

AANP 2019 Call for Speakers

Submissions due December 1, 2018

Thank you for your interest in speaking at the AANP 2019, the Annual Convention. Please review the following information carefully. **All submissions are due December 1, 2018. NO LATE SUBMISSIONS WILL BE ACCEPTED.**

Offerings must be clinically relevant and provide attendees with information that can be applied immediately. ***We are actively seeking a large number of presentations that will qualify for Pharmacy, Ethics &/or Pain Management Credits.***

Preference will be given to submissions that propose hands-on, interactive, or creative learning formats. Please consider how to engage your audience through pop quizzes, audience participation, leaving the podium to move amongst the audience, etc.

SUBMISSION INSTRUCTIONS

All proposals must be submitted through the [online collection portal](#).

Proposals submitted by **Thursday, December 1, 2018**, will be reviewed by the AANP Convention Content Committee, which will make selections based on content, objectives, relevance, significance, originality, clarity, and speaker experience. All persons who submit proposals will receive notification of the committee's decision no later than **February 28, 2019**.

Presentation Format

To maximize clinical worthiness, presentations should, whenever possible, include cases, detailed treatment information, and minimal basic information (i.e. anatomy & physiology).

The conference will present varying lengths of presentations for both clinical and research topics. Please let us know in your proposal, your desired length. The committee may adjust this time based on program needs and the committee's recommendation.

If you are not selected as a speaker, you may also have the opportunity to present at one of our poster sessions. Poster sessions provide an opportunity to present your research and patient outcomes.

Compensation

Selected concurrent speakers will receive \$300 per lecture session, plus full conference registration. Should a session have more than one presenter, the honorarium will be divided among all presenters, and all presenters will receive full Convention registration. Oral research presenters (20 minute presentations) will receive \$100 in addition to one day Convention registration. Any honoraria or reimbursements must be approved by the AANP and Convention staff. All payments will be made following presentations.

Commercial Bias

Presentations must be free from real or perceived commercial bias as described in the attached CE Compliance and Financial Disclosure forms. There are a limited number of vendor presentations slots in the program. Please contact Rebecca Takemoto at RTakemoto@sync-opate.com for more information about these opportunities.

General Presentation Requirements

- Your presentation should be factual and report significant research findings, clinical procedures and results, techniques or topics.
- All presentations (final PPT slides/handouts) will be reviewed by the Convention Content Committee.
- Presenters are responsible for their own expenses, including travel, hotel and any other costs incurred by Convention participation.
- The Convention Content Committee reserves the right to suggest edits, co-presenters and to combine submissions.
- Speakers must be available to present during any of the three days of the Convention, **August 15-17, 2019, with a post-Convention hands-on, experiential learning session on August 18.** Sessions cannot be scheduled per individual requests.
- Presenters are responsible for the transport and storage of any extra presentation materials. Handouts must be approved for distribution by the AANP and Convention staff prior to the Convention. Handouts not approved by the AANP and conference staff may be removed at their discretion.
- The speaker understands his/her lecture may be audio and/or video recorded and that slides and notes may be reprinted for symposium and post-symposium sales. By submitting a proposal, the speaker agrees to this and forfeits any rights associated with the distribution of recordings or printings. The Convention Content Committee reserves the right to reformat proposals to ensure publication uniformity.
- All speakers must provide information on any real or potential conflicts of interest and disclose any affiliations or financial interests to the session attendees.
- All presentations must meet CE Compliance requirements (see CE Compliance Form).

Full proposal must include (but is not limited to) the following. Incomplete submissions will not be reviewed. DO NOT ASSUME REVIEWERS KNOW YOU OR YOUR BODY OF WORK.

- **Presentation Title**
- **Contact Information**
 - ✓ Presenter(s) full name/degrees Primary Contact Name (if different from above)
 - ✓ Address, City, State and Zip Code
 - ✓ Day time telephone
 - ✓ Email address
- **Short description of presentation** (up to 100 words, to be used for marketing and for CE application)
- Longer description/supporting documentation (if desired)
- Min and max time requested as well as commentary on any relevant topics that might fit alongside your proposed topic. **Sufficient time for audience questions should be included in total time.**
- **3-5 Learning Objections** (bullet format)
- **Presentation Outline** (basic breakdown of time)
- Mention of whether or not pharmacy discussion will occur during the presentation.
 - If pharmacy discussion will occur, please indicate the percentage of your presentation that will discuss pharmaceuticals.
- **Bio**, up to 150 words, for each presenter. Please include degree granting institution(s)
- **Headshot**

- **AANP CE Compliance Form** for each presenter (attached)
- **AANP Financial Disclosure Form** for each presenter (attached)
- **California Acupuncture Form** for each presenter (attached)

All of the presentation information (excluding the compliance/disclosure forms) should be combined into a single document. Bio, short description, contact information, forms and photos will also be entered into the online form directly.

Submissions without all forms/photo will not be considered.

Research Presentations

As with any form of human subjects research, research in the field of naturopathic medicine requires adherence to the laws and norms established to ensure ethical conduct and protect the rights of human subjects. Research is defined by the Office for Human Research Protections as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." If your presentation reports data gathered through intervention or interaction with the individual and/or identifiable private information from human subjects, it should be reviewed by an institutional review board (IRB) for approval or exemption prior to dissemination, and your abstract should clearly state that it has received IRB approval. In addition, please include a copy of your IRB approval letter with your submission. Human subjects research that has not been reviewed by an IRB will not be accepted for presentation. If you are unsure whether your project should be reviewed by an IRB, please refer to [Boston University's Self-Assessment tool](#) or contact laura.farr@naturopathic.org with further questions.

Formatting and Submission

All proposals must be submitted through the online proposal collection process [found here](#).

You will be required to fill out a form with contact information and to upload your complete proposal and photo.

- Speaker bios should be no longer than 150 words
- Submit proposals/bio in Microsoft Word format
- Submit headshot in high resolution, JPEG formats, square size, no smaller than 250 x 250 pixels (squared)
- If chosen, final speaker presentations must be submitted in PowerPoint for review by the speaker committee. For videos embedded in presentations, limit its file size to 50 MB or less.

Submissions are due December 1, 2018

For questions about the proposal submission process please email conference coordinator Rebecca Takemoto, RTakemoto@sync-opate.com

The American Association of Naturopathic Physicians
Continuing Education Presenter Compliance Agreement

Commercial Bias

All presentations awarded continuing education by the AANP must be free from commercial bias. The sessions must represent a fair and balanced view of product, procedure or device. When preparing your presentation and materials, please keep the following in mind:

- No bias towards a particular product, procedure or device should be presented. All applicable products should be presented to ensure a fair and balanced view.
- Classes/types of drugs or products should be used instead of brand names whenever possible
- Do not refer to trade names of any products unless trade names are used for ALL products
- Use generic names instead of brand names whenever possible
- Absolutely NO company logos on any slides or handouts

_____ **(initial)** I understand and agree to abide by these rules

HIPAA

All speakers must preserve the privacy of their patients by avoiding the use of any names or other identifiers without the express written authorization from the patient.

_____ **(initial)** I understand and agree to abide by these rules

Copyright Guidelines

Copyrighted materials should NOT be included in any form in presentation materials without **written permission from the copyright owner of the material (usually the publisher). U.S. copyright law prohibits the reproduction of an “article” unless consent from the copyright owner is obtained. If you elect to include copyrighted material, you agree to obtain all necessary consents and you accept responsibility for any actions the copyright owner may be entitled to under U.S. Copyright law. Verification of consent must accompany the presentation material upon submission**

The scope of the consent for use of the copyrighted material must encompass not only the presenter's use, but also its use in a continuing medical education activity that will be copyrighted as a collective work by The American Association of Naturopathic Physicians.

_____ **(initial)** I understand and agree to abide by these rules

I certify that I have read and understand all of the above information.

Signed: _____ Date: _____

Name (printed): _____

Activity/Meeting Title: _____

Activity/Meeting Dates: _____

Continuing Education – Financial Disclosure Form

The American Association of Naturopathic Physicians is interested in accrediting educational activities that are unbiased, objective, scientifically rigorous & balanced. All persons who have the opportunity to control the content of an educational session should complete this form. Attendees of all AANP accredited CE activities should be given full access to this information, allowing them to form their own opinions on the bias of any presentation. Information to be disclosed includes any relevant financial relationships in the last 12 months of either the speaker or their spouse as it relates to the particular subject matter of the course.

CE Activity: _____

Date(s): _____ Location: _____

Name: _____

Role (i.e. Speaker or Content Committee): _____

I have nothing to disclose in relation to this activity.

Signature Date

In relation to my participation in this CE activity, I would like to disclose the following financial relationship(s) within the past 12 months.

Company Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature Date

INSTRUCTOR INFORMATION

[A separate 'Instructor Information' Sheet must be completed for each instructor]

Instructor's Name _____

Complete Section 'A' if the instructor is an acupuncturist; otherwise, go to Section 'B':

Section A:

Is the instructor a California licensed acupuncturist? Yes No

If Yes - License Number _____

If No, please identify License Number and Name of State _____

Is the acupuncturist authorized to act as a guest acupuncturist in accordance with Section 4949 of the Business and Professions Code? Yes No

Does the instructor have a current valid license pursuant to C.C.R. 1399.485? Yes No

Is the instructor knowledgeable, current and skillful in the subject matter of the course as evidenced through one of the following:

1. Possess a baccalaureate or higher degree from a college/university and provided written documentation of experience in the subject matter Yes No

Degrees Earned:

From [Name of the Educational Institution]

2. Documents experience in teaching similar subject matter content within the five years preceding the course Yes No

3. Documents experience of at least two years (within the last five years) in the specialized area in which he or she is teaching. Yes No

Section B:

If the instructor is a non-acupuncturist, does he or she meet all of the following requirements?

1. Is currently licensed or certified in his or her area of expertise, if appropriate Yes No

Title of License or Certificate

License Number and Name of State

2. Provided written evidence of specialized training, that may include, but not be limited to, a certificate of training or an advanced degree in a given subject area. Yes No

3. Provided evidence of at least two years' documented teaching experience within the last five years in the specialized area in which he or she teaches. Yes No

Provider No. _____

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