

Oral Proposal Submission Checklist of Required Tasks

Use this checklist as a guide to ensure you are including all required elements for a successful proposal submission. Once logged into the submission portal you will see a list of Tasks required before your proposal can be submitted.

1. **Task 1 Speakers** (List speakers in the order they should appear in the session summary)
 - Proposal submitter will be able to invite speakers to complete their profile and required forms in the portal. Once the submitter adds a speaker's name and email address, they can hit a button to invite that speaker to the portal to complete required forms.

2. **Task 2 Proposal Details**
 - a. **Session Title – Max 12 words/200 characters***
 - A submission must have a short, specific title that indicates the nature of the proposal. Title should be enticing and contain no abbreviations.
 - b. **Category** (Select a category that best fits your proposal)
 - Advocacy/Health Policy
 - Behavioral Health
 - Clinical Medicine
 - Diversity, Equity & Inclusion
 - Ethics
 - Innovation in PALTC
 - Interdisciplinary Team (IDT)
 - Leadership & Professional Development
 - Medical Direction
 - Payment/Reimbursement
 - Practice Management
 - Research
 - c. **Education Need – max 700 characters***
 - The educational need(s) should describe the issue in practice and what learners need to know or how to address the issue. Specifically, education needs address (knowledge, competence, or performance) that underlie the profession practice gaps of learners.
 - d. **Session Summary – max 800 characters***
 - Brief overview of the session to clearly convey the goal and what you plan to accomplish. This summary will be used in promotional materials.

*character count includes spaces and punctuation

e. Bibliography/References to Support Evidence-Based Education

Sample Formats:

Author(s). Published work (Edition). (Year). Publisher location: Publisher Author(s). (Date published if available; n.d.—no date—if not). Title of article. Title of web site. Retrieved date. From URL

f. Speaker Discipline/Role

- Indicate each speaker's discipline and their role in the presentation. If the speaker's role is presenting, please include what specifically they will discuss during the presentation. [The Society conducts a blind review so please do not include speaker names, organizations or any other information that would identify a speaker or institution/facility.](#)
- List speakers as follows – **No names should be used:**
 1. Speaker 1 – Physician – Moderator
 2. Speaker 2 – Pharmacist – Panel Member, Presenter - Will present on...
 3. Speaker 3 – Nurse Practitioner – Panel Member
 4. Speaker 4 – Nursing Home Administrator – Panel Member

3. Task 3 Keywords

- Select up to 3 keywords that best describe the overall topic of your proposal

4. Task 4 Learning Objectives – 80 words max for each (3 required, 4th optional)

- Objectives should describe outcome of this session to address a change in knowledge (knowing how to change), competence (the ability to implement change) or performance (incorporating skills, abilities and strategies to implement change). These objectives will be utilized by attendees to evaluate the effectiveness of the session.

5. Task 5 Presentation Details

- **Learning Level**
 - [Introductory](#) – focuses heavily on terminology and introducing individuals to concepts. Attendees are most likely new to the PALTC setting.
 - [General Audience](#) – May briefly touch on terminology but spends most of the session discussing the subject material directly. Attendees have likely worked in the PALTC setting for a period of time and are looking for a deeper level of knowledge.
 - [Advanced](#) – Assumes that attendees have an intimate knowledge of definitions and concept, and delves into best practices, innovative new practices and complex health issues that affect the PALTC setting.
- **Presentation Format** – Session – 60 or 90-minute; Workshop – 3 ½ hours; On-Demand – 30 or 60-minute
- **Teaching Methods** – Should explain types of teaching methods to be used which can include (but not limited to) Lecture and Q&A; Panel Discussions; Case Studies; Small Group Work; Role Play, etc.
 - [Workshops require hands-on activities and must be described in detail here for proposal acceptance.](#)

- **Target Audience** – select all that apply
- **Practice Setting** – select all that apply
- **AV needs and Room Set-up Request** (requests considered, but not guaranteed)
- **Audience Engagement Tools** – Select all tools you plan to use.
 - Workshops are required to have hands-on elements and activities
- **Nursing Pharmacology Hours** – yes/no
 - Includes any presentations that are drug related, when to use certain drugs, etc.
- **Session Chair**
 - The speaker designated as Session Chair will be the main contact for the session. The Chair will be responsible for submitting one final slide deck to include slides from all speakers as well as one handout PDF file and any other information or materials required by the program planning committee.
- **Moderator Needs** – Sessions with multiple speakers should name a moderator, or note that you need a moderator assigned.

6. **Task 6 Acknowledgement of Proposal Submission Guidelines** – All speakers must read and sign

7. **Task 7 Financial Relationship Disclosure** – All speakers must read and sign

8. **Task 8 Speaker Compensation Agreement** – All speakers must read and sign

9. **Task 9 Speaker Experience**

- a. List all past speaking experience for all proposed speakers to include AMDA speaking engagements

10. **Task 10 Recording and Presentation Release** – All speakers must read and sign