Meeting of the Annual Conference Program Committee  
September 16, 2015—8:30-9:00 am Eastern  
Boston, Massachusetts – Bost Park Plaza

Draft Agenda

1. Introduction and welcome

2. Approval of agenda

3. Review of committee charter (from the bylaws) – standing agenda item for information:
   Section 2. The Annual Conference Program Committee shall be organized into subcommittees as determined by the President. The functions of the committee are to:
   (a) develop and present the program of the annual conference;
   (b) perform such other functions relating to the structure, goals and purposes of conferences as may be assigned by the Board of Directors;
   (c) develop and present program-related projects as assigned by the Board of Directors; and
   (d) seek out and consider program suggestions from committees and subcommittees, special interest groups, working groups and other CLEAR constituencies.

4. Review of CLEAR 2013-15 organizational plan - standing agenda item for information (page 8)

5. 2015 Conference Report
   a. attendance
   b. exhibitor/sponsorship
   c. groups meeting in conjunction with CLEAR
   d. new networking initiatives
   e. keynote selection/confirmation

6. 2015 Conference Planning
   a. Timeline
   b. call for proposals (page 14)

7. Statement of Direction Task One: Continue to identify and promote sessions which include research data.

8. Statement of Direction Task Two: Consider whether other session content (in addition to research) needs to be actively promoted.
   a. Should a specific research track be added to the 2016 Annual Conference Agenda?

9. Statement of Direction Task Three: Consider the development of session/workshop content around new publications and/or reports. Encourage the invitation of report authors to speak about their work at CLEAR

10. Other Business

11. Report to the Board of Directors
   a. Task One
   b. Task Two
c. Task Three

d. Other Items for Board Attention
   i. Request for Board Action
   ii. Request for Board Direction

e. Other Business

12. Adjournment
Meeting of the Annual Conference Program Committee
Francis Marion Hotel
Charleston, SC
Friday, Jan. 9 2015
9:00 – 9:45 a.m.

Draft Minutes

Those participating were:

Subcommittee Chairs
Ida Darragh, North American Registry of Midwives
Chuck Friedman, Professional Examination Service

And Vice Chairs:
Nancy Godby, West Virginia Medical Imaging and Radiation Therapy Technology Board of Examiners
Steve Hart, Kentucky Board of Pharmacy
Lori Long, Royal College of Dental Surgeons of Ontario
Bruce Matthews, Real Estate Council of Ontario
Jan Robinson, College of Veterinarians of Ontario

Members:
Claude Balthazard, Human Resources Professionals Association
Jonathan Bracken, UK Health and Care Professions Council
Danny Breidenbach, Applied Measurement Professionals
Chris Buck, Ontario College of Teachers
John Bull, Maryland Board of Physical Therapy
Sara Cowling, Prometric
Darrel Crimmings, Pennsylvania Department of State, Bureau of Enforcement Investigation
Tadas Dabsys, PSI Licensure: Certification
Susan Davis-Becker, Alpine Testing
Moody Farag, Professional Engineers Ontario
Paula Garshowitz, College of Optometrists of Ontario
Mary Lou Gignac, College of Dietitians of Ontario
Sandra Greenberg, Professional Examination Service
Ginny Hanrahan, CORU, Ireland
Robin Jenkins, DC Education Licensure Commission
Eric Jordan, Maryland Board of Physical Therapy
Donna Kline, Institute of Chartered Accountants of Alberta
Stacy Lawson, Prometric
Tracey Legary, College of Registered Nurses of Manitoba
Gayle MacAfee, Delaware Division of Professional Regulation
Alison MacDonald, Saskatchewan Association of Social Workers
Peter Mackey, CFA Institute
Jacinta MacKinnon, College of Registered Nurses of British Columbia
Ann Mann, College of Licensed Practical Nurses of Nova Scotia
Leanne Matthes, College of Registered Nurses of Manitoba
Micah Matthews, Washington State Medical Commission
Melissa McDonald, North Carolina Board of Nursing
Introductions and Welcome
Entry to Practice Subcommittee Chair Bruce Matthews called the meeting to order at 9:01am EST and shared the regrets of Program Committee Chair, Deanna Williams, and Vice Chair, Claudia Newman. The committee thanked Mr. Matthews for stepping in as acting Chair for the meeting. Committee members introduced themselves, sharing the name of the subcommittee on which they are working.

Approval of Agenda
The committee reviewed the meeting agenda as proposed, no changes were made.

Approval of Draft Minutes from the September 10, 2014 Meeting
Steve Hart made a motion to approve the minutes from the September 10, 2014 program committee meeting, as presented. Charlie Morrison seconded the motion. The motion carried.

Review of Committee Charter and 2013-2015 Strategic Plan
Acting Chair Matthews highlighted the goals in the strategic plan which are most applicable and essential to the work of this committee.

2015 Annual Educational Conference Planning
Bruce Matthews called the committee’s attention to the conference theme, Promoting Regulatory Excellence and also to the specific roles of the committee chairs, coordinators and moderators.

Matthews presented information regarding improvements to the 2015 Conference planning timeline, including formalizing the inclusion of an additional promotional brochure, starting outreach to potential keynote speakers earlier in the year and the addition of speaker and moderator webinars to assist in conference preparation.

CLEAR staff reviewed the changes to the 2015 Annual Educational Conference matrix, based on the goals of program committee leadership. The changes provide for more peer-to-peer education and networking time, in addition to the educational sessions.

Proposal Review Policies
The proposal review policies listed on the agenda were noted, with attention given particularly to the recusal requirements and the instruction that coordinators are not to be substituted. Bruce Matthews reminded Track Chairs to consider a balance of jurisdictions, professions and regulatory models throughout the entire track, rather than each individual session.

CLEAR staff called to the committee’s attention the three overall goals for the 2015 Annual Educational Conference: (1) to have engaging education sessions, (2) to feature innovations and new perspectives/presenters, and (3) to provide for both structured and unstructured networking opportunities. These priorities serve to guide all planning process for the 2015 conference and should be kept in mind throughout session selection.

Review of 2014-2015 Statements of Direction
Continue to identify and promote sessions which include research data. Consider how the evidence-based component of such sessions can be emphasized without “pigeon-holing” the sessions. Jan Robinson inquired about the standard that should be considered for research and the committee discussed the need to be aware of those sessions that include research data, but not to make any official decisions based on research components alone.

Provide feedback and evaluation of the new networking and engagement events and strategies employed at the 2014 annual educational conference. CLEAR staff reported on the initiatives already underway, based on participant feedback from 2014.

Develop session/workshop content around new publications and/or reports, calling upon subcommittee members to identify research in their areas. Encourage the invitation of report authors, particularly those included in the CLEAR Exchange, to speak about their work at CLEAR. Bruce Matthews asked all subcommittee members to keep these documents and reports in mind when making session selections and to share that information with CLEAR staff for follow up.

Identify two to three sessions for which a webinar could be offered over the summer leading up to the conference, either for the purpose of providing introductory background material in advance so that the
Conference session can go into more depth or inviting attendee feedback and questions that can help shape the content of the session around what attendees want to hear. CLEAR staff reminded the committee that the 2015 session proposal form included an option for submitters to indicate an interest in presenting an advance webinar. The subcommittees were encouraged to look at their approved sessions and to make suggestions regarding which topics may be best suited for this exercise. The committee asked for clarification on the purpose of these webinars, which is to provide some basic or introductory information in advance of the conference so the on-site presentation can be more in-depth.

Identify five key trends/hot topics, and associated sub-themes, in occupational regulation for use by CLEAR’s committees and the Board of Directors in planning conferences, webinars, publications and other offerings. The Chairs and Track Chairs will compile this list based on trends in proposals for the 2015 Annual Educational Conference program.

Other Business
Acting Chair Bruce Matthews reported that the re-convening of the committee at 1:00pm to share trends and themes is only required for Subcommittee Chairs. Others are welcome.

CLEAR staff called committee members’ attention to the 2014 Annual Educational Conference evaluation comments, as included in the Program Committee materials. These comments should help to inform session selection for the coming year.

There being no further business, the meeting adjourned at 9:53am EST.

Respectfully Submitted,
Molly C. Marsh
CLEAR Staff
Actions taken by the Annual Educational Conference Program Committee during its January 9, 2015 meeting:

1. Approved minutes from the September 10, 2014 Program committee meeting.
2. Reviewed new additions to the 2015 conference planning timeline and program agenda.
3. Discussed the emphasis on research, reports and empirical data in session proposals.

Tasks resulting from the January 9, 2015 meeting of the Program committee:

1. Finalize the 2015 Annual Educational Conference program.
2. Proceed with planning for the 2015 Annual Educational Conference per the revised timeline.
### About CLEAR
CLEAR promotes regulatory excellence through conferences, educational programs, webinars, seminars and symposia. The organization provides networking opportunities, publications and research services for those involved with, or affected by, professional and occupational regulation. As a neutral forum to encourage and provide for the sharing of best practices, CLEAR serves and supports the international regulatory community and its vital contribution to public protection.

### Mission
To advance and promote regulatory excellence.

### Long-term Goal
**To be achieved over the next 10-30 years**
CLEAR is recognized globally as the premier resource for professional and occupational regulation.

### Overview
In preparing the plan, CLEAR considered the following assumptions about the future environment in which it will operate: demographics; social, cultural and consumer trends; legislative and regulatory impacts; economic climates; advances in science and technology; and the nature of the professions. Assumptions will be reviewed on an ongoing basis to ensure they remain both appropriate and accurate.

### Outcome #1
CLEAR uses its leadership role in the regulatory community to advance regulatory excellence in order to better protect and serve the public, consumers, its membership and stakeholders.

### Objectives
- CLEAR's ability to act as a clearinghouse and repository for current and emergent regulatory questions, issues and trends is enhanced.
- CLEAR's ability to act as a clearinghouse and repository for current and emergent professions and occupations is enhanced.
- Critical issues for the regulatory community are identified, which CLEAR will address and provide timely resources to expand its impact.
- Information and offerings are expanded, to include value-branded, tangible products directly linked to CLEAR's priorities and goals.

**2012-13 Priority**

CLEAR's ability to act as a clearinghouse and repository for current and emergent regulatory questions, issues and trends is enhanced.

**2013-14 Priority**

Critical issues for the regulatory community are identified, which CLEAR will address and provide timely resources to expand its impact.

**Priority**

Information and offerings are expanded, to include value-branded, tangible products directly linked to CLEAR's priorities and goals.
<table>
<thead>
<tr>
<th>Outcome #2</th>
<th>CLEAR's professional development activities, resources and offerings enhance the core competencies of the regulatory community.</th>
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| **Objectives** | • The terminology, information, concepts and ideas contained in CLEAR's professional development activities, resources and offerings are portable and applicable across member and new jurisdictions.  
• Professional development offerings are expanded and subject matter is developed to include new content for delivery in and to new markets.  
• Marketing of professional development activities is upgraded, to promote the depth and breadth of activities, services and resources offered. |
| **2012-13 Priority** | Strengthening subject matter |
| **2013-14 Priority** | Marketing of professional development opportunities is upgraded to promote the depth and breadth of activities, services and resources offered. |
| **Priority** | Professional development offerings are expanded and subject matter is developed to include new content for delivery in and to new markets. |
| Outcome #3 | CLEAR's resource and knowledge bank is of increased value to members and other stakeholders. |
| **Objectives** | • Marketing of CLEAR's resource and knowledge bank is upgraded, with use tracked to determine utilization and value.  
• An input process is provided to facilitate content review. Gaps are identified and filled, as part of a process of continuous improvement.  
• The successful use of CLEAR's resource and knowledge bank is identified and leveraged, as part of broader marketing efforts. |
| **2012-13 Priority** | Increased awareness and marketing of the resource and knowledge bank |
| **2013-14 Priority** | The successful use of CLEAR's resource and knowledge bank is identified and leveraged as part of broader marketing efforts. |
| **Priority** | An input process is provided to facilitate content review. Gaps are identified and filled, as part of a process of continuous improvement. |
| Outcome #4 | CLEAR is recognized as the authoritative source by those pursuing regulatory excellence. |
| **Objectives** | • CLEAR’s current marketing strategy is enhanced, to highlight the brand, core purpose, mission and breadth of resources and opportunities it provides.  
• Product offerings are enhanced to include the further development of resources for use by the international regulatory community.  
• Regulatory administrators and stakeholders drive the development of new resources, products and services, ensuring value and applicability. |
| **2012-13 Priority** | CLEAR's current marketing strategy is enhanced, to highlight the brand (or core purpose, mission) and breadth of resources and opportunities it provides. |
| **2013-14 Priority** | Regulatory administrators and stakeholders drive the development of new resources, |
products and services, ensuring value and applicability.

2014-15 Priority

Product offerings are enhanced to include the further development of resources for use by the international regulatory community.
# Outcome #5

CLEAR enhances the frequency and continuity of membership engagement.

## Objectives

- The frequency of outreach and communication is increased, as are the variety of channels employed.
- Additional regional events are offered.
- Additional virtual events, utilizing web technology, are provided, together with more opportunities to participate as a member of a virtual community.
- Additional task-oriented projects are identified to support and enhance member engagement.

## 2012-13 Priority

Additional regional events

## 2013-14 Priority

The frequency and outreach of communication is increased, as are the variety of channels employed.

Additional task-oriented projects are identified to support and enhance member engagement.
Outcome #6

There are sufficient financial resources to enable growth-related investment.

Objectives

- The formal reserve policy is reviewed and revised on an ongoing basis.
- Resources are invested back into business products and services for the benefit of CLEAR's members and stakeholders.
- CLEAR Association Management Services (CAMS) expands, both in terms of its client base and revenue generated.
- Revenue streams across the organization are strengthened, with each to make a meaningful contribution to the organization's bottom line.

2012-13 Priority

Resources are invested back into business products and services for the benefit of CLEAR's members and stakeholders.

2013-14 Priority

Revenue streams from across the organization are strengthened, with each to make a meaningful contribution to the organization's bottom line.

2014-15 Priority

CLEAR Association Management Services (CAMS) expands, both in terms of its client base and revenue generated.
2015 Session Submission Guidelines

About CLEAR’s Annual Educational Conference
CLEAR’s Annual Educational Conference is structured to provide an open forum for balanced discussion with varied perspectives to illuminate issues in regulation. This will expand our collective understanding of issues and inspire CLEAR members and conference attendees to more creative solutions in our regulatory environments. The 2015 Program Committee invites proposals for conference sessions supporting the theme “Promoting Regulatory Excellence.” The Program Committee will make final determinations as to which track your proposal fits.

Programming Track Mission Statements
Details about each of the program tracks can be found online. The purpose of the conference is to help regulators carry out their responsibilities and develop new ideas. Exhibitor and sponsor opportunities exist for those with services, programs or products to assist in this effort, but these services or products are not acceptable topics for sessions. Presentations must not have a commercial message for a particular organization or company or be perceived as a sales pitch.

Session Formats
CLEAR conference sessions fit into the following formats:

- two-hour pre-conference workshop,
- one-hour discussion group session or
- one- to 1 1/2-hour breakout session.

We expect to select two pre-conference workshops, three discussion group sessions and 32 breakout sessions (eight in each programming track). The two-hour pre-conference workshops offer a chance to delve deeper into a particular topic and often involve a panel of speakers and more audience interaction through hands-on exercises or group activities. Often, several proposals dealing with the same topic can be combined by the committee into a pre-conference workshop in order to present multiple perspectives on a topic, but proposal submitters also have the option to designate their own proposal as a pre-conference workshop. The pre-conference workshops and the discussion groups generally include interaction and facilitated discussion and are in roundtable seating. Breakout sessions can be in roundtable seating for a discussion format or theater-style seating for a presentation format. Please be sure to specify your preferred format on the submission form.

Interactive sessions with opportunities for facilitated discussion, as well as sessions with a case-based approach, are preferred. Preference will be given to sessions that include proven and well-regarded speakers and sessions that focus on outcomes and learnings rather than a narrative approach. Sessions should include international content and multiple perspectives on issues. A balanced view of issues and a diversity of perspectives, spanning both health and non-health professions, should be presented. Joint submissions that span the interests of multiple programming tracks are also encouraged.

CLEAR has an audience response system, i>Clicker, that is available for use during conference sessions to enhance the engagement and interaction with attendees. The platform is very simple, providing an opportunity for presenters to insert questions or polls into their PowerPoint
presentations and get attendee feedback in real time. Questions can be in a multiple-choice, true-false or yes-no format. More information about the i>Clicker system is available at [www.clearhq.org/resources/iclicker.pdf](http://www.clearhq.org/resources/iclicker.pdf). CLEAR can accommodate up to three sessions per timeslot for the use of i>Clickers. If you are interested in using this audience response system in your session, please check that box on the form.

Proposals dealing with any topics relevant to the four programming tracks are certainly welcome, but the following list includes some of the current trends and themes in professional and occupational regulation and topics requested by CLEAR constituents.

- educating/working with state legislatures
- credentialing opportunities for transitioning service members and veterans
- efficient work processes
- strategic and organizational planning
- risk management
- regulator’s role to maintain member’s competence
- regulation-related technologies
- utilizing social media for investigations
- economic pressures driving regulation
- scope of practice conflicts between professions
- the move toward multi-profession regulation
- economic impact of regulation
- how do regulators promote good working relationships with licensees
- alternate dispute resolution
- setting fees and making sure they’re defensible
- Assessment of “soft skills” in professionals (non-cognitive assessment)
- anti-trust laws and implications for regulators
- telemedicine
- incorporating competencies into existing credentialing processes
- defining your organization’s message and communicating it effectively
- differing approaches to continuing competence/maintenance of competency
- regulation of new professions
- licensing of internationally trained individuals
- regulatory effectiveness and efficiency audits
- mental health / substance abuse regulatory compliance
- human resources, employee training
- guidance in website design and best practices for consumer and licensee pages
- access to care and underserved geographic areas
- media scrutiny and reacting to a crisis; how to develop a good media policy
- safety and security for agency staff and board members, de-escalation techniques
- court room procedures and testifying
- educating the soon-to-be-regulated; transition from school to work
- negative registers
- prescription monitoring programs
- health of the licensee

A list of responsibilities for the [session coordinator](#) and [moderator](#) and a [conference planning matrix](#) (session schedule grid) are online. Please review these documents before submitting a session proposal.

**Required Information for Proposals**

- Session title, abstract, full description and learning objectives
- Name and contact details of submitter
- Name and contact details of proposed coordinator, moderator and speakers
- Brief summary of speakers’ past speaking experience
- Recommended session length and format

The abstract should be 75–100 words. The abstract and the learning objectives will be printed in the conference brochure and on-site program. The full session description should be a 250–500-word description of your proposed session. Please describe the major themes, challenges, trends, lessons learned, successes and failures, and application possibilities for other regulatory bodies that
will be addressed in the session. Please be as complete as possible to allow the review committee to fully understand the scope and goals of your session. **Proposals should reach CLEAR’s office by December 5, 2015 to ensure consideration.**

**Proposal Review Process**

Any updates or changes to a proposal must be emailed to kmckown@clearhq.org by December 5 to be included in the committee’s review. The review process begins immediately after the December 5 deadline. Please submit by December 5 to guarantee that your proposal is included in this review. During early January, the committee will recommend sessions for the conference program. Please be advised that the Program Committee reserves the right to accept your proposal in full as an individual session or combined with other proposals as a collaborative session in the interest of providing a balanced program. Changes may be made to session titles and descriptions in order to fit better with the overall program and theme. Your willingness to work with individuals proposing similar or related topics is appreciated. Please be advised that acceptance of a proposal does not necessarily indicate acceptance of all of the recommended speakers.

A member of the Program Committee may contact you for additional information; however, this does not indicate improved chances of acceptance. Your proposal will be evaluated based on the following evaluation guidelines and criteria.

- The subject matter is relevant to the CLEAR conference theme.
- The topic is new, interesting, or reflects a popular topic from past conferences.
- The proposal includes clearly stated learning objectives.
- The session description is comprehensive, yet concise.
- The speaker(s) is/are experienced and well-rated.
- The speaker(s) is/are from CLEAR member organizations.
- The session reflects international elements.
- The subject matter is applicable across multiple professions.
- The session includes audience participation or Q&A.
- The proposal is comprehensive (includes coordinator, moderator & speakers).

Submitters will be notified in late-January regarding the status of their proposals.

**Confirmation of Receipt of Proposal**

Please include the submitter or contact person’s email address on your submission form. You will receive an email confirmation indicating that your proposal has been received. If you do not receive confirmation, please call 859-654-0144.