

Association of Chiropractic Colleges

25th Educational Conference and Research Agenda Conference

March 8-10, 2018

ACC-RAC Call for Workshop Proposals

due by **September 20, 2017**

Conference Theme: The theme for the **2018** conference is "Competencies and Collaboration."

Purpose: The purpose of ACC-RAC workshops is to develop the skills of its 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 the limited time in the schedule, no more than one proposal may be submitted per person, and presenters can be listed on no more than two workshop proposals.

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 (50% or more) to hands-on 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, it is expected that workshop presenters 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 ACC-RAC 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); and 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 strive to include collaborative teams involving 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 no more than two workshop proposals. 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 at the time of acceptance. If accepted, you will be asked to supply a more detailed lesson plan, draft handouts, and draft PowerPoint presentation 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.
- Submit - Completed Workshop Proposal (see below) form to the submission address as a Word document.

2. Supporting Materials

- Signed ACC-RAC Workshop Proposal Signature Form. This can be on one form or more.
- Current Curriculum Vitaes/Resumes for each presenter. (Word or scanned images accepted.)
- Color Photographs (professional headshots) for each presenter, 200 dpi (jpeg or tif).

Please submit your Workshop Proposal Form and Supporting Materials to the Peer Review Chair at dlawrence@parker.edu by **September 20, 2017**.

Once all items are submitted, the proposal will be evaluated by a blinded peer review committee, and these results will be sent to the ACC-RAC planning committee for review and final decision. If accepted, all presenters must register to attend the conference by **December 15, 2017**. 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
ACC-RAC Peer Review Chair
dlawrence@parker.edu
(214) 902-3465

Association of Chiropractic Colleges

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March 8-10, 2018

ACC-RAC Workshop Proposal Form

due by **September 20, 2017**

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

Workshop Information	
Title	
Purpose (3-4 sentences in paragraph form describing the purpose of the workshop)	
Target Audience	Pick only one: <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">• Use one of the measurable action words (e.g. Analyze, Assess, Compare, Define, Demonstrate, Describe, Differentiate, Evaluate, Explain, Formulate, Identify...)• Write from the learner's perspective: describe what the attendee will be able to do after your workshop.• Use only one action verb for each objective.	By the completion of this workshop, the attendee will be able to...
Outcome Measures (List how you will measure if the above objectives were achieved.)	
Outline (Include skill building activities and times dedicated to each component.)	
Other Comments	
Presenter Information	
Leader	
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 by **September 20, 2017** to dlawrence@parker.edu.

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ACC-RAC Workshop Proposal Signature Form

due by **September 20, 2017**

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 two workshop proposals. Thank you.

INSTRUCTIONS: Each presenter must sign and submit this completed form by **September 20, 2017**.

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. 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 will prevent us from submitting to future ACC-RAC 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 ACC-RAC 2018 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. Materials for all presenters (e.g. workshop proposal, CV, signed form) are due no later than **September 20, 2017**.
 - b. All workshop presenters must register for the conference no later than **December 15, 2017**.
 - c. Detailed lesson plans are due no later than **January 15, 2018**.
 - d. Workshop handouts (not to exceed 8 pages) for inclusion in the ACC-RAC attendee packet are due no later than **February 1, 2018**.
 - e. Workshop PowerPoint files are due no later than **February 20, 2018**. Multiple files for one workshop must be combined into one master file before submitting.

Workshop Title (print):

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Primary Presenter Printed Name	Email address	Signature	Date
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Co-Presenter(s) Printed name	Email address	Signature	Date
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Please keep a copy of this completed form for your records.
Submit this form by **September 20, 2017** to dlawrence@parker.edu.

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SAMPLE (Mockup) ACC-RAC Workshop Proposal Form

due by **September 20, 2017**

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

Workshop Information	
Title	The Art of Scholarly Peer Review
Purpose (3-4 sentences in paragraph form describing the purpose of the workshop)	This workshop will provide an introduction and basic training for faculty and researchers interested in peer review. Many peer reviewers are not formally trained in the peer review process. There is a need for improved quality of the product of peer review in chiropractic and a need for a larger pool of experienced peer reviewers. This workshop will help provide the basic knowledge and skills to be a successful peer reviewer.
Target Audience	Pick only one: <input type="checkbox"/> Administration <input checked="" 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"> • Use one of the measurable action words (e.g. Analyze, Assess, Compare, Define, Demonstrate, Describe, Differentiate, Evaluate, Explain, Formulate, Identify...) • Write from the learner's perspective: describe what the attendee will be able to do after your workshop. • Use only one action verb for each objective. 	By the completion of this workshop, the attendee will be able to... A. List the essential components of the peer review process B. Identify essential components of an article C. Identify common research design flaws D. Identify flaws in logic in a discussion/conclusion E. Identify statements of bias F. Distinguish between constructive vs. destructive feedback comments G. Recognize common flaws in other peer reviewer comments and feedback H. Recognize unethical peer review activities I. Perform basic peer review skills given a portion of a sample paper
Outcome Measures (List how you will measure if the above objectives were achieved.)	A. Pre-post 1 minute written quiz B. Small group instructor observation and summary at debriefing meeting C. Small group case discussions and sample case work turned in
Outline (Include skill building activities and times dedicated to each component.)	This workshop will be composed of large group lecturers and small group hands on sessions (groups of 8 with one co-faculty member, small group discussions of a given topic, mostly done with case examples). OUTLINE <u>Introduction and Background (5 minutes – lecture)</u> The origin of the peer review process <u>Pre Quiz</u> <u>What is 'Peer Review'? (10 minutes – lecture)</u> 1. Purpose of the peer review process 2. Overview – what are the steps of the peer review process 3. Essential components of an article/paper <u>How to do good peer review (small group activities)</u> 1. Identify basic components of peer review instructions (10 minutes –

	<p>small group)</p> <ol style="list-style-type: none"> 2. Identify target of peer review– conference, journal, etc. How are these different? (10 minutes – small group) 3. Identify design of the submission (randomized, retrospective, qualitative, meta-analysis, etc.) 4. Identify common research design flaws (start 5 minute large group then 20 minute – small group, return large group discussion 10 minutes) <p><u>Avoiding unethical behavior</u> (10 minutes - lecture)</p> <ol style="list-style-type: none"> 1. If you cannot do it due to time restraints contact the chair 2. If know you have a significant bias or paper is not blinded let chair know 3. Do not share, distribute or publish information from the paper <p><u>Avoiding unethical behavior</u> (small group activities)</p> <ol style="list-style-type: none"> 1. Sample cases of unethical peer review behavior (5 minutes - small group) 2. Hands on samples of materials to be peer reviewed (10 minutes small group, return to share with large group discussion) <p><u>Post Quiz</u></p> <p><u>Conclusion and wrap up</u> (5 minutes – lecture)</p>
Other Comments	

Presenter Information

Leader	
Name:	Dr Amy Farrah Fowler
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.)	Amy Farrah Fowler, PhD, is a neurobiologist who attended Harvard University. She runs her own science lab at the University, and has published peer-reviewed research in Neuroscience Today, Neurobiology Daily, and Science Unlocked, among other journals. Dr Fowler has been a peer reviewer for 10 journals and 3 conferences in the past 4 years. She has given 26 presentations on various neurobiology topics, and has spoken extensively on the peer review process as it relates to science (12 of 26 presentations).
Affiliation/College/Organization:	California University
Email:	shamey@ca.edu
Phone:	314-159-2653
Co-Presenter	
Name:	Dr Buffy Summers
Expertise: (See instructions above.)	Buffy Summers, MD, earned her doctorate in cardiology from the University of Arizona in 1997. She is an expert at internal medicine and heart-related issues, and has worked for the American Cardiology Coalition for 15 years. Dr. Summers volunteers for the American Red Cross blood donation campaign, and is a peer reviewer and speaker for the Save the Bats Foundation. She is a certified expert at small group communication by the Small Group Communication Panel of America.
Affiliation/College/Organization:	UC Sunnydale, Santa Barbara, CA
Email:	vampireslayer@sunnydale.edu
Phone:	656-656-6566
Co-Presenter	
Name:	Ms. Wynonna Earp
Expertise: (See instructions above.)	Ms. Earp is a consultant for the Black Badge Division, US Department of

	Homeland Security. She is an expert at negotiation, communication, and tactical maneuvers. She has led tactical units fighting revenants located in Purgatory, WY. She has been a peer reviewer for several conferences, and led many workshops over the past two years since her return to her hometown. Her areas of expertise are communication, marksmanship, and quipping.
Affiliation/College/Organization:	Consultant for Black Badge Division, DOHS.
Email:	peacemaker@purgatory.org
Phone:	262-555-2626
Co-Presenter	
Name:	
Expertise: (See instructions above.)	
Affiliation/College/Organization:	
Email:	
Phone:	
Co-Presenter	
Name:	
Expertise: (See instructions above.)	
Affiliation/College/Organization:	
Email:	
Phone:	

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