

37th International Seating Symposium
Hosted by the University of Pittsburgh
October 26-30, 2021

Syllabus Submission Guidelines

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Electronic Syllabus Information

The 2021 ISS electronic syllabus will include a written summary of each presentation delivered during the event. The primary presenter for each session is responsible for submitting the content on time and consistent with the guidelines.

The electronic syllabus will be made available online. No hard copies will be provided.

Instructions for Speakers

- All content will be submitted via an online portal.
 - The portal will open in **approximately two weeks, around mid-July**. Please use the ensuing two weeks to prepare the information requested for your submission.
 - When the portal opens, you will receive an email with the URL and your login information.
- Complete submissions are due no later than **August 25, 2021, 12:00pm EDT**.

We recommend creating a document with the sections outlined below in Word or another text-editing program. Creating a working document will allow you to confirm the character counts for each section and proof the text for spelling and grammar. For submission, you can then copy/paste the text into the online portal.

Different information is requested for each presentation type, as follows:

- 4-hour pre-conference (PC)
 - Ten (10) **post-test questions**
- 8-hour pre-conference (PC)
 - Twenty (20) **post-test questions**
- 1-hour instructional course (IC)
 - All **required paper content**
 - Any **optional paper content** you choose to include
 - Any **graphics/figures** included in your paper
 - Five (5) **post-test questions**
- 15-minute paper presentation (PS)
 - All **required paper content**
 - Any **optional paper content** you choose to include
 - Any **graphics/figures** included in your paper
 - Two (2) **post-test questions**
- Poster presentation (PO)
 - Two (2) **post-test questions**

Separate submissions are required for each presentation.

Examples:

If you are presenting a **pre-conference session** *only*, you would skip to the **Post-Test Questions** section, as other paper content is not required.

If you are presenting a **1-hour instructional course**, you would submit all **required paper content**, any **optional paper content** you choose include, any **graphics/figures** included in your paper, and five **post-test questions**.

If you are presenting a **1-hour instructional course** *and* a **15-minute paper presentation or a poster**, you would make two separate submissions. The first would include all **required paper content**, any **optional paper content**, any **graphics/figures**, and five **post-test questions**. The second submission would include two **post-test questions** only.

Paper Content

Required Paper Content

Title: Enter the title of the session consistent with the abstract submitted and accepted. Session titles are limited to 120 characters including spaces (approximately 15 words).

Authors: Include each author with full names and accurate credentials. Limit to one primary/first author. Example:

- Primary Author: Suzy Smith, PhD, OTR/L
- Secondary Author: John Doe, DPT, ATP/SMS

Learning Objectives: Include at least three learning objectives consistent with those submitted with your accepted abstract proposal. Each learning objective must include a descriptor for the learners' behavior or action and an objective measure of achieving the objective. Examples:

1. Describe three reasons that...
2. Compare and contrast two different...
3. Discuss five options for achieving...

For additional information about creating effective learning objectives, please refer to:

- <https://learning-tribes.com/en/how-to-create-corporate-learning-objectives-using-blooms-taxonomy/>
- <https://www.coursearc.com/using-blooms-taxonomy-to-write-learning-objectives/>
- <https://teaching.uncc.edu/services-programs/teaching-guides/course-design/blooms-educational-objectives>

Introduction: Provide a brief introduction to the topic. The introduction must include at least 200 characters with spaces and cannot exceed 1000 characters with spaces (approximately 30-150 words).

Body: Provide a detailed summary of the information that will be presented during the session. The body of the paper must include at least 500 characters with spaces and cannot exceed 6000 characters with spaces (approximately 80-1000 words)

- Instructional course (IC) content should include reference to available evidence on the topic and clear, implementable recommendations.
- Paper session (PS) content should include a brief literature review, purpose, methods, results, and discussion.

Insert **placeholder text** using **[brackets]** in any areas where you would like **graphics, charts, and photos**. You will then upload these graphics separately per the **Graphics Guidelines** section. Example:

*...As outlined in figure 1, the data show a strong correlation between both variables. **[insert figure 1]** This suggests that our interventions may have significant effects...*

Conclusion: Provide the highlight or summary of the information included in the body of the paper. The conclusion must include at least 200 characters with spaces and cannot exceed 1000 characters with spaces (approximately 30-150 words).

References: Include a minimum of three references. All references must be formatted in APA style. Formatting guidance is available [here \(https://apastyle.apa.org/\)](https://apastyle.apa.org/) or through these examples (*examples taken from aforementioned APA style guide*):

Article:

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

Book:

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

Conference Presentation:

Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2019, August 8–11). Gun violence: An event on the power of community [Conference presentation]. APA 2019 Convention, Chicago, IL, United States. <https://convention.apa.org/2019-video>

Conflict of Interest: Disclosure is required for all presenters. If no conflicts are present, please state “*No conflicts have been disclosed*”.

Optional Paper Content

Additional Resources: Limited to a maximum of 700 characters with spaces (approximately 100 words). Additional learning resources include websites accessed or other resources that are not published.

Acknowledgments: Limited to a maximum of 500 characters with spaces (approximately 75 words).

Contact Information: Limited to a maximum of 500 characters with spaces (approximately 75 words).

- Only provide contact information that you want to be made public.

Graphics/Figures

All graphics must be in the following formats:

- Portable Network Graphics (PNG): High Resolution 300 DPI
- Tagged Image File Format (TIFF): High Resolution 300 DPI
- Adobe Illustrator (All fonts saved as outlines)
- Adobe Photoshop

The graphic referenced in the text of your submission (e.g., “figure 1”, “photo 2”, etc.) must match the title and filename of graphic, chart, or photo uploaded.

No names or initials should be used in the text, tables, or illustrations. All people in images must have consented to the use of the image, and all children under 18 must have their faces blocked in the image.

The person submitting the information takes full responsibility for using all graphics, illustrations, and other images in the document.

Post-Test Questions

Provide **multiple choice questions** related to your presentation or poster topic and learning objectives. Depending on the presentation type, you must submit the following number of questions:

4-hour pre-conference (PC).....	ten (10) questions
8-hour pre-conference (PC).....	twenty (20) questions
Instructional course (IC).....	five (5) questions
Paper session (PS).....	two (2) questions
Poster (PO).....	two (2) questions

Each question must include four possible responses (a, b, c, and d). Please indicate the correct response by writing “(correct)” after that response. Each question must include at least 50 characters with spaces and cannot exceed 500 characters with spaces (approximately 8-80 words).

Question Example:

1. "Which organ system does the condition 'osteoporosis' affect?"
 - a. Respiratory System
 - b. Skeletal System (**correct**)
 - c. Lymphatic System
 - d. Nervous System

Question Template:

1. Question...
 - a. Response A
 - b. Response B
 - c. Response C
 - d. Response D

Post-test questions should relate to the presentation content and learning objectives in order to test the participant's understanding of the content. For additional guidance on crafting effective post-test questions, please refer to:

- <https://cft.vanderbilt.edu/guides-sub-pages/writing-good-multiple-choice-test-questions/>

Additional Guidance

Copyright: Paper authors are responsible for obtaining copyright, when indicated, for use of all graphics, illustrations, and images. All papers submitted must comply with US federal copyright law.

Copyright resources:

- <https://www.copyright.gov/title17/>
- <https://www.library.pitt.edu/copyright>

Contact: For questions about the ISS 2021 Syllabus Submission Guidelines, please contact:

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