



## GUIDELINES FOR PROPOSAL SUBMISSION

### AFFILIATE SESSIONS

2020 Clinical Symposia & AT Expo  
June 17 – June 20, 2020 · Atlanta, GA

Thank you for your interest in submitting an Affiliate Session proposal for the 2020 NATA Clinical Symposia & AT Expo. We welcome your submission!

In submitting an Affiliate Session proposal, please understand it will be reviewed with the same rigor and held to the same selection standards as all member-submitted proposals. As such, be aware that you (your NATA Affiliate group) may be asked to modify the submission. The purpose of the Convention Program Committee (CPC) Abstract Proposal Review is solely to ensure the integrity of the educational program at the Convention. The CPC review process involves three tiers: 1) a blind review by 10-15 peer athletic trainers, 2) an objective review by each member of the Convention Program Committee, and 3) open committee discussion by the Convention Program Committee.

#### Format & Audience

- Affiliate Sessions are 55 minutes in length and include presentations from up to two speakers and a question and answer period.
- Attendance is determined by room capacity.

#### Important Guidelines:

- Affiliate Sessions are by invitation only, featuring presentations by NATA sponsors, affiliates, and affinity partners.
- Proposal topics should be related to the organization's area of expertise.
- **Only one proposal per Affiliate Group may be submitted.**
- Affiliate Sessions are presentations on one topic relevant to the interest of the membership and should be organized to fall within the domains of practice for athletic training.
- Affiliate Sessions must avoid any affiliation with a commercial product or service.
- Affiliate Sessions will be scheduled over all three days of the Convention.
  - **Speakers must be available for scheduling on any of the three days of programming.**
- We encourage you to submit a proposal that may fall under one of the 2020 NATA Clinical Symposia Themes:
  - Training Load
  - Biometrics/Analytics
  - Motor Learning/Motor Behavior
  - Heat
- Proposals must adhere to the Meeting Honoraria/Expense Policy/Complimentary Registration Policy, as it will be strictly enforced.
- The individual submitting the proposal must have confirmed the presentation with all speakers prior to submission.
- Proposal acceptance is contingent upon approval by the Convention Program Committee.
- After **July 19, 2019** the Convention Program Committee will only approve a speaker change if the original speaker is unable to attend the convention.

#### Deadline

- Proposals must be submitted no later than **July 19, 2019**.
- Incomplete (e.g., missing speaker CV) and/or late proposals will **NOT** be accepted.

### Compensation Policy for Affiliate Sessions

- The presenting organization is responsible for ALL costs related to their event, including but not limited to speaker travel and accommodations.
- The NATA will provide the following for each speaker that actively participates for a minimum of 20 minutes:
  - NATA Member or Athletic Trainer eligible for NATA Membership
    - Gift
  - NATA Non-member
    - Gift
    - Complimentary symposia registration

Have the following information available as you will need this to complete the proposal submission process.

- Presentation Information
  - Title of session
  - Presentation length
  - 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. Reference *Practice Analysis, 7<sup>th</sup> Edition* located [here](#)
  - Level of presentation (Essential, Advanced, Mastery)
  - Abstract/Gap (100 words or less)
  - State the Learning objectives of the session (at least three)  
The objectives should follow best practice for learning objective construction (i.e., “At the conclusion of the program, participants will be able to...” and use Bloom’s Taxonomy Action Verbs, you may find examples at [this link](#). Avoid “understand” and “appreciate”.
  - Three keywords (not in the title) that best describe the focus of the proposal
  - Three to five references/sources (e.g. peer reviewed publications) that support the content of the presentation
    - Utilize format as described in the *Journal of Athletic Training* authors guide [found here](#).
- Speaker Information (required for each speaker, lab leader, and lab assistant)
  - Name & Credentials
  - Title or position of speaker
  - Affiliation (or place of employment): name & address
  - Contact information: Email, phone
  - NATA Membership Status (Member or Non-member)
  - CV for uploading (word document or pdf)

*Submission forms will be available [April 2019](#)  
The deadline for submission is [July 19, 2019](#).*

*Thank you.*