

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

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: One (1) 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
- Student Educational Sessions: Two (2) submissions per lead author
- Industry Updates: Two (2) submissions per lead author, limited to exhibiting companies, and corporate partners 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: Four (4) submissions per exhibiting company

Submission Deadlines

Submission Type	Submission Deadline	Decision Letters
Exhibitor Courses	Tuesday, October 14, 2014	Week of November 10
Industry Updates	Tuesday, October 14, 2014	Week of November 10
Learning Modules	Tuesday, October 14, 2014	Week of November 10
Student Educational Sessions	Tuesday, October 14, 2014	Week of November 10
Research Podiums	Wednesday, December 03, 2014	Week of December 22
Research, Clinical, and Teaching Posters	Wednesday, December 03, 2014	Week of December 22
Student Research Forum	Wednesday, December 03, 2014	Week of December 22
Quick Solutions	Monday, February 03, 2015	Week of February 9

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

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

Specific Criteria for Learning Modules, Exhibitor Courses, Industry Updates, and Student Educational Sessions

The submission abstract and summary will be reviewed based on the following criteria, with equal weighting of each factor:

- Originality/innovativeness
- Overall quality
- Scientific or clinical impact/importance

Note: Submissions to Exhibitor Courses and Quick Solutions sessions are allowed by AudiologyNOW! 2015 exhibitors only. Industry Updates are allowed by corporate partners and AudiologyNOW! 2015 exhibitors only.

Specific Criteria for Research Podiums, Research Posters, Classroom and Clinical Teaching Posters, ARC Posters, Clinical Posters, and the 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, 2015 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.

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 Category
- AudiologyNOW! Track
- Learner Outcomes (1 to 3 outcomes required depending upon submission type)
- Instructional Level
- Abstract (no longer than 80 words)
- Summary (no longer than 500 words)
- Names, organizations, e-mail addresses for all presenters and contributors

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 sole 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.
- Grant the American Academy of Audiology all of the necessary rights to produce and distribute session presentations/handouts to all registered attendees. I will continue to retain ownership, including copyright rights, in my work. Any copyright of the presentation and materials shall continue to be my property or that of my company. Presentations will be distributed in a program that will not allow direct copying of the slides/pages. They can only be viewed, printed, or taken notes on via the mobile app.
- 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.

Submission Category Descriptions

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

Limit: Two (2) submissions per lead author

CEUs: 0.1

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.

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.

Exhibitor Courses

Length: 1 hour

Limit: Two (2) submissions per lead author, limited to current AudiologyNOW! exhibiting companies only
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. If the presentation is research based, the summary needs 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.

Student Educational Sessions

Length: 1 hour

Limit: Two (2) submissions per lead author
CEUs: 0.1

Student Educational Sessions cover a variety of information, from fundamentals to clinical application, and are chosen by students, for students. They are designed to give students better insight into the theory and clinical practice of audiology.

Blind review of Student Educational Sessions submissions will be conducted and the evaluation based on specific criteria listed in the criteria section.

Industry Updates

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

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

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.

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

Quick Solutions

Length: 15 minutes

Limit: Four (4) per exhibiting company, limited to current AudiologyNOW! exhibiting companies only

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.

Research Podiums

Length: 30 minutes each, two presented in a one-hour session

Limit: Two (2) submissions per lead author

CEUs: 0.1

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.

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.

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 one of four James Jerger Awards for Excellence in Student Research (\$500 each). Student presenters that are accepted by the Research Poster subcommittee are required to attend the scheduled research poster presentation in order to be eligible for consideration, as the posters are judged on-site by the Student Research subcommittee.

Academy Research Conference Poster: Vestibular Assessment and Rehabilitation

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 March 25, 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 vestibular assessment and rehab during the poster session times available at ARC. ARC travel scholarships are available to doctoral students and post-doctoral fellows.

Academy Research Conference Presenter – Invitation Only

The Academy Research Conference (ARC) is a full day translational conference, held on March 25, day one of AudiologyNOW!. This year ARC will review what research and practice is being done in the areas of vestibular assessment and rehabilitation.

Clinical Posters

Length: Posters will be hung through the duration of AudiologyNOW!. Visit the [AudiologyNOW! event website](#) for hanging and dismantle dates and times.

Limit: Two (2) submissions per lead author

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

The Clinical Poster Presentation format provides the opportunity to discuss unusual clinical examples of complex cases, atypical disorders, or innovative treatment approaches. A blind review of Clinical Poster Presentation submissions will be conducted and the evaluation based on specific criteria listed in the criteria section.

Clinical Posters will be displayed for the duration of the show from Thursday through Saturday. Poster authors will be able to present their research to attendees during the two hour Research, Clinical, and Teaching Poster reception.

Classroom and Clinical Teaching Posters

Length: Posters hung Wednesday through Saturday

Limit: Two (2) submissions per lead author

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

The 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.

A blind review of Classroom and Clinical Teaching Poster presentation submissions will be conducted and the evaluation based on specific criteria listed in the criteria section.

Classroom and Clinical Teaching posters will be displayed for the duration of the show from Wednesday through Saturday. Poster authors will be able to present their research to attendees during the two hour Research, Clinical, and Teaching Poster reception.

Research Posters

Length: Posters hung Wednesday through Saturday

Limit: Two (2) submissions per lead author

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

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

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

Research Posters will be displayed for the duration of the show from Wednesday through Saturday. Poster authors will be able to present their research to attendees during the two hour Research, Clinical, and Teaching Poster reception.

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

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.

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 one of four James Jerger Awards for Excellence in Student Research (\$500 each). Student presenters that are accepted by the Research Poster subcommittee are required to attend the scheduled research poster presentation in order to be eligible for consideration, as the posters are judged on-site by the Student Research subcommittee.

Featured Sessions

Length: 1.5 hours

Limit: Invitation Only

CEUs: 0.15 CEUs

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.

AudiologyNOW! Tracks

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

- **Adults:** This designator indicates that the course will provide information or instruction with specific emphasis on diagnosis, assessment, treatment, and/or issues particular to adult and geriatric populations; including but not limited to: aging and cognition, aging and memory, and aging and motor skills.
- **Amplification and Assistive Devices:** This designator indicates that the course 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.
- **Business Practices:** This designator indicates that the course will provide information or instruction dealing with the operational side of all practice settings including but not limited to: staff, profitability, supervision, tele-practice, marketing, practice management, best practices, and coding and billing.
- **Education:** This designator indicates that the course will provide information or instruction about audiology education, precepting, preceptor training, accreditation, virtual clinical training, and other topics specific to promoting awareness and recruitment of the profession.
- **Electrophysiology:** This designator indicates that the course will provide information or instruction related to the elicitation and interpretation of Auditory Evoked Potentials (OAE, ECochG, ABR, MLR, CAEP, MMN, ASSR), immittance measurements, Somatosensory Evoked Potentials used in Intraoperative monitoring and Neuro-imaging.
- **Hearing Loss Prevention:** This designator indicates that the courses 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:** This designator indicates that the course 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.
- **Neuro-Audiology:** This designator indicates that the courses will offer instruction or information regarding the etiology, identification, testing and/or treatment of tinnitus, hyperacusis, auditory hallucinations, auditory processing disorders, auditory neuropathy/dys-synchrony, auditory cognition and hearing and balance involvement with traumatic brain injury and neurodegenerative diseases.
- **Pediatrics:** This designator indicates that the course will provide information or instruction with specific emphasis on diagnosis, assessment, treatment, or concerns for newborns to adolescence.
- **Professional Issues:** This designator indicates that the course will provide information or instruction on topics concerning ethics, autonomy, legislation, governmental affairs, advocacy, cultural/linguistic issues, humanitarian audiology, global audiology, and other topics of concern to the profession as a whole.
- **(Re)habilitation and Counseling:** This designator indicates that the course will provide information or instruction on: the development or improvement of skills that contribute to communication and balance, and/or minimize the impact of, or gaining the acceptance of, hearing loss, tinnitus, and/or balance disorders.
- **Research:** This designator indicates that the course focuses on investigation or experimentation aimed at the discovery and interpretation of research observations/findings, offers revision of accepted theories or laws in the light of new evidence, or provides practical application of information obtained through research.
- **Student focused:** This designator indicates that the Student Academy of Audiology (SAA) has identified this course as a recommended student program for topic and knowledge level.
- **Vestibular:** This designator indicates that the course will provide information or instruction on the assessment, treatment, and research of vestibular disorders including topics related to ocular VEMP, Rotational testing, Posturography, BPPV, VNG interpretation and differential diagnosis.

Learning Objectives

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

- Level I: A beginning 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.
- Level II: 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.
- Level III: 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.

Presenters/Contributors

- Presenters are individuals who contribute to the presentation content and will present the material to the audience. Presenter names will be listed in the final program.
- Contributors are individuals who contribute to the presentation content but will not present the material to the audience. Contributor's names will be listed in the final program.

Audiovisual Equipment Provided

The Academy will be utilizing a presentation management system that will automatically feed the presentations through a main server directly to the session rooms. Detailed information will be sent to the presenters after submissions have been selected.

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

- Laptop computer for PowerPoint Presentations. Computer will be connected to house sound for audio files or audio for videos to be played over the house sound system.
- LCD projector and screen
- Lectern microphone and wired lavalier microphone
- Electronic pointer
- ALD transmitter
- Floor Microphones in audience (for Featured Sessions only)

Industry Updates include:

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

Internet connections may be available in some session rooms. Audiovisual equipment is not provided for Quick Solutions, Clinical, Research, Teaching, or ARC Posters.