



Session Proposal Submission Guidelines

NOTE: Submissions will not be considered final without a signed Speaker Agreement and all disclosure information.

Instructional Levels

All submissions require the selection and description of an instructional level:

- **Introductory:** 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 topic knowledge.

Learning Objectives

All submissions require learning objectives. Each objective should:

- 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: apply, describe, analyze, evaluate, assess, choose, demonstrate, list, identify, define, solve, analyze, classify, etc.
- Avoid immeasurable action verbs such as understand, learn, or know.

General Guidelines

Length: 1-hour – 1.5-hour (only Advanced content will be considered for a 1.5-hour time slot)

Limit: Two (2) submissions per lead presenter

CEUs: 0.1 – 0.15

Considerations:

- Learner-focused, interactive courses on current topics of interest.
- Provide participants with information applicable to clinical practices.
- Submissions with new or innovative topics are preferred.
- Product names may appear in the abstract and presentation.

Selection Criteria

- Creativity and Interest: Applies to the title and abstract. 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: Applies to the content summary. 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: Sessions focused on research should incorporate a solid study design, good methodology and easily recognized conclusions. Clinical submissions should demonstrate the benefit in day-to-day operations and have practical applications. Business-focused or skills-development sessions should identify the following success components: 1) key processes or facilities to evolve and grow 2) techniques for businesses to become more effective 3) information that enables practitioners to be more efficient.
- 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?



Speaker Agreement

All presenters must agree to the terms of the Speaker Agreement prior to entering a proposal.

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:

- Agree to pay for all travel expenses to attend The Empower Conference including the registration fee, unless otherwise signed and agreed upon in advance.
- Agree to present this course on the assigned date, time, and place during The Empower Conference.
- Warrant that my presentation is my own original work, that I have the full authority to enter into an 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.
- 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.
- During my presentation, I will not engage in any type of promotional marketing or selling of any product or service, except as outlined in session overview and/or disclosures.
- I give consent for The Empower Conference to record my presentation in audio and/or visual form and agree to allow publication and marketing of the material recorded for Empower Conference review or promotion.
- I agree to participate in the creation of an article or be interviewed by an Empower representative if requested.

If you have any questions about the terms of the agreement, please email us at presenters@empower-2019.com. Submissions will not be considered final without a signed agreement.