

Session Proposal Submission Guidelines

AAA 2019 strives to offer value-rich education with an emphasis on facilitating learning through the offering of interesting and unique content.

Goals

Our desire is to help attendees:

- Acquire knowledge
- Advance science
- Access technology

Ideal Submissions

The Academy is looking for submissions that:

- Interest professionals in a variety of practice settings
- Contain innovative and meaningful information
- Include interactive presentation techniques designed to engage the adult learner

Guidelines for You

This document offers guidance on achieving these goals. It includes information regarding:

- Preparing your submission
- Number of submissions allowed
- Speaker submission agreement
- Presenter roles
- Instructional levels
- Learning objectives
- Submission deadlines
- Session types
- Identifying your audience
- A/V provisions for your session
- Selection criteria for submissions

Preparing for Your Submission

The Academy uses an online submission system. Selecting, collecting, and preparing the following information will facilitate the submission process. Additional information is available below.

To be considered, submissions will only be accepted through the online submission system, must contain all of the listed elements and be completed by the deadline!

- Session Details
 - Title (no longer than 85 characters) – should reflect the main focus of the content and be interesting!
 - Session type – multiple session types are offered at AAA 2019. Review and select your type as appropriate.
 - Session category – who is your primary audience?
 - Learner outcomes – one to three are required depending upon submission type.
 - Instructional level – fundamental, intermediate, or advanced.
 - Abstract (no longer than 80 words) – will be printed in conference materials.
 - Presenter information should NOT be included in the abstract.
 - Summary - limited to 500 words; should include objectives, rationale, design, results, and conclusions.
 - Presenter information should NOT be included in the abstract or summary.
- Name, organization, e-mail address and disclosures for all presenters
- Accept the Speaker Submission Agreement

Number of Submitted Proposals

Each submitter is limited to the following number of submissions per category:

Session Types	Number of Allowed Submissions
Learning Modules	2 submissions per lead presenter
Mini Modules	2 submissions per lead presenter
Research Podiums	2 submissions per lead presenter
Research Posters	2 submissions per lead presenter
Clinical Posters	2 submissions per lead presenter
Classroom and Clinical Teaching Posters	2 submissions per lead presenter
Student Research Forum	1 submission per student lead presenter
Industry Updates	limited to exhibiting companies only
Exhibitor Courses	limited to exhibiting companies only
Quick Solutions	limited to exhibiting companies only (must have booth size of at least 10 x 20)

Presenter Agreement

All presenters must electronically agree to the terms of the submission agreement prior to entering a proposal. A copy of the submission agreement can be found under the Presenter tab of the AAA 2019 website www.aaaconference.org.

New this year: Completion of the disclosure information financial or other is also required of each presenter before the submission can be completed.

If you have any questions about the terms of the agreement, please email us at presenters@audiology.org.

Submissions will not be considered without the signed Speaker Agreement and disclosure information. Please allow time to collect this information from all listed presenters.

Presenter Roles

When you submit your session, you MUST identify a **Lead Presenter**. This person will:

- Present at the meeting
- Serve as the point of contact for this submission
- Be responsible for the submission of the presentation
- Manage further communication to fellow presenters

Additional roles include:

- **Presenter** – someone presenting in conjunction with lead presenter.
- **Contributor** – anyone you would like to acknowledge who contributed in a significant way to the project.
 - *(note: this role is not permitted to present at the meeting)*
 - Since this role is not presenting they are not required to fill out the Presenter Agreement or Disclosure forms.
- Poster sessions may also use the following roles:
 - **Co-Author** – assisted with the research found in the submission.
 - *(Note: this role is not permitted to present at the meeting)*
 - Since this role is not presenting they are not required to fill out the Presenter Agreement or Disclosure forms.

***New for AAA 2019, each presenter must complete his/her own profile. Allow time during the submission process for presenters to complete their information.**

Instructional Levels

All submissions* require the selection and description of an instructional level:

- **Fundamental:** Developed for attendees seeking education in basic principles and concepts. Emphasis is placed on developing foundational knowledge, skills, and/or procedures. Previous knowledge of the content area from the attendee is not required.
- **Intermediate:** Developed for attendees seeking review of fundamentals with emphasis placed on new knowledge in application, skills, and/or procedures. Reviews of current literature and practices for those with working knowledge and experience in the content area.
- **Advanced:** Developed for attendees seeking in-depth discourse of a practice area or topic. Emphasis placed on application and review of current techniques, research findings, and future directions. Attendees with substantial experience in the content area will update and expand their current domain knowledge.

* Except clinical, research and teaching posters.

Learning Objectives

All submissions require learning objectives.

Session Type	Required Learning Objectives
Featured Sessions, Learning Labs, Grand Rounds, Exhibitor Courses, and Learning Modules	Three (3)
Industry Updates, Quick Solutions, Research Podiums, Student Research Forum, Mini Modules and Posters	One (1)

Each objective should:

- Reflect what a learner will be able to achieve within the session timeframe.
- Complete the following sentence: “Upon completion of this session, the participant will be able to...”
- Begin with a measurable action-verb that describes the (behavior) performance of the learner and the instructional level of the session.
 - Fundamental level: apply, describe, analyze, evaluate, assess, choose, or demonstrate.
 - Intermediate level: list, identify, define, etc.
 - Advanced level: solve, analyze, classify, etc.
- Avoid immeasurable action verbs such as understand, learn, or know.

Session Types for Submission

There are eight types of sessions. In alphabetical order, they are:

- Learning Modules
- Mini Modules
- Research Podiums
- Student Research Forum
- Posters
- Exhibitor Courses
- Industry Updates
- Quick Solutions

General considerations:

- You will be asked to select *one* session type that best matches your proposal: duplicate submissions under multiple categories are *not* permitted unless you are submitting a learning module and a mini module (note – if you are accepted for both, only the learning modules sessions will be available to present).
- Presentations that market specific products and/or services are acceptable *only* in Industry Updates or Quick Solutions.
- Proposals in each category will be reviewed by the appropriate AAA 2019 Program subcommittee members in a blind review.
- Featured Sessions, Learning Labs, and Grand Rounds presentations, are *invitation only* and are not included in this submission process.

Learning Modules

Length: 1 hour – 1.5 hour (Only Advanced content will be considered for a 1.5 hour time slot)

Limit: Two (2) submissions per lead presenter

CEUs: 0.1 – 0.15

Guidelines:

- Learner-focused, interactive courses on current topics of interest.
- Provide participants with information applicable to clinical practices.
- May cover a wide variety of topics including diagnostic audiology, rehabilitation, basic science, practice management, or a related field.
- Submissions with new or innovative topics are preferred.
- Submissions can NOT be product or promotion specific. Any submissions mentioning a product or promotion will not be considered.
- Student Submissions will not be considered (students presenting along with the lead presenter is allowed).
- Two-part submissions will not be considered.
- One-and-a-half-hour submissions will be considered if the submission qualifies for Advanced content; an explanation will be required.

Mini Modules

Length: 10 Minutes

Limit: Two (2) submissions per lead presenter

CEUs: 0.1 for entire session (session will be composed of 5 Mini Modules typically grouped by topic area)

Guidelines:

- Ten-minute mini lecture.
- A Maximum of 6 slides can be used; this includes the title and disclosure slide.
- Provide participants with information applicable to clinical practices.

- May cover a wide variety of topics including diagnostic audiology, rehabilitation, basic science, practice management, or a related field.
- Student Submissions will not be considered (students presenting along with the lead presenter is allowed).

Research Podiums

Length: 30 minutes each

Limit: Two (2) submissions per lead presenter

CEUs: 0.05

Guidelines:

- Opportunity for individuals to present current clinically-directed research.
- Must be original research in the areas of audiology or hearing science.
- Only research projects that are currently complete or will be complete by February 1, 2019 will be considered (clinical and classroom teaching posters excluded).
- Identify the rationale for the study/presentation that is supported by the literature.
- Statement of the purpose should be clear and, if appropriate, hypotheses should be included.
- Study should be appropriate for the specific experimental questions, with methodology and statistical analyses clearly described.
- Results should be supported by the statistical findings, with conclusions supported by results.
- If not selected, research podium submissions may be considered for a Research Poster presentation; be sure to *OPT-IN* by checking the appropriate box in the online system.
- Student submissions will not be considered (student presenting along with the lead presenter is allowed).

Student Research Forum

Length: 15 minutes will be provided for each of five presentations within in a 1.5-hour session

Limit: One (1) submission per student lead presenter

CEUs: 0.15

Guidelines:

- Graduate students in audiology and recent audiology graduates are invited to submit proposals for presentation of their original research completed while a graduate student in audiology.
- The American Academy of Audiology Foundation (AAAF) will award \$500 to each of the five selected student presenters.
- Award recipients will present a 10-minute summary of their research followed by a five-minute question and answer period.
- The following qualifications must be met in order to submit:
 1. Completed data collection while enrolled as a student at an accredited university;
 2. Be currently enrolled in an academic program or must have received their degree (AuD or PhD) within the past 12 months;
 3. Be the primary investigator of the research.
- Identify the strong rationale for the study/presentation that is supported by the literature.
- Statement of the purpose should be clear and, if appropriate, hypotheses should be included.
- Study should be appropriate for the specific experimental questions, with methodology and statistical analyses clearly described.
- Results should be supported by the statistical findings, with conclusions supported by results.
- If not selected, Student Research Forum submissions may be considered for a Research Poster presentation; be sure to *OPT-IN* by checking the appropriate box in the online system.

Poster Submissions*

Length: Displayed for a full day on your designated day; 1 hour to address questions.

Limit: Two (2) submissions per lead presenter

CEUs: Four different posters in the same category = 0.1 CEUs; a maximum of 0.6 CEUs can be earned for posters.

Guidelines:

- Identify the rationale for the study/presentation which is supported by the literature.
- Statement of the purpose should be clear and if appropriate, hypotheses should be included.
- Study should be appropriate for the specific experimental questions, with methodology and statistical analyses clearly described.
- Results should be supported by the statistical findings, with conclusions supported by results.
- Submissions that address an important issue will be given special consideration.
- Identify the potential impact of the research on clinical practice, education of students, the profession or future research.
- Innovation is worthy of special consideration, such as projects that developed or employed novel concepts, approaches, methodologies, tools or technologies.
- To be considered for acceptance all research must be completed by February 1, 2019.

****Specifics regarding poster requirements and the submission process are available in the Resource Guide section of the AAA 2019 website.***

Exhibitor Courses (Clinical Research)

Length: 1 hour

Limit: Limited to current AAA 2019 exhibiting companies

Focus: Clinical research

Location: Session rooms

CEUs: 0.1

Guidelines:

- Designed to provide attendees with access to **clinical research** that illustrates performance, benefit, and/or satisfaction related to manufacturer products or services.
- Should be tutorial (e.g., describes expected patient benefit related to a given product or feature and/or, topics of current interest that provide attendees with information that can be used clinically).
- Product names may appear in the abstract and presentation.
- Should be research based.
- Summary should include an introduction, methods, results, and discussion regarding the results including patient benefit/satisfaction.
- Sessions submitted under the Exhibitor Course category which include training and/or demonstration will not be accepted. These should be submitted under the Industry Update or Quick Solution categories.
- Student Submissions will not be considered (students presenting along with the lead presenter is allowed).

Industry Updates (Product training/demonstration)

Length: 30 Minutes

Limit: Limited to current AAA 2019 exhibiting companies only

Focus: Product training/demonstration

Location: Exhibit hall

CEUs: 0.05

Cost to exhibitor: \$750 per session and an additional \$750 to repeat the session

Guidelines:

- Designed to provide attendees product training and/or demonstrations to include new or updated software, instrumentation or new hearing aid products and/or features, etc.

- Product names may appear in the abstract and presentation.
- Industry updates will be scheduled by the Academy and cannot be concurrent with the Product Theatre sessions.

Quick Solutions (In booth quick product overview)

Length: 15 minutes

Limit: Limited to current AAA 2019 exhibiting companies

Focus: Quick product overviews

Location: In booths on the exhibit hall floor

CEUs: Four different Quick Solutions sessions = 0.1 CEU; a maximum of 0.3 CEUs may be earned via Quick Solutions sessions.

Guidelines:

- Quick Solutions allow attendees to gain knowledge on specific products and their functionality. These quick 15-minute overview sessions will be offered multiple times at participating booths on the show floor.
- Cannot be concurrent with the AAA Theatre sessions.
- Exhibitor must have a minimum booth size of 10 x 20, and the area for Quick Solution presentations should be within the official 10 x 20 confines of that space.
- The space must be set up to create a conducive learning environment.
- Appropriate audio-visual equipment will be required at the expense of the Quick Solution provider. Wireless headsets for the sessions are recommended.

Identifying Your Audience

Session Categories

Select one category below that best fits your primary audience. Attendees will be able to search for sessions based upon categories, allowing them to quickly locate sessions that may be of interest to them. *(Not required for ARC Posters).*

- **Geriatric (G):** Diagnosis, assessment, treatment, and/or issues particular to geriatric populations, including but not limited to aging and cognition, aging and memory, and aging and motor skills.
- **Amplification and Assistive Devices (AAD):** Hearing aids, assistive listening devices, personal amplifiers, t-coils, tele-loops, and/or hearing aid to assistive device coupling.
- **Practice Management (PM):** Operational aspects of all practice settings including but not limited to: staff hiring and supervision, profitability, marketing, implementation of best practices, developing protocols, and coding and billing.
- **Clinical / Preceptor Education (PE):** Precepting, preceptor training, and other topics specific to promoting awareness and recruitment to the profession.
- **Academic Education (AE):** Innovative teaching methods, accreditation, online training and simulations.
- **Electro/physiology (E):** Elicitation and interpretation of auditory-evoked potentials (ECochG, Screening ABR, Diagnostic ABR, VEMP, NRT, MLR, CAEP, MMN, ASSR), OAE, immittance measurements, somatosensory-evoked potentials used in intraoperative monitoring and neuro-imaging.
- **Hearing Loss Prevention (HLP):** National guidelines, development of occupational hearing loss prevention programs, hearing protection, effects of noise exposure, and noise-induced hearing loss.
- **Implantable Hearing Devices (IHD):** Implantable hearing technology, including topics related to cochlear implants, bone-anchored auditory implants (or osseointegrated auditory implants), and implantable middle-ear devices.
- **Tinnitus and Hyperacusis (TH):** Assessment, treatment, and research of tinnitus and hyperacusis, including topics related to LDL, MCL, residual inhibition testing, pitch and loudness matching, minimum masking level, and questionnaires.
- **Neuro-Audiology (NA):** Assessment, treatment, and research of auditory hallucinations, auditory processing disorders, auditory neuropathy spectrum disorders, auditory cognition, and hearing and balance involvement with traumatic brain injury and neurodegenerative diseases.
- **Pediatrics (P):** Diagnosis, assessment, amplification, etc. for newborns to adolescents.
- **Legal, Ethical, and Professional Issues (LEPI):** Ethics, autonomy, legislation, governmental affairs, advocacy, cultural sensitivity, humanitarian audiology, global audiology, and other topics of concern to the profession as a whole.
- **(Re)habilitation and Counseling (C):** Auditory training, communication strategies training, speech reading training, and counseling topics such as informational/educational counseling, personal adjustment counseling, and psychosocial support for all ages.
- **Research (R):** Investigation or experimentation aimed at the discovery and interpretation of research design and methodologies, observations and findings. Offers revision of accepted theories or laws in light of new evidence, or provides practical application of information obtained through research.
- **Vestibular (V):** Assessment, treatment, and research of vestibular disorders, including topics related to ocular VEMP, VOR, VSR, ENG, VNG, and functional balance.

Explanation of Criteria

- **Creativity and Interest:** This criterion applies to the title and abstract. It is the information that will be available to attendees. Does the title capture your imagination? Does the description make you want to attend the session? Does the description match the title in content?
- **Innovation and Importance:** This criterion applies to the content summary, which is more in depth, and will be available to reviewers in the reviewing process. Does the topic address an area of inquiry where there is a need for further research or clinical education? Is the research groundbreaking or cutting edge?
- **Relevance:** For research submissions, we are looking for sessions with solid study design, good methodology and easily recognized conclusions. Clinical-based submissions should demonstrate the benefit in day-to-day operations and have practical applications. For submissions which are non-clinically focused, skills should be identified which assist: 1) facilities to evolve and grow 2) office managers to become more effective 3) doctors to be more efficient or 4) researchers to become better able to share information in a non-scientific setting.
- **Substance and Concrete Takeaways:** Does the program offer concrete takeaways for the learner? Are there practical tips or techniques that an attendee can apply on their return to the workplace?
- **Engagement:** Will the method of the presentation be interesting and engaging? The Academy is interested in a variety of delivery methods, going beyond a single speaker lecture or panel discussion. **This criterion does not apply to any Poster Submission.*

A/V Provisions for Accepted Sessions

Most educational sessions will receive the following A/V set-up:

- PC laptop computer for PowerPoint presentations.
- LCD projector and screen
- 1 lectern microphone and 1 wired lavalier microphone
- Electronic pointer
- ALD transmitter
- Presenters must not plan to access web-based video or streaming for presentations.