



## Submission Guidelines

The 2025 Association for Professionals in Infection Control & Epidemiology (APIC) Annual Conference Committee (ACC) invites you to submit a presentation proposal for the **2025 Annual Conference & Expo, taking place June 16-18, in Phoenix, Arizona**. This premier event features an exceptional blend of interactive educational workshops and presentations designed to highlight innovative ideas and evidence-based practices in infection prevention, epidemiology, and leadership development. By submitting a proposal, you have the opportunity to educate your peers, share expertise and contribute to the advancement of the field.

APIC is committed to promoting diversity, equity, and inclusion in all aspects of the conference. We encourage proposals from individuals of diverse backgrounds and perspectives. Submissions that address DEI issues in infection prevention and epidemiology are particularly welcomed. Please include a brief statement on how your presentation will contribute to advancing DEI within the field.

### How to Submit

Refer to the [2025 Call for Speakers Submission Site](#) to complete the speaker proposal application. Once you begin the submission process, you may return to your saved proposal at any time up until the submission deadline of August 11, 2024. All proposals must be submitted online. Proposals submitted via email will not be accepted.

**Please provide enough details for the conference committee to evaluate the proposal. Describe or outline topics with enough detail for reviewers to fully understand the proposed content and presentation strategies. Failure to do so may result in rejection. A description, “such as will review topic A,” is not adequate.**

A confirmation email will be sent upon completion of the submission.

### Schedule

DATE	ACTIVITY
7/01/2024	Call for Speakers Submission site open
8/11/2024	Submission deadline for proposals- 11:59 pm Eastern Standard Time (EST)
10/21 - 10/25/2024	Acceptance or rejection notification for all submissions
11/15/2024	Speaker acceptance deadline
6/16 – 6/18/2025	Conference dates – Phoenix, AZ

**All submissions must be received no later than 11:59 pm EST August 11, 2024. Incomplete submissions will not be considered for review.**

### Submission Categories

During the application process, you will be asked to indicate which topic/category best describes your presentation. The following list of submission topics are representative of categories in which your proposal may fall. This is not an exhaustive list. Additionally, proposal applications should indicate the relevant practice setting (ambulatory care, long term care, behavioral health, etc.) and specialty patient populations (pediatric, dialysis, etc.) when appropriate.

## **Submission topics and subtopics:**

1. Antimicrobial and Diagnostic Stewardship
  - Multidrug resistant organism infections
  - Antimicrobial stewardship programs and interventions
  - Diagnostic stewardship programs and interventions
2. Disinfection and Sterilization
  - Endoscope reprocessing
  - Equipment and environmental cleaning
  - Sterile Processing
3. Education, Training, and Competencies
  - Effective adult learning
  - IPC, Competency tools and checklists
  - Virtual Reality/Simulation
  - Disease Processes
4. Emergency Preparedness
  - Internal/External Disasters
  - Emerging infectious diseases
  - Outbreak preparation, response, and recovery
5. Environment of Care
  - Water management plans
  - Abatement & flood management
  - Construction and renovation
  - Heating, ventilation, and cooling
6. Implementation Science and Research
  - Translation of evidence-base practices and research into routine practice
  - Behavior modification in implementation and sustainability
7. Information Technology and Surveillance
  - Optimizing electronic medical record
  - Optimizing data management through electronic methods
  - Centralized surveillance
  - AI/Data Transmission
8. Leadership Development and Program Management
  - Business acumen
  - Communication (i.e., improving verbal and written communication)
  - Mentorship
  - Strategic planning & goal development
  - Resource, staffing, DEI planning
9. Occupational Health and Wellness
  - Blood and body fluid exposures
  - Exposure management
  - Health & Wellness/Vaccinations

10. Public Health and Health Policy
  - Public/mandatory reporting
  - State and regional hospital-associated infections (HAI) prevention programs
  - Global Health
  - Community health/health equity
11. Quality Assurance and Performance Improvement
  - Use of Plan-Do-Study-Act (PDSA) or Lean methodology
  - Quality management systems/adverse outcomes
  - Change management
  - AI - using it in the field

### Proposal Types

Proposals are being accepted for the following three formats:

1. **30/30 Education Sessions** - Half-hour sessions with one (1) speaker. These sessions provide an engaging and informative overview of key topics in infection prevention and control. The 30/30 sessions are comprised of two 25-minute presentations. After the presentation, the speaker will participate in a 5-minute Q&A session, allowing attendees to ask questions and gain deeper insights into the topic.
2. **Concurrent Education Session - 60 minutes** - Hour-long sessions with a maximum of two (2) speakers. These sessions provide Infection Preventionists (IPs) at every stage of their career with the tools, resources, discussion, and ideas that are essential to successful infection prevention and control. Speakers will deliver a 50-minute presentation followed by a 10 -minute Q&A segment, allowing attendees to ask questions, engage in discussion, and gain further clarification on the topic.
3. **Interactive Workshops** - Workshops are presented by one to three speakers for 90 mins. The speakers will lead a 75-minute presentation. The session will include ongoing opportunities for engagement throughout the workshop, culminating in a dedicated 15-minute Q&A period at the end to address any additional questions and ensure a comprehensive understanding of the information covered during the session. These workshops provide an in-depth, hands-on learning experience to help develop skills and competency in infection prevention and control. Examples of workshops include, but are not limited to, skills stations, group activities, and case studies. *(Only two speakers are eligible for travel stipends, the primary and secondary speaker).*

***\*The committee reserves the right to develop sessions using a combination of proposals and/or invited speakers.***

### Proposal Requirements

1. **Title** - Clear and concise title reflecting the content of the presentation.
2. **Description** – A summary (250-300 words) of the proposed presentation.
3. **Learning Objectives** - Clearly defined learning objectives (3-5) that attendees will achieve by participating in the session.
4. **Presenter Information** – Name(s), titles, and contact details for all presenters. Include a brief bio (100-150 words for each presenter).

## Selection Criteria

The following criteria will be used by the peer review committee to select presentations:

- Topic (originality and importance of issue)
- Description of information to be presented and learning objectives (quality of writing, clarity, logic, and organization)
- Clearly identified tools and resources to advance professional knowledge and skills

## APIC Submission Checklist

**You must follow the submission rules, or your proposal will be rejected.**

- **All acronyms and/or abbreviations must be spelled out or defined at first use, even those considered common by the submitters** (e.g., ICU, MRSA, CLABSI, SSI, CDC, etc.). Acronyms used in the title are acceptable if they are spelled out or defined upon first use in the proposal description.
- Proofread the proposal for typographical and grammatical errors.
- The proposal must be written in complete sentences. No bulleted lists, tables, or figures.
- Proposal has only been submitted in one subject category. Do not submit multiple proposals on overlapping facets of the same project unless each proposal has important, novel information and stands on its own. Repetitive proposals will be rejected.
- Proposals do not include any identifiable information (author, facility, etc.) except public health agencies may identify the region, state, or city. Any proposal containing identifiable information will be rejected as APIC requires a blinded review.
- Proposals do not contain any brand names, commercial influence, or promotional material.

## Top 5 Reasons Proposals are Rejected

1. Acronyms not spelled out or not defined at first use
2. Facility or submitter identified
3. Poor grammar/typographical errors
4. Proposal has previously been submitted at another meeting other than a local or regional meeting/conference
5. Commercial influence/use of brand name(s)

## Questions

For assistance with questions regarding your proposal, please email [annual@apic.org](mailto:annual@apic.org)

For technical support with online submissions, call 410-638-9239. Customer service is available Monday-Friday from 9 a.m. to 6 p.m. EST.