Session Proposal Submission Guidelines
AudiologyNOW! 2017

AudiologyNOW! strives to offer value-rich education with an emphasis on facilitating learning and offering interesting and unique content.

Goals
Our desire is to help attendees:
> Acquire knowledge
> Advance science
> Access technology

Ideal Submissions
The Academy is looking for submissions that:
- are interesting to persons in a variety of practice settings
- contain innovative and meaningful information
- include interactive presentation techniques designed to engage the adult learner

Guidelines for You
This document offers guidance on achieving these goals. It includes information regarding:
- Preparing your submission
- Selection criteria for submissions
- Number of submissions allowed
- Presenter roles
- Instructional levels
- Learning objectives
- Session types
- Identifying your audience
- A/V provisions for your session
- Speaker submission agreement

Preparing for Your Submission
The Academy uses an online submission system. Submissions to be considered will only be accepted through this online system. Selecting, collecting, and preparing the following information will facilitate the submission process. Additional information is available below. *To be considered, submissions must contain all of the listed elements!*
- Session Details
    - Title (no longer than 85 characters) – should reflect the main focus of the content and be interesting!
    - Session type – multiple session types are offered at AudiologyNOW!. Review and select your type as appropriate.
    - Session category – who is your primary audience?
    - Learner outcomes – one to three are required depending upon submission type
    - Instructional level – fundamental, intermediate, or advanced?
    - Abstract (no longer than 80 words) – will be printed in conference materials
    - Summary -limited to 500 words; should include objectives, rationale, design, results, and conclusions
- Learning Modules: selection of domain(s)
- Name, organization, e-mail address for all presenters
- Accept the Speaker Submission Agreement

Explanation of Criteria

- **Creativity and Interest: This criterion applies to the title and abstract. It is the information that will be available to attendees.** Does the title capture your imagination? Does the description make you want to attend the session? Does the description match the title in content?
- **Innovation and Importance: This criterion applies to the content summary, which is more in depth, and will be available to reviewers in the reviewing process.** Does the topic address an area of inquiry where there is a need for further research or clinical education? Is the research groundbreaking or cutting edge?
- **Relevance:** For research submissions, we are looking for sessions with solid study design, good methodology and easily recognized conclusions. Clinical-based submissions should demonstrate the benefit in day-to-day operations and have practical applications. For submissions which are non-clinically focused, skills should be identified which assist: 1) facilities to evolve and grow 2) office managers to become more effective 3) doctors to be more efficient or 4) researchers to become better able to share information in a non-scientific setting.
- **Substance and Concrete Takeaways:** Does the program offer concrete takeaways for the learner? Are there practical tips or techniques that an attendee can apply on their return to the workplace?
- **Engagement:** Will the method of the presentation be interesting and engaging? The Academy is interested in a variety of delivery methods, going beyond a single speaker lecture or panel discussion. *This criteria does not apply to any Poster Submission.*

Number of Submitted Proposals

Each submitter is limited to the following number of submissions per category:

Session Types	Number of Allowed Submissions
Learning Modules	2 submissions per lead author
Research Podiums	2 submissions per lead author
Research Posters	2 submissions per lead author
Clinical Posters	2 submissions per lead author
Classroom and Clinical Teaching Posters	2 submissions per lead author
Student Research Forum	1 submission per student lead author
Industry Updates	limited to exhibiting companies only
Academy Research Conference Posters	2 submissions per lead author
Exhibitor Courses	limited to exhibiting companies only
Quick Solutions	limited to exhibiting companies only (must have booth size of at least 10 x 20)

Presenter Roles

When you submit your session, you MUST identify a *Lead Presenter*. This person will:

- serve as the point of contact for this submission
- be responsible for the submission of the presentation
- manage further communication to fellow presenters

Additional roles include:

- *Presenter* – someone presenting in conjunction with lead presenter.
- *Contributor* – anyone you would like to acknowledge who contributed in a significant way to the project.
- Poster sessions may also use the following roles:
  - *Co-Author* – assisted with the research found in the submission.

Instructional Levels

All submissions***** require the selection of an instructional level:
- **Fundamental:** Developed for attendees seeking education in basic principles and concepts. Emphasis is placed on developing foundational knowledge, skills, and/or procedures. Previous knowledge of the content area from the attendee is not required.
- **Intermediate:** Developed for attendees seeking review of fundamentals with emphasis placed on new knowledge in application, skills, and/or procedures. Reviews of current literature and practices for those with working knowledge and experience in the content area.
- **Advanced:** Developed for attendees seeking in-depth discourse of a practice area or topic. Emphasis 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.

* *Except clinical, research, teaching, and ARC posters.*

Learning Objectives

All submissions require learning objectives.

Session Type	Required Learning Objectives
Featured Sessions, Learning Labs, Exhibitor Courses, Research Podiums, and Learning Modules	Three (3)
Industry Updates, Quick Solutions, Student Research Forum and Posters	One (1)

Each objective should:
- be written to reflect what a learner will be able to achieve within the session timeframe.
- complete the following sentence: "Upon completion of this session, the participant will be able to…"
- begin with a measurable action-verb that describes the (behavior) performance of the learner and the instructional level of the session.
    - Fundamental level: apply, describe, analyze, evaluate, assess, choose, or demonstrate.
    - Intermediate level: list, identify, define, etc.
    - Advanced level: solve, analyze, classify, etc.
- avoid immeasurable action verbs such as understand, learn, or know.

Session Types

There are seven types of sessions. In alphabetical order, they are:
- Exhibitor Courses
- Industry Updates
- Learning Modules
- Posters
- Quick Solutions
- Research Podiums
- Student Research Forum

General considerations:
- You will be asked to select *one* session type that best matches your proposal: duplicate submissions under multiple categories are *not* permitted.

- Presentations that market specific products and/or services are acceptable *only* in Industry Updates or Quick Solutions.
- Proposals in each category will be reviewed by the appropriate AN! Program subcommittee members in a blind review.
- There are Featured Sessions, Learning Labs, and Academy Research Conference presentations, however these are *invitation only* and are not included in this submission process.

Exhibitor Courses (Clinical Research)

Length: 1 hour
Limit: Limited to current AudiologyNOW! exhibiting companies
Focus: Clinical research
Location: Session rooms
CEUs: 0.1
Guidelines:

- Designed to provide attendees with access to **clinical research** that illustrates performance, benefit, and/or satisfaction related to manufacturer products or services.
- Should be tutorial e.g., describes expected patient benefit related to a given product or feature and/or, topics of current interest that provide attendees with information that can be used clinically.
- Product names may appear in the abstract and presentation.
- Should be research based.
- Summary should include an introduction, methods, results, and discussion regarding the results including patient benefit/satisfaction.
- Sessions submitted under the Exhibitor Course category which include training and/or demonstration will not be accepted. These should be submitted under the Industry Update or Quick Solution categories.

Industry Updates (Product training/demonstration)

Length: 30 Minutes
Limit: Limited to current AudiologyNOW! exhibiting companies only
Focus: Product training/demonstration
Location: Exhibit hall
CEUs: 0.05
Cost to exhibitor: $500 per session and an additional $500 to repeat the session
Guidelines:

- Designed to provide attendees product training and/or demonstrations to include new or updated software, instrumentation or new hearing aid products and/or features, etc.
- Product names may appear in the abstract and presentation.
- Industry updates will be scheduled by the Academy and cannot be concurrent with the Product Theatre sessions.

Learning Modules

Length: 1 hour or 2 hour
Limit: Two (2) submissions per lead author
CEUs: 0.1 or 0.2
Guidelines:

- Learner-focused, interactive courses on current topics of interest.
- Provide participants with information applicable to clinical practices.
- May cover a wide variety of topics including diagnostic audiology, rehabilitation, basic science, practice management, or a related field.
- Submissions with new or innovative topics are preferred.

Poster Submissions*

Length: Displayed for a full day on your designated day; 1 hour to address questions.
Limit: Two (2) submissions per lead author
CEUs: Attendees can earn a maximum of 0.6 CEUs for posters.
Guidelines:

- Identify the rationale for the study/presentation which is supported by the literature.
- Statement of the purpose should be clear and if appropriate, hypotheses should be included.
- Study should be appropriate for the specific experimental questions, with methodology and statistical analyses clearly described.
- Results should be supported by the statistical findings, with conclusions supported by results.
- Submissions that address an important issue will be given special consideration.
- Identify the potential impact of the research on clinical practice, education of students, the profession or future research.
- Innovation is worthy of special consideration, such as projects that developed or employed novel concepts, approaches, methodologies, tools or technologies.

Specifics regarding poster requirements and the submission process are available in the Resource Guide section of the AudiologyNOW! web-site.

Quick Solutions (Quick product overview)

Length: 15 minutes
Limit: Limited to current AudiologyNOW! exhibiting companies
Focus: Quick product overviews
Location: In booths on the exhibit hall floor
CEUs: Four different Quick Solutions sessions = 0.1 CEU; a maximum of 0.3 CEUs may be earned via Quick Solutions sessions.
Guidelines:

- Quick Solutions allow attendees to gain 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.
- Cannot be concurrent with the Product Theatre sessions.
- Exhibitor must have a minimum booth size of 10 x 20, and the area for Quick Solution presentations should be within the official 10 x 20 confines of that space.
- The space must be set up to create a conducive learning environment.
- Appropriate audio visual equipment will be required at the expense of the Quick Solution provider. Wireless headsets for the sessions are recommended.

Research Podiums

Length: 30 minutes each
Limit: Two (2) submissions per lead author
CEUs: 0.05
Guidelines:

- Opportunity for individuals to present current clinically-directed research.
- Must be original research in the areas of audiology or hearing science.
- If not selected, research podium submissions may be considered for a Research Poster presentation; be sure to *OPT-IN* by checking the appropriate box in the online system.
- Only research projects that are currently complete or will be complete by March 1, 2017 will be considered (clinical and classroom teaching posters excluded).
- Identify the rationale for the study/presentation that is supported by the literature.

- Statement of the purpose should be clear and, if appropriate, hypotheses should be included.
- Study should be appropriate for the specific experimental questions, with methodology and statistical analyses clearly described.
- Results should be supported by the statistical findings, with conclusions supported by results.

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
Guidelines:

- 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 to each of the five selected student presenters.
- Award recipients will present a 10-minute summary of their research followed by a five-minute question and answer period.
- The following qualifications must be met in order to submit:
    1. Completed 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. Be the primary investigator of the research.
- If not selected, Student Research Forum submissions may be considered for a Research Poster presentation; be sure to *OPT-IN* by checking the appropriate box in the online system.
    o If accepted as a Research Poster, you will be eligible for consideration for a James and Susan Jerger Award for Excellence in Student Research.
    o If accepted, you will be required to attend the scheduled research poster presentation time, as the posters are judged on-site by the Student Research Forum subcommittee.
- Identify the strong rationale for the study/presentation that is supported by the literature.
- Statement of the purpose should be clear and, if appropriate, hypotheses should be included.
- Study should be appropriate for the specific experimental questions, with methodology and statistical analyses clearly described.
- Results should be supported by the statistical findings, with conclusions supported by results.

Identifying Your Audience

Select one category below that best fits your primary audience. Attendees will be able to search for sessions based upon categories, allowing them to quickly locate sessions that may be of interest to them. (*Not required for ARC Posters*).

- **Geriatric (G):** 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):** Hearing aids, assistive listening devices, personal amplifiers, t-coils, tele-loops, and/or hearing aid to assistive device coupling.
- **Practice Management (PM):** Operational aspects 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)**: Precepting, preceptor training, and other topics specific to promoting awareness and recruitment to the profession.
- **Academic Education (AE):** Innovative teaching methods, accreditation, online training and simulations.
- **Electro/physiology (E):** Elicitation and interpretation of auditory-evoked potentials (ECochG, Screening ABR, Diagnostic ABR, VEMP, NRT, MLR, CAEP, MMN, ASSR),OAE, immittance measurements, somatosensory-evoked potentials used in intraoperative monitoring and neuro-imaging.
- **Hearing Loss Prevention (HLP):** National guidelines, development of occupational hearing loss prevention programs, hearing protection, effects of noise exposure, and noise-induced hearing loss.
- **Implantable Hearing Devices (IHD):** 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):** 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):** 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):** Diagnosis, assessment, amplification, etc. for newborns to adolescents.
- **Legal, Ethical, and Professional Issues (LEPI):** 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):** Auditory training, communication strategies training, speech reading training, and counseling topics such as informational/educational counseling, personal adjustment counseling, and psychosocial support for all ages.
- **Research (R):** 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 light of new evidence, or provides practical application of information obtained through research.
- **Vestibular (V):** Assessment, treatment, and research of vestibular disorders, including topics related to ocular VEMP, VOR, VSR, ENG, VNG, and functional balance.

A/V Provisions for Accepted Sessions

Most educational sessions will receive the following A/V set-up:

- PC laptop computer for PowerPoint presentations.
- LCD projector and screen
- 1 lectern microphone and 1 wired lavaliere microphone
- Electronic pointer
- ALD transmitter
- Presenters must not plan to access web-based video or streaming for presentations.

Speaker Submission Agreement

All presenters must electronically agree to the terms of the submission agreement prior to entering a proposal. A copy of the submission agreement can be found under the Presenter tab of the AudiologyNOW! website www.audiologynow.org.

If you have any questions about the terms of the agreement, please email us at presenters@audiology.org.

Submissions will not be considered without a signed agreement.