

# Association of Chiropractic Colleges

27<sup>th</sup> Educational Conference and Research Agenda Conference

March 19-21, 2020

## ACC-RAC Call for Workshop Proposals

due by **September 10, 2019**

**Conference Theme:** The theme for the **2020** conference is "Developing Leaders: Faculty, Education & Research."

**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, presenters and 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, handouts, and a 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- 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 one form or more.
- Current Curriculum Vitaes/Resumes for each presenter. (Word or scanned images accepted.)
- Copy of Current D.C. License, if applicable 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 the Peer Review Chair at [dlawrence@parker.edu](mailto:dlawrence@parker.edu) by **September 10, 2019**.

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 13, 2019**. 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](mailto:dlawrence@parker.edu)  
(214) 902-3465

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## ACC-RAC Workshop Proposal Form

due by **September 10, 2019**

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

<b>Workshop Information</b>	
Title	
Abstract (2 sentences or less in paragraph form describing the purpose of the workshop)	
Target Audience	<b>Pick only one:</b> ___ Administration ___ College Faculty ___ Researchers ___ Clinicians ___ 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>By the completion of this workshop, the attendee will be able to...</b>
Outcome Measures (List how you will measure if the above objectives were achieved.)	
Outline (Include <b>skill building</b> activities and times dedicated to each component in 15 minute increments.)	
Other Comments	
<b>Presenter Information</b>	
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, copy and paste additional rows.  
Please keep a copy of this completed form for your records.  
Submit this form by **September 10, 2019** to [dlawrence@parker.edu](mailto:dlawrence@parker.edu)

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## ACC-RAC Workshop Proposal Signature Form

due by **September 10, 2019**

**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 10, 2019**.

### 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 conference.
5. If accepted, I/we will submit requested materials (summary of workshop, short/Condensed CV, copy of D.C. license and headshot) 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 (workshop proposal, short/condensed CV, copy of D.C. license, headshot, signed signature form) are due no later than **September 10, 2019**.
  - b. All workshop presenters must register for the conference no later than **December 13, 2019**.
  - c. Detailed lesson plans are due no later than **January 14, 2020**.
  - d. Workshop handouts (not to exceed 8 pages) for inclusion in the ACC-RAC attendee packet are due no later than **February 11, 2020**.
  - e. Workshop PowerPoint files are due no later than **March 3, 2020**. Multiple files for one workshop must be combined into one master file before submitting.

Workshop Title:				
	Name	Email Address	Signature	Date
Lead Presenter:				
Co-Presenter:				
Co-Presenter:				
Co-Presenter:				
Co-Presenter:				
Co-Presenter:				

Please keep a copy of this completed form for your records.  
Submit this form by **September 10, 2019** to [dlawrence@parker.edu](mailto:dlawrence@parker.edu)