

Southwest & Rocky Mountain College Health Associations

## 2010 ANNUAL MEETING

### Hot Topics in Health Care!

October 10, 11, 12, 2010 | Albuquerque, New Mexico

# SUBMISSION GUIDELINES: INSTRUCTIONS FOR COMPLETING PROGRAM & PRESENTER INFORMATION FORMS

#### Primary Presenter Contact Information

The primary presenter is responsible for the timely completion of the Program and Presenter Information Forms, which are available on the SWCHA web site at [www.swcha.org/meeting.htm](http://www.swcha.org/meeting.htm). The primary presenter is the main contact person. It is the primary presenter's responsibility to ensure that the information submitted for the program and for all co-presenters is complete and accurate.

#### Program Information

The Program Planning Committee reviews this information carefully as they decide which programs they will choose.

#### **Title**

The title of the proposed program should reflect the content of that program. While cute titles may sound clever, they tend to detract from the professionalism of the conference and make it harder to determine what will be presented.

#### **Type of Program**

Most programs are lecture format. If you are planning on having a panel discussion or small group breakouts, please indicate this so we can make sure the room is configured appropriately.

#### **Learning Objectives**

*Note: The objectives will appear in the meeting materials EXACTLY as they are entered on the Presenter Information Forms. Please type carefully, end each objective with a period, use upper and lower case appropriately, and do not abbreviate or use unusual characters.*

A learning objective (1) is very brief and (2) states the purpose of the presentation in terms of enabling the attendee to do something that can be measured. Therefore, the objective should begin with a verb, followed by a short description of what specific task an attendee could expect to perform after participating in the session.

A 60-90 minute session should contain no more than **2-3** learning objectives.

- Each learning objective should contain **only one verb from the list provided**.
- Learning objectives define the **expected outcome for the learner** within the classroom environment.
- Learning objectives **must be measurable** within the time allotted to the classroom setting.

## Content

- **All sessions receiving nursing contact hours must include content.** If the program covers CE credits for other disciplines, content need only be included for those sessions seeking nursing contact hours.
- Content can be described as **the information needed to meet each learning objective.**
- An example of content appears in the sample below.

VERBS TO USE	SAMPLE
Verbs used in writing learning objectives include: <ul style="list-style-type: none"><li>• Describe</li><li>• Explain</li><li>• Identify</li><li>• Discuss</li><li>• Compare</li><li>• Contrast</li><li>• Recite</li><li>• Define</li><li>• Differentiate</li><li>• List</li></ul>	Title: Sleep Deprivation  Learning Objective #1: Define sleep deprivation.  Content: <ul style="list-style-type: none"><li>– degrees of sleep</li><li>– quantity of sleep</li><li>– quality of sleep</li><li>– circadian factors</li></ul> Learning Objective #2: List the consequences of sleep deprivation.  Content: <ul style="list-style-type: none"><li>– cognitive deficits and changes in mental status</li><li>– accidents</li><li>– decreased quality of life</li><li>– changes in physiology</li></ul>

## How Learning Objectives Will Be Used

ACHA is accredited as a provider of continuing education for physicians, nurses, psychologists, counselors, and certified health education specialists. The national professional organizations that grant this accreditation require that those in attendance evaluate each continuing education offering. Each person who attends your session and requests continuing education credit will be asked to rate your presentation as to the extent the learning objective(s) were achieved.

## Session Length

Sessions are usually 60 or 90 minutes in length; occasionally a 3-hour session is appropriate. You may want to include a panel of presenters, small group discussions, or group exercises to enhance your program. Always leave adequate time for questions and answers. This allows participants to follow up on key points from your presentation and allows you to assess the extent to which your sessions' learning objectives were achieved.

## Primary Presenter Background

Presenter Information is required for each presenter, co-presenter, panel member, discussion leader, etc. If a speaker is presenting more than once, this information must be submitted for **each presentation**. This information is required as part of the Continuing Education (CE) review process and allows the CE Committee to determine how relevant the speaker's experience is to the presentation topic. **ACHA will not accept CVs**, since only the experience that is relevant to

the presentation is necessary for this process. If a presenter submits a CV to a planner, the planner is responsible for transcribing all relevant information into the Program and Presenter Information Forms. The forms must indicate how the presenter **is qualified to present on this particular topic** through education, clinical experience, research, and/or other relevant experience. ***This information is critical to CE reviewers.***

### **Conflicts of Interest**

All speakers are required to disclose any and all potential conflict(s) of interest (speakers' bureau, grant/research support, major stock shareholder, paid consultant, etc.). All speaker disclosures will be printed in the *Final Program* and read aloud at the beginning of the educational session so that the listeners may form their own judgments about the presentation with a full disclosure of the facts. It shall remain for the audience to determine whether the speaker's outside interests reflect a possible bias in either the exposition or the conclusion presented.

All speakers addressing the off-label use of a drug must disclose this information to the audience during the session. (Off-label use of a drug refers to the use of that drug in a manner that has not previously been approved by the FDA.)

### **Continuing Education Requirements**

- Speakers must cover the **learning objectives** submitted on the Program Information Form.
- The program content must be presented in the time allotted for the session. Likewise, it is expected that the speaker **uses the full amount of time allotted** for their session with lecture, discussion, or question and answer time.
- When preparing the program content, speakers should ensure that they have **addressed all issues of diversity** as applicable to their session.
- **Marketing and promoting products and/or services is strictly prohibited:**
  - No speaker may sell, display, or promote products or services in the room where the presentation is being conducted.
  - No promotional activities or materials will be permitted in the same room or obligate path as the educational activity.
  - No product advertisements will be permitted in the program room or in any material disseminated as part of the program.
  - No subsequent promotional activities will refer to ACHA.

### **Learning Methods**

Please keep in mind that studies have shown that adults learn:

- By solving genuine problems (reviewing their own issues and daily encounters)
- By reflecting via analogy and comparison (comparing their own experiences or by comparing their experiences to the experiences of others)
- By practicing and applying new knowledge and strategies (time to practice, interact and discuss new application/strategy/knowledge)
- By developing a framework for application (creating plans for implementing change).

Please allow adequate time at the end of your presentation for a **Question & Answer** period. This allows participants to follow-up on key points from your presentation and also allows you to assess the extent to which your session's learning objectives were achieved.

Note: The Program and Presenter Information Forms are available on the SWCHA web site at [www.swcha.org/meeting.htm](http://www.swcha.org/meeting.htm).