

## Instructions for Submitting a 4-Hour Pre-Conference Course 37<sup>th</sup> International Seating Symposium

When proceeding through the submission process, you will be required to submit the following information:

- Title of presentation
- Session Type (8-hour Pre-conference, 4-hour Pre-conference, 1-hour Instructional Course, 15-minute Paper Session, or Poster)
- Course Level (difficulty of content – basic/intermediate or intermediate/advanced)
  - Basic-Intermediate: a topic that may cover fundamentals and may go beyond the basics. Likely geared toward an audience with less than 10 years of experience in this area. The session may share some advanced problem solving, builds on existing technologies, or share research findings that confirm practical observations.
  - Intermediate-Advanced: a topic that is new and innovative, geared towards all attendees but especially those with more than 10 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.
- Course Topic - Courses related to the following, or other relevant AT areas will be reviewed for content:
  - Pediatric Seating and Mobility
  - Adult Seating and Mobility
  - Funding/Policy
  - Information Communication Technology (Smart Apps, Home Modification)
  - Service Delivery and Operations Management
  - Manual Wheelchairs
  - Powered Wheelchairs
- Abstract – a maximum of 500 words to describe the overall content of your submission
- 8 Learning Objectives – must be measurable
  - Example of a measurable learning objective: “Participants will **list** 3 brands of power wheelchair.”
  - Example of a non-measurable learning objective: “Participants will **understand** how to fit a client for a manual wheelchair.”
  - Resource for creating measurable learning objectives: [Bloom’s Taxonomy](#)
- 8 References in APA format
  - Resource for formatting references in APA: [Purdue Writing Lab](#)
  - Example of a journal article cited in APA format:

Schmeler, M.R., Schein, R.M., Saptono, A., & Schiappa, V.J. (2019). Development and Implementation of a Wheelchair Outcomes Registry. *Archives of Physical Medicine and Rehabilitation*, 100(9), 1779-1781. <https://doi.org/10.1016/j.apmr.2019.03.007>

- Keywords that apply to your presentation – minimum of 5, maximum of 10
- Conflict of Interest form – this will be available during the submission process
- Presentation Audio/Visual Requirements – we will provide a list to choose from

Please reach out to us with any questions!  
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