



MARCH 15-18 | WASHINGTON, DC



14<sup>TH</sup> WFC BIENNIAL CONGRESS  
24<sup>TH</sup> ACC RESEARCH AGENDA CONFERENCE (ACC-RAC)  
2017 NATIONAL CHIROPRACTIC LEADERSHIP CONFERENCE (NCLC)  
HOSTED BY THE AMERICAN CHIROPRACTIC ASSOCIATION

## Call for Workshop Proposals Due by August 15, 2016

**Conference Theme:** The theme for the 2017 combined conference is “[Impact Spinal Health.](#)”

**Purpose:** The purpose of WFC Congress, ACC-RAC, NCLC workshops is to develop the skills of attendees, especially in the areas of research and education. The workshop component of the conference focuses on the development of the research and educational capacity of the chiropractic profession through skill building and interactive workshops.

**Limited Submission:** Due to the volume of workshops and limited time in the schedule, no more than one proposal may be submitted per person, and presenters can be listed on no more than one workshop proposal.

**Selection Process:** The presenters and topics for these sessions are carefully selected and invited by the planning committee. We receive many proposals and, unfortunately, cannot accept all of them. Workshops may not include any sales pitches, selling of materials, or promotion of proprietary materials. The workshop proposal should be free of commercial bias and comply with the ethics of scholarly activities. All presentations are to be done in a non-commercial and non-self-promotional manner.

Workshop proposals will be reviewed and selected based on their strength in the following areas:

1. **Skill Building** - Workshops must provide attendees new skills and active learning strategies. Workshops should not be lectures. Workshops must dedicate the majority of time to skill building, active learning, and outcomes. The workshops should provide direct and immediate application of skills and knowledge, thus providing a productive, developmental environment for attendees.
2. **Expertise of the Presenters** (publications and/or research in this area) - In order to teach others skills, workshop presenters should have substantial expertise and experience in teaching and building the knowledge base for the workshop topic area. This includes experience in teaching others in the topic area, performing research, and publishing in the topic/skill area.
3. **Targeted to a Specific Need** - One goal of WFC Congress, ACC-RAC, NCLC is, “To provide a venue for training, learning, and research development for chiropractic educators and researchers in order to improve the emerging research capacity, knowledge, and productivity of chiropractic.” To be sure the needs of attendees are met, each workshop proposal should address one of the following categories: Research; Education (faculty); Education (administration); or Clinical (private practice).
4. **Collaborative Teams** (teams of presenters from different institutions/organizations) - Collaborative teams provide better quality workshop presentations. Therefore, collaboration is one goal of the conference. Workshop proposals should attempt to include collaborative teams that involve individuals from more than one college. This encourages cross-college interaction, can help focus on the skill-building content of the workshop instead of a particular institution, promotes sharing wisdom from multiple campuses, and may help improve professional relationships.
5. **Diverse Presenters** - Presenters may only be listed on only one workshop proposal. Having diverse workshop presenters allows others the opportunity to be part of a workshop, provides a more interesting set of workshops, prevents burnout from attendees seeing the same presenters, and prevents issues with overlapping scheduling.

**Presenters’ Responsibility for Travel, Lodging, Registration, and Other Costs:** By submitting this workshop proposal, you and your co-presenters are agreeing that each person named in the proposal will be responsible for funding their own travel, lodging, and conference registration. Any costs of the supplies or other items are the responsibility of the presenters. All presenters are required to

register for the conference by the deadline indicated herein. If accepted, a detailed lesson plan, handouts, and PowerPoint presentation will be requested for your workshop.

**Instructions to Submit a Workshop Proposal:** Commitment from all presenters must be made at the time of initial submission. All materials must be submitted at the time of application. To be considered, please submit all of the following items:

1. **Workshop Proposal Form**

- Complete - Workshop Proposal Form and save as a Word document.
- Title - Must be 10 words or less.
- Abstract/Purpose - The description/purpose of the workshop should be 2 sentences or less and provide an explanation of what skills the attendee will gain by attending the workshop.
- Presenters - List presenter and all co-presenters with their institutional/professional affiliations. A presenter may only be included in only one workshop submission. Do not include people who are on other workshop proposals.

2. **Supporting Materials**

- WFC Congress, ACC-RAC, NCLC Workshop Proposal Signature Form signed by each presenter. This can be on one form or more.
- Current Curriculum Vitaes/Resumes for each presenter.
- Color Photographs (professional headshots) for each presenter, 200 dpi (jpeg or tif).

Please submit your Workshop Proposal Form and Supporting Materials to [dana.lawrence@palmer.edu](mailto:dana.lawrence@palmer.edu) by **August 15, 2016**.

The proposal will be evaluated by a blinded peer review committee, and these results will be sent to the planning committee for review and final decision. If accepted, all presenters must register for the conference by **December 15, 2016**. Funding should be confirmed in advance of the submission of the workshop proposal. Submission of the proposal is a commitment from the authors of accepted submissions to present at the conference.

If you have questions or concerns about this process, please contact:

Dana J. Lawrence, DC, MMedEd, MA  
**WFC Congress, ACC-RAC, NCLC Peer Review Chair**  
[dana.lawrence@palmer.edu](mailto:dana.lawrence@palmer.edu)  
(563) 884-5302

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## Workshop Proposal Form Due by August 15, 2016

Total length of workshop time: **80 minutes**

<b><u>Workshop Information</u></b>	
Title	
Purpose (3-4 sentences in paragraph form describing the purpose of the workshop)	
Target Audience	<b>Please select one:</b> <input type="checkbox"/> Administration <input type="checkbox"/> College Faculty <input type="checkbox"/> Researchers <input type="checkbox"/> Clinicians <input type="checkbox"/> Theme
Specific Learning Objectives (List skills that attendees would expect to gain from this workshop.)  <u>Write each objective using the following criteria:</u> <ul style="list-style-type: none"> <li>● Use one of the measurable action words (e.g. Analyze, Assess, Compare, Define, Demonstrate, Describe, Differentiate, Evaluate, Explain, Formulate, Identify...)</li> <li>● Write from the learner's perspective: describe what the attendee will be able to do after your workshop.</li> <li>● Use only one action verb for each objective.</li> </ul>	<b><u>By the completion of this workshop, the attendee will be able to...</u></b>
Outcome Measures (List how you will measure if the above objectives were achieved.)	
Outline (Include <i>skill building</i> activities and times dedicated to each component.)	
Other Comments	
<b><u>Presenter Information</u></b>	
<b>Primary Presenter</b>	
Name:	
Expertise: (Using complete sentences, provide a 200 word or less description of the experience and research accomplishments that support the presenter to teach workshop topic. Include publications and previous presentation experience.)	
Affiliation/College/Organization:	
Email:	

Phone:	
Co-Presenter	
Name:	
Expertise: (See instructions above.)	
Affiliation/College/Organization:	
Email:	
Phone:	
Co-Presenter	
Name:	
Expertise: (See instructions above.)	
Affiliation/College/Organization:	
Email:	
Phone:	
Co-Presenter	
Name:	
Expertise: (See instructions above.)	
Affiliation/College/Organization:	
Email:	
Phone:	
Co-Presenter	
Name:	
Expertise: (See instructions above.)	
Affiliation/College/Organization:	
Email:	
Phone:	

If more presenters, please copy and paste additional rows.  
Please keep a copy of this completed form for your records.  
Submit this form to [dana.lawrence@palmer.edu](mailto:dana.lawrence@palmer.edu) by **August 15, 2016**.



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# Workshop Proposal Signature Form

Due by August 15, 2016

**NOTE:** Due to the volume of submissions and limited time in the schedule, no more than one proposal may be submitted per person, and presenters may be listed on no more than one workshop proposal. Thank you.

**INSTRUCTIONS:** Each presenter must sign and submit this completed form by **August 15, 2016**.

**By signing this form:**

1. If accepted, I/we understand that I/we are responsible for all our own costs (e.g. travel, hotel, conference registration, additional materials, etc.). I/we understand that I/we are responsible to secure funding in advance of submitting this proposal and that lack of funding is not an acceptable rationale for withdrawing.
2. I/we understand that presentation of an accepted workshop at the conference is required. Presenting authors of accepted workshops must register, attend, and be present at the scheduled session.
3. Submission of the workshop proposal is a commitment to presenting. I/We understand that withdrawing after acceptance may prevent us from submitting to future WFC Congress, ACC-RAC, NCLC annual conferences.
4. I/We confirm that each of us qualify as an author and presenter of this workshop proposal, am/are responsible for all of its content, and give permission for its presentation if accepted to the conference.
5. If accepted, I/we will submit requested materials (e.g. photocopy of license, summary of workshop, materials for workshop, etc.) for continuing education purposes.
6. I/we understand that presentations may not be used to promote any goods, products, or services. All presentations must be done in a non-commercial and non-self-promotional manner.
7. I/we will comply with the following due dates:
  - a. Forms and materials are due no later than **August 15, 2016**.
  - b. All workshop presenters must register for the conference no later than **December 15, 2016**.
  - c. Detailed lesson plans are due no later than **January 15, 2017**.
  - d. Workshop handouts (not to exceed 8 pages) for inclusion in the attendee packet are due no later than **February 1, 2017**.
  - e. Workshop PowerPoint files are due no later than **March 1, 2017**. Multiple files for one workshop must be combined into one master file before submitting.

**Submission ID#** (from Open Conference confirmation email)

**Workshop Title**

**Primary Presenter Printed Name**

**Email address**

**Signature**

**Date**

**Co-Presenter(s) Printed name**

**Email address**

**Signature**

**Date**


Please keep a copy of this completed form for your records.  
Submit this form to [dana.lawrence@palmer.edu](mailto:dana.lawrence@palmer.edu) by **August 15, 2016**.