

AudiologyNOW! 2016 Submission Guidelines

Goals for the Educational Program

The goal for the educational program is value-rich learning, where the emphasis is on learning facilitation as opposed to content delivery. This learning culture has been designed to help attendees: *Acquire knowledge, Advance science, and Access technology.*

Proposals should offer material that:

- is interesting to a variety of practice settings
- contains innovative and meaningful information
- includes interactive presentation techniques designed to engage the adult learner

Basic Selection Criteria

The Academy strives to offer a balanced educational program by selecting proposals that achieve:

- the goals of the AudiologyNOW! Educational Program
- the Academy's vision to be essential in the professional lives of audiologists
- originality/innovativeness
- overall quality
- scientific or clinical impact/importance

Submission Deadlines

Submission Type	Submission Deadline	Decision Letters
Exhibitor Courses	Sunday, October 11, 2015	Week of November 16
Learning Modules	Sunday, October 11, 2015	Week of November 16
Research Podiums	Sunday, October 11, 2015	Week of November 16
Student Research Forum	Sunday, October 11, 2015	Week of November 16
Posters	Monday, November 30, 2015	Week of January 4
Industry Updates	Monday, January 11, 2016	Week of January 25
Quick Solutions	Monday, January 11, 2016	Week of January 25

Number of Submitted Proposals

Submitters are limited to the following number of submissions per category:

- Learning Modules: Two (2) submissions per lead author
- Research Podiums: Two (2) submission per lead author
- Research Posters: Two (2) submissions per lead author
- Clinical Posters: Two (2) submissions per lead author
- Classroom and Clinical Teaching Posters: Two (2) submissions per lead author
- Student Research Forum: One (1) submission per student lead author
- Industry Updates: Two (2) submissions per lead author, limited to exhibiting companies only
- Academy Research Conference Posters: Two (2) submissions per lead author
- Exhibitor Courses: Two (2) submissions per lead author, limited to exhibiting companies only
- Quick Solutions: No limit on submissions per exhibiting company

Presenters/Contributors Roles

Learning Modules, Exhibitor Courses, Quick Solutions, Industry Updates, Research Podium, Student Research Forum, Featured Session, Learning Labs, Academy Research Conference

Lead Presenter – serves as the point of contact for this submission. Each submission MUST identify a lead presenter who will be responsible for the submission of the presentation and management of further communication to their fellow presenters. Lead presenters will be listed as presenters in conference materials.

Presenter – presents with lead presenter.

Research Posters, Clinical Posters, Clinical/Teaching Posters, ARC Posters use the following roles.

Lead Presenter/Author – serves as the point of contact for this poster submission. Each submission MUST identify a lead presenter who will be responsible for the submission of the presentation and management of further communication to their fellow co-authors. Lead presenters will be listed as presenters in conference materials.

Presenter/Co-Author – assisted with the research found in the submission.

Contributor – list anyone you would like to acknowledge who contributed in a significant way to the project.

Required Items for Submissions

You will be prompted to enter this information in the online submission system. Only online submissions will be accepted. In order to be considered all submissions must contain the following:

- Accept the Submission Agreement
- Title (no longer than 85 characters)
- Session Type
- Session Category selected
- Learner Outcomes (1 to 3 outcomes required depending upon submission type)
- Instructional Level
- Abstract (no longer than 80 words) – will be printed in conference materials
- Summary (no longer than 500 words)
- Learning Modules: selection of Domain(s)
- Names, organizations, e-mail addresses for all presenters

Learning Objectives

All submissions require learning objectives. Three (3) are required for Featured Sessions, Learning Labs, Exhibitor Courses, and Learning Modules. One (1) learner objective is required for Industry Updates, Quick Solutions, Research Podiums, Student Research Forum and Posters.

- Learning objectives should be written to reflect the highest level of performance the learner will be able to achieve within a given timeframe.
- Learning objectives should complete the following sentence: “Upon completion of this session, the participant will be able to:”
- Begin each objective with a measurable action-verb that describes the (behavior) performance of the learner. Apply, describe, analyze, evaluate, assess, choose, or demonstrate are a few verbs that illustrate performance.
- Learning objectives should reflect the instructional level of the session. For example, a beginning-level session may use more knowledge-based action verbs: list, identify, define, etc. An advanced level session would include a higher-level action verb to describe the learning that is taking place: solve, analyze, classify, etc.
- DO NOT start your learning objective with an immeasurable action verb such as understand, learn, or know.

Instructional Level

You will be required to select an instructional level for all sessions except clinical, research, teaching, and ARC posters.

- A **fundamental** course, developed for attendees seeking education in basic principles and concepts. Emphasis is placed on development of fundamental knowledge, skills, and/or procedures. Previous knowledge of the content area is not essential.
- An **intermediate** course, developed for attendees seeking review of fundamentals with emphasis placed on the development of new knowledge in applied applications, skills, and/or procedures. Emphasis is placed on reviews of the current literature and practices for those with working knowledge and experience in the content area.
- An **advanced** course, developed for attendees seeking in-depth and critical discourse of a practice area or topic. Emphasis is placed on application and review of current techniques, research findings, and future directions. Attendees with substantial experience in the content area will update and expand their current domain knowledge.

More specific criteria

Research Podiums, Posters, and Student Research Forum

The submission summary is limited to 500 words and should include objectives, rationale, design, results, and conclusions. Only research projects that are currently complete or will be completed by March 1, 2016 will be considered (Clinical and Classroom Teaching Posters excluded). Submissions will be rated using the following criteria, with equal weighting of each factor:

Rationale/purpose

Submissions should have a strong rationale for the study/presentation that is supported by the literature. The statement of the purpose should be clear and if appropriate, hypotheses should be included.

Methods

The study should be appropriate for the specific experimental questions. The methodology and statistical analyses should be clearly described.

Results & Conclusions

The results should be clearly described and should be supported by the statistical findings. The conclusions should be supported by the results.

Overall Clarity

The submission should be well written and organized in a coherent manner.

Importance of Work

Submissions that address an important issue or problem will be given special consideration. The potential impact of the research on clinical practice, education of students, the profession or, future research will be considered.

Innovation

Innovated submissions will be given special consideration. These include projects that developed or employed novel concepts, approaches, methodologies, tools or technologies.

Proposals in each category will be reviewed by the appropriate AudiologyNOW! program subcommittee members in a blind review process.

Session Categories

Select one session category that your submission best fits. Attendees will be able to search for sessions based upon categories to allow them to quickly locate sessions that may be of interest to them. (Not required for ARC Posters).

Geriatric (G): indicates that the session will provide information or instruction with specific emphasis on diagnosis, assessment, treatment, and/or issues particular to geriatric populations, including but not limited to aging and cognition, aging and memory, and aging and motor skills.

Amplification and Assistive Devices (AAD): indicates that the session will provide information or instruction about hearing aids, assistive listening devices, personal amplifiers, t-coils, tele-loops, and/or hearing aid to assistive device coupling.

Practice Management (PM): indicates that the session will provide information or instruction dealing with the operational side of all practice settings including but not limited to: staff hiring and supervision, profitability, marketing, implementation of best practices, developing protocols, and coding and billing.

Clinical / Preceptor Education (PE): indicates that the session will provide information or instruction on precepting, preceptor training, and other topics specific to promoting awareness and recruitment of the profession.

Academic Education (AE): indicates that the session will provide information or instruction about innovative teaching methods, accreditation, online training and simulations.

Electro/physiology (E): indicates that the session will provide information or instruction related to the elicitation and interpretation of auditory-evoked potentials (OAE, ECochG, Screening/Threshold ABR, Diagnostic ABR, VEMP, NRT, MLR, CAEP, MMN, ASSR), immittance measurements, somatosensory-evoked potentials used in intraoperative monitoring and neuro-imaging.

Hearing Loss Prevention (HLP): indicates that the session will provide information or instruction on national guidelines, development of occupational hearing loss prevention programs, hearing protection, effects of noise exposure, and noise-induced hearing loss.

Implantable Hearing Devices (IHD): This designator indicates that the session will provide information or instruction on implantable hearing technology, including topics related to cochlear implants, bone-anchored auditory implants (or osseointegrated auditory implants), and implantable middle-ear devices.

Tinnitus and Hyperacusis (TH): indicates that the session will provide information or instruction on the assessment, treatment, and research of tinnitus and hyperacusis, including topics related to LDL, MCL, residual inhibition testing, pitch and loudness matching, minimum masking level, and questionnaires.

Neuro-Audiology (NA): indicates that the session will provide information or instruction regarding the assessment, treatment, and research of auditory hallucinations, auditory processing disorders, auditory neuropathy spectrum disorders, auditory cognition, and hearing and balance involvement with traumatic brain injury and neurodegenerative diseases.

Pediatrics (P): indicates that the session will provide information or instruction with specific emphasis on diagnosis, assessment, treatment, or concerns for newborns to adolescents.

Legal, Ethical, and Professional Issues (LEPI): indicates that the session will provide information or instruction on topics concerning ethics, autonomy, legislation, governmental affairs, advocacy, cultural sensitivity, humanitarian audiology, global audiology, and other topics of concern to the profession as a whole.

(Re)habilitation and Counseling (C): indicates that the session will provide information or instruction on auditory training, communication strategies training, speech reading training, and counseling topics such as informational/educational counseling, personal adjustment counseling, and psychosocial support.

Research (R): indicates that the session focuses on investigation or experimentation aimed at the discovery and interpretation of research design and methodologies, observations and findings, offers revision of accepted theories or laws in the light of new evidence, or provides practical application of information obtained through research.

Vestibular (V): indicates that the session will provide information or instruction on the assessment, treatment, and research of vestibular disorders, including topics related to ocular VEMP, VOR, VSR, ENG, VNG, and functional balance.

Submission Agreement

All presenters must agree to the terms of the Submission Agreement prior to entering a proposal. The Submission Agreement reads as follows:

On behalf of myself and any co-presenters, should this presentation be selected, I/we agree that this presentation is offered voluntarily and understand and agree to the following terms related to the presentation and its use by the American Academy of Audiology:

- Agree to pay for all travel expenses to attend AudiologyNOW! including the registration fee, unless otherwise signed and agreed upon with the Academy.
- Agree to present this course on the assigned date, time, and place during AudiologyNOW!.
- During my presentation, I will not engage in any type of promotional marketing or selling of any product or service, and I will not disparage the Academy in any way.
- Warrant that my presentation is my own original work, that I have the full authority to enter into this Agreement, and that I am the copyright holder or that I have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentation.
- I agree to indemnify the Academy for any claims that may be asserted as a result of the violation of these representations and warranties. Unless otherwise specified in writing: grant the American Academy of Audiology all of the necessary rights to record this presentation and to use it in any audio formats, including but not limited to creating synced versions of the presentation. *Note:* Learning Labs are not recorded.
- To the best of my knowledge, my presentation does not/will not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights), is/will be factually accurate, and contains nothing defamatory or otherwise unlawful. I have the full authority to enter into this agreement and have (or will have by the time of presentation) obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentation.
- I grant the American Academy of Audiology a royalty free license to use, reproduce and distribute my presentation (Including all handouts, PowerPoint presentations and audio recording of session) in any way in the future, with appropriate attribution to me. I understand that this license does not change the fact that I retain copyright ownership of my presentation, and does not prohibit me from using my presentation in any way or from allowing others to use it.
- I give consent for the American Academy of Audiology (AAA) to record my presentation in audio and/or visual form. I understand that AAA is the sole copyright owner of the recording and can distribute and sell it, along with any supporting materials.
- I agree to consider allowing the American Academy of Audiology to publish and market the material presented at an Academy event to all Academy members, subscribers, and customers in Academy informational publications such as, but not limited to Audiology Today, AT Extra or on the Academy website. This will help to further the Academy's mission and vision: to be essential in the professional lives of audiologists.
- *Note:* Courses designed to provide participants with access to clinical research that illustrates users' performance; benefits and/or satisfaction related to commercially available products or services should be submitted as an Exhibitor Course. The Program Committee reserves the right to transfer any such Learning Module submissions to the Exhibitor Course category. A course focused on product training and demonstration should be submitted to the Industry Update or Quick Solution category.

Session Types

Select the one submission category that your proposal best matches. Duplicate submissions under multiple categories are not permitted.

Presentations that market specific products and services are not acceptable for any category except Industry Updates or Quick Solutions.

Learning Modules

Length: 1 hour or 2 hour

Limit: Two (2) submissions per lead author

CEUs: 0.1 or 0.2

Learning Modules are learner-focused, interactive courses on topics of current interest. The programs will provide participants with practical information which may be applied to their clinical practices. These programs may cover a wide variety of topics including clinical audiology, treatment, basic science, practice management, or a related field.

Emphasis will be placed on submissions with new or innovative topics. Blind review of Learning Module submissions will be conducted and the evaluation based on specific criteria listed in the criteria section.

Research Podiums

Length: 30 minutes each

Limit: Two (2) submissions per lead author

CEUs: 0.05

The Research Podium format provides the opportunity for individuals to present current clinically-directed research to the audience at AudiologyNOW!. Submissions must be based on original research in the areas of audiology or hearing science.

Blind review of Research Podium submissions will be conducted and the evaluation based on specific criteria listed in the criteria section.

NOTE: In the event that the proposal is not selected for a Research Podium presentation, the submission may be considered for a Research Poster presentation by checking the appropriate box in the submission system during the submission process.

Student Research Forum

Length: 15 minutes will be provided for each of five presentations within in a 1.5-hour session

Limit: One (1) submission per student lead author

CEUs: 0.15

Graduate students in audiology and recent audiology graduates are invited to submit proposals for presentation of their original research completed while a graduate student in audiology. The American Academy of Audiology Foundation (AAAF) will award \$500 each to the five selected student presenters.

Student Research Forum award recipients will present a 10-minute summary of their research followed by a five-minute question and answer period.

Blind review of Student Research proposals will be conducted based on specific criteria listed in the criteria section.

You must qualify as a student presenter in order to submit to the Student Research Forum.

Student Presenter definition:

In order to be eligible for the Student Research Forum award, the lead presenter must:

1. have completed the data collection while enrolled as a student at an accredited university;
2. be currently enrolled in an academic program or must have received their degree (AuD or PhD) within the past 12 months;
3. have taken primary responsibility for the implementation, analysis and interpretation of the research.

NOTE: If you indicate in your submission that you would like to be considered for a Research Poster if not accepted as a Student Research Forum presentation, and are accepted as a Research Poster, you will be eligible for consideration for a James and Susan Jerger Award for Excellence in Student Research. Student presenters that are accepted by the Research Poster subcommittee are required to attend the scheduled research poster presentation in Phoenix in order to be eligible for consideration, as the posters are judged on-site by the Student Research subcommittee.

Poster Submissions

Posters: New for 2016, there will be two poster sessions – Thursday and Friday. Posters will be displayed from 8:00 AM – 5:00 PM on your designated day. If your poster is selected, you will be notified the week of December 7, 2015 on which day it will be displayed. You must be available 1:30 to 2:30 on your designated day to address questions.

Thursday's Posters can be hung starting noon on Wednesday but must be in place by 8:00 AM Thursday. The posters must be removed between 5:00 and 6:30 PM on Thursday

Friday's Posters can be hung 7:00 to 8:00 AM Friday but must be in place by 8:00 AM. The posters must be removed between 5:00 and 6:30 PM on Friday

Limit: Two (2) submissions per lead author

CEUs: Attendees can earn a maximum of 0.6 CEUs for posters

Classroom and Clinical Teaching Poster presentation format provides the opportunity to discuss teaching practices and strategies. This format may be used to present original research in the area of teaching effectiveness or to share new ideas in teaching.

Clinical Poster Presentation format provides the opportunity to discuss unusual clinical examples of complex cases, atypical disorders, or innovative treatment approaches.

Research Poster Presentation format provides the opportunity to discuss original research.

Student Posters

Students submitting posters will indicate in the submission system that it is a student poster. Student posters may be submitted for any category.

All student posters are automatically considered for one of the AAA Foundation's James and Susan Jerger Awards for Excellence in Student Research; those posters selected as finalists for the awards will be on display on both Thursday and Friday in a specially designated section. If you are selected as one of the 15 finalists, you are required to attend both Research Poster presentation sessions on April 14 and April 15, from 1:30-2:30pm. Judging will take place during the presentation session on April 14, and the awards and check presentations will be made on April 15.

Academy Research Conference Poster: CAPD Evaluation and Treatment

Limit: Two (2) submissions per lead author

Length: Posters displayed Wednesday AM through Wednesday PM

The Academy Research Conference (ARC) is a full day translational conference, held on April 13, day one of AudiologyNOW!. This year ARC will review what research and practice is being done in the areas of vestibular assessment and rehabilitation. The poster presentation format provides the opportunity to discuss original research on **CAPD Evaluation and Treatment** during the poster session times available at ARC. ARC travel scholarships are available to doctoral students and post-doctoral fellows.

Blind review of Poster Presentation submissions will be conducted and the evaluation based on specific criteria listed in the criteria section.

Submissions that do not include a description of the final results or the results in progress will not be accepted.

Exhibitor Education Opportunities

Exhibitor Courses (Clinical Research)

Length: 1 hour

Limit: Two (2) submissions per lead author, limited to current AudiologyNOW! exhibiting companies only

Focus: Clinical Research

Location: Session rooms

CEUs: 0.1

The Exhibitor Courses are designed to provide attendees with access to **clinical research** that illustrates performance, benefit, and/or satisfaction related to manufacturer products or services. Courses should be tutorial e.g., describing expected patient benefit related to a given product or feature, topics of current interest that provide attendees with information that can be used clinically.

Product names may appear in the abstract and presentation. The presentation submissions should be research based, to include a summary to include an introduction, methods, results, and discussion regarding the results including patient benefit/satisfaction.

Sessions submitted under the Exhibitor Course category that include training and/or demonstration will not be accepted. These should be submitted under the Industry Update or Quick Solution category.

Blind review of Exhibitor Course submissions will be conducted and the evaluation based on specific criteria listed in the criteria section.

Industry Updates (Product training/demonstration)

Length: 30 Minutes, repeated to fill a one hour timeslot

Limit: Two (2) submissions per lead author, limited to current exhibiting companies only

Focus: Product training/demonstration

Location: in exhibit hall

Cost to exhibitor: \$500 session/\$1000 to repeat session

CEUs: 0.05

Industry Updates are designed to provide attendees with information focused on product training and/or demonstration to include new or updated software, diagnostic or instrumentation, new hearing aid products and/or features, etc.

Product names may appear in the abstract and presentation.

Each Industry Update will be offered twice, one presentation immediately following the other. Industry updates will be scheduled and cannot be concurrent with the Product Theatre sessions.

Blind review of Industry Update submissions will be conducted and the evaluation based on specific criteria listed in the criteria section.

Quick Solutions (Quick product overview)

Length: 15 minutes

Limit: Two (2) per exhibiting company, limited to current AudiologyNOW! exhibiting companies only

Focus: Quick product overviews

Location: in exhibit hall (must have a booth size of at least a 10x20)

CEUs: Attendees are required to participate in four different Quick Solutions Sessions in order to earn 0.1 CEU. A maximum of 0.3 CEUs can be earned via the Quick Solutions Sessions.

Quick Solutions allow attendees to gain more knowledge on specific products and their functionality. These quick 15 minute overview sessions will be offered multiple times at participating booths on the show floor.

Quick Solutions cannot be concurrent with the Product Theatre sessions.

Additional criterion: Since this type of session is conducted in a booth setting, there is a minimum booth size requirement of 10 x 20, and the area for Quick Solution presentations needs to be completely held within the official 10 x 20 confines of that space, and shall not bleed into the aisles or neighboring booth areas. For estimate space requirements, you should plan for attendee size of around 20 attendees.

The space must be set up to create a learning conducive environment.

Appropriate audio visual equipment will be required, and that cost is at the Quick Solution provider expense. We recommend that you rent wireless headsets for the in booth sessions.

Session types – Invitation only

Featured Sessions

Length: 1.5 hours or 3 hours

Limit: Invitation Only

CEUs: 0.15 CEUs or 0.3

Featured Sessions are contemporary topics presented by leaders in the field of audiology, hearing science, and related professional areas.

The Program Committee invites presenters for these sessions based on their expertise on a given topic and feedback from attendees at previous AudiologyNOW! meetings. Some of these sessions will offer Tier 1 Hours.

Learning Labs

Length: 3.5 to 7 hours

Limit: Invitation Only

CEUs: 0.35 to 0.7 CEUs - Additional Registration Fee for attendees

Learning Labs are held on the first day of AudiologyNOW! They offer in-depth, cutting-edge information in "hot" topic areas. The topic areas require half or full-day sessions to enable sufficient coverage of the information. Learning Labs are designed to be interactive and to afford opportunities for hands-on exercises with appropriate clinical practices.

Learning Labs are presented by leaders in the field of audiology and/or associated professions. Presenters for Learning Labs are invited by the Program Committee based upon their expertise in a given topic area. These sessions will offer Tier 1 Hours.

Academy Research Conference Presenter – Invitation Only

The Academy Research Conference (ARC) is a full day translational conference, held on April 13, day one of AudiologyNOW!. This year ARC will review what research and practice is being done in the areas of CAPD Evaluation and Treatment.

Other presenter details

During sessions, the Academy will provide the following at no cost to the presenter(s):

- PC Laptop computer for PowerPoint Presentations.
- LCD projector and screen
- 1 Lectern microphone and 1 wired lavalier microphone
- Electronic pointer
- ALD transmitter
- Floor Microphones in audience (for Featured Sessions only)
- Please notify us if your session has video and/or audio files.

Industry Updates include:

- Large LCD Display
- Wired Lavalier Microphone
- Infrared headphone system for session participants

Wireless Internet connections may be available in session rooms. The bandwidth in the rooms is not strong enough to support any presentation streaming or web based video presentations.

Audiovisual equipment is not provided for Quick Solutions, or Clinical, Research, Teaching, or ARC Posters.