Call for Papers (Detailed Instructions)

These instructions have been provided to assist in the development of an effective ISS submission. It is recommended they be read carefully to improve the likelihood of the proposal acceptance. Proposal submissions have requirements in order for the ISS to provide CEUs to those in attendance.

1. Title:

Length is limited to 65 characters including spaces. Titles are often the first thing people look at when considering which session to attend. Therefore, your title should accurately capture the session's intent. Avoid using vague language or catchy phrases that make it difficult for the learner to truly understand the overall objective of the session.

2. Session Description:

Length is limited to 1,500 characters including spaces. Although seemingly short, proposals should be able to build a concise case for the need for this presentation and clearly state the purpose. Clearly describe what will be discussed and capture the attention of the reviewer and subsequent attendee. Concisely state what will be discussed and how content will be delivered. Accepted sessions will have an opportunity to write a 4-page paper for the proceedings where more detail can be shared.

3. Outcome Learning Objectives:

What are the goals for your session? What should each learner be able to conceptualize after attending? There are two components to a learning objective:

- Behavior - describe, compare and contrast, or discuss an idea or method
- Degree - how well the behavior will be met, the extent to which information recall will be shown or measured

Some examples of appropriate learning objectives can be seen below: (Upon completion of this session, attendees will be able to…)
- Describe the 3 rotational movements of the pelvis
- Compare and contrast 4 benefits and contraindications of using switch controls to operate a power wheelchair
- List the 7 elements of a Medicare compliant prescription for a wheelchair
- Discuss 3 options for power assisted manual mobility

The table below may also be helpful in understanding the actions a presenter may wish to measure:

![Bloom's Taxonomy](image)

A minimum of three (3) learning objectives are required for a poster, paper, or 60 minute instructional session. Six objectives (6) are required for a 4-hour workshop and eight (8) are required for an 8-hour workshop.

**4. Content References:**

A minimum of three (3) references are needed for all sessions. This is to ensure the content is based on the best available evidence related to the topic. This is used by the reviewers and also provides a source for attendees to seek further information on the topic. Preferably, references should be less than 10 years old and come from reputable sources. There is an opportunity to provide additional references in the proceedings.
paper. References should follow APA format. Use Purdue University’s online writing lab for assistance with formatting.

Examples of appropriate references (in order of strength) include:

- Scientific Journals
- Textbooks and book chapters
- Conference proceedings
- Government documents and legal policies
- Trade Magazines

5. Content Outline:

This is necessary to assign the number of CEUs. Provide an outline of how content will be presented (i.e. teaching method) throughout the session and amount of time allocated for specific topics or learning objectives. Include break times for full and half-day workshops.

Example:

<table>
<thead>
<tr>
<th>Content Outline</th>
<th>Estimated Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome, Introductions, &amp; Course overview</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Learning Objective 1 or Topic A; Lecture/PowerPoint</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Learning Objective 2 or Topic B; Demonstration</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Learning Objective 3 or Topic C; Case Presentation</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Questions and Discussion</td>
<td>10 minutes</td>
</tr>
</tbody>
</table>

6. Speaker(s) Biography:
A short biography about the speaker is limited to 500 characters including spaces. This should include the speaker's experience and demonstrated expertise on the topic. Past experience speaking can also be useful.

**7. Speaker Agreement Form (Conflict of Interest Disclosure):**

Although the term Conflict of Interest (COI) sounds negative, it does not need to be perceived as such. Many accomplished speakers have COIs by nature of their experience and innovations. However, attendees have the right to know these COIs or proprietary interests related to the topic in order to make informed judgements related to the content and potential bias. ISS makes every effort to ensure sessions are balanced, unbiased, evidence-based, and free of commercial interest which includes potential speakers disclosing all potential COIs. Speakers who need to disclose a COI include those who have a financial interest related to the session topic. This includes for example (but not limited to) those who work for a manufacturer or supplier, those who own stock in companies related the field, those receiving an honorarium or travel expenses from a manufacturer or supplier to speak at conferences, or those who receive royalties on licensed technologies related to the field. Those with COIs are also required to disclose this at the beginning of their session. Those without COIs are also required to state as such at the beginning of their session.

**8. Session Level:**

There are three levels; Basic, Intermediate, and Advanced. Choosing the correct level is important for reviewers as well as attendees. The ISS tends to attract a professional audience, who are currently at a high level in the field. Nonetheless, some attendees can be somewhat new to the field and wanting to learn more, thus the ISS strives to have a balance of sessions to meet the needs of attendees at all levels. Here are some general guidelines on determining the level of a session;

- **Basic:** a topic that covers fundamentals and perhaps geared to an audience with less than 2 years of experience in this area.
- **Intermediate:** a topic that goes beyond the basics and perhaps geared towards people with more than 2 years of experience on the topic. The session also shares some advanced problem solving, builds on existing technologies, or shares research findings that confirms practical observations.
• **Advanced**: a topic that is new and innovative geared towards all attendees but especially those with more than 5 years of experience in the field. This can include complex case studies, new breakthroughs in technology, research findings, new protocols, or complex interpretations of new policies.

9. **Keywords:**

These are necessary to classify sessions and allow for sorting by attendees. Keywords are also used at a later time for sessions that are recorded for online cataloging. At least five (5) keyword are required but up to ten (10) can be provided.