



SPECIAL TOPIC

Proposal Submission Guidelines

2020 FWATA Annual Meeting & Clinical Symposium

Thank you for your interest in submitting a **Special Topic** proposal for the FWATA Annual Meeting & Clinical Symposium. We welcome your submission!

Format & Audience

- Special Topics are one hour in length and include presentation from one speaker.
- Attendance is determined by room capacity and range between 100-600 attendees.

Important Guidelines

- Special Topic presentations must fall within the domains of practice for athletic training.
- Special Topic presentations must avoid any affiliation with a commercial product or service.
- Special Topic presentations will be scheduled over all four days of the Annual Meeting.
 - **Speakers must be available for scheduling on any of the four days of programming.**
- 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.

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 Compensation 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
 - [Practice Analysis, Seventh Edition Content Outline](#)

- Level of presentation (Essential, Advanced, Mastery)
- Abstract (100 words or less)
- Learning objectives (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)
 - Contact information: Email, cell 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 submissions is December 1, 2019.

Thank you.