



## MID-CONFERENCE LEARNING LAB

### Proposal Submission Guidelines

### 2020 FWATA Annual Meeting & Clinical Symposia

Thank you for your interest in submitting a **Mid-Conference Learning Lab** proposal for the FWATA Annual Meeting & Clinical Symposia. We welcome your submission!

#### Format & Audience

- Learning Labs are three hours in length (1hr: Lecture and 2hr: Lab)
- Attendance range between 20-40 attendees.
  - **NOTE: minimum of 20 attendees must be signed-up two weeks prior to event otherwise it will be canceled.**

#### Important Guidelines

- Learning Lab topics must fall within the domains of practice for athletic training.
- Presenters are not permitted to perform medical procedures (e.g., taking x-rays, inserting IVs) in the convention facility.
- Speakers must avoid actively promoting commercial product, equipment brand, and/or provider.
- Learning Lab will be scheduled as follows:
  - **Speakers must be available for scheduling on Thursday afternoon, July 16, 2020.**
- Proposed topic must not duplicate program content identified on the "Topics Being Developed by the Education Program Committee" list.
- Proposal selection is contingent upon approval by the Education Program Committee.
- Due to the number of proposal submissions and limitations in size of convention facilities, all proposals may not be selected. In this situation, topics will be selected based on the organization of the program, quality of content and speakers, and significance of the material to the FWATA membership.
- If your proposal is accepted, you may not serve as an exhibitor at the event.

#### Equipment Acquisition

- With exception of treatment tables (provided by FWATA), **the submitter is responsible for securing (including any fees/costs) and coordinating delivery of any equipment necessary for the Learning Lab.**  
To preserve the integrity of the program, all aspects of the Annual Meeting and Clinical Symposia, including Learning Labs, must remain non-commercial. Vendors who provide equipment will be acknowledged in the Learning Lab and recognized in the final program.

#### Deadline

- Proposals must be submitted no later than **December 1, 2019.**
- Incomplete (e.g., missing speaker CV) and/or late proposals will **NOT** be accepted.

#### Compensation Policy

- Please refer to the posted FWATA Speaker Honorarium Policy

Have the following information available as you will need this to complete the proposal submission process.

Proposal submissions must be in Word format.

- Presentation Information

- Title of session
- Domain(s) of athletic training that the presentation pertains to (I, II, III, IV, V)
- Domain/Task\* - Identify the domain and the task tied to that domain. *Practice Analysis, 7th Edition* located at
  - o [Practice Analysis, Seventh Edition Content Outline](#)
- Level of presentation (Essential, Advanced, Mastery)
- Abstract (100 words or less)
- Learning objectives for the Lecture AND Lab (at least three) written in Bloom's Taxonomy
  - o "After attending this session, attendees will be able to identify.... explain.... define... differentiate... develop..."
- Three to five references/sources (e.g. peer reviewed publications) that support the content of the presentation
  - o Utilize format as described in the *Journal of Athletic Training* authors guide:  
<http://www.nata.org/sites/default/files/JAT-Authors-Guide-2010.pdf>

- Speaker Information

- Name & Credentials
- Title or position of speaker
- Affiliation (or place of employment): name & address
- Contact information: Email, phone
- Speaker Bio for posting (200 words or less)
- CV (word document or pdf)

*Submission forms will be available October 1, 2019.*

*The deadline for submission is December 1, 2019.*

*Thank you.*