be used for the review process. This narrative is your opportunity to provide a convincing overview of the value of your proposed session. If the reviewers cannot clearly understand what this session is about, your odds

of having your abstract selected are greatly reduced. Expansion of the content description must be written in a brief, well-organized, and focused manner. In one paragraph the potential speaker should have written a narrative that:

1. Identifies the key topics that will be addressed
2. Describes any special learning activities, such as case study analysis, audience participation, or interactive discussion.

Speaker Contact Information, CV, Biography

This information will be required of EACH individual submitted as a presenter. As the submitter, you can either fill in this information for each of your co-presenters or invite your co-presenters to complete their information themselves.

Speaker Contact Information includes:

- Full name
- Credentials
- Organization
- Position
- Mailing address
- Work Phone
- Cell Phone
- Email
- CV
- Short Biography (to be used as a speaker introduction)