CLEAR Annual Educational Conference
Session Proposal FAQs

PROPOSAL PROCESS

Q: What should be included in the session description?
A: The full session proposal should be limited to 500 words describing the major themes, challenges, lessons learned, and applicability for other regulatory bodies. Describe the intended audience including the international elements and professions to be represented. Be as complete as possibly to allow the review committee to fully understand the scope and goals of the session.

Q: What is the difference between a learning outcome and objective? How do I write a good learning objective for the session?
A: A learning outcome describes the overall educational purpose or goal from an attendee’s participation in the session. A learning objective is a statement that describes what attendees should know and/or be able to do after attending the session. Objectives should be measurable.

Q: Can I submit my proposal for more than one track?
A: Proposals may only be submitted for one track. CLEAR staff and the Program Committee members reserve the right to change a proposal’s track if it is better suited for a different track.

Q: What happens if I do not have all the required information to complete my proposal?
A: The Program Committee strongly recommends that you submit the proposal only when you have all required information. However, you will have the opportunity to change or edit your proposal until the submission deadline. Please note: Failure to provide all required information by the deadline may result in the committee choosing to not review the proposal or to select another proposal in its place.

Q: Do I have to submit my presentation proposal online?
A: Yes, the online submission of a proposal is required. Should you encounter any issues with the form, please notify Glenn Blind – gblind@clearhq.org
Q: Do I have to have an email address to submit online?
A: Yes, all communications will be sent via email. Please use an email address you check regularly.

Q: How will I know if my proposal was submitted successfully?
A: Once you have finalized your submission, an email confirmation will be sent to the email address provided. Before you submit your proposal, please make sure you have provided all required information and click the “Submit” box. If you do not receive confirmation, please call Glenn Blind – gblind@clearhq.org

Please note: Given the uncertainty about when international in-person conferences will fully resume, it may be necessary for sessions to be delivered remotely. Thank you for your flexibility and understanding.

REVIEW PROCESS

Q: What are the review criteria for proposals?
A: Proposals will be evaluated based on the following guidelines and criteria:
➢ Relevant to the CLEAR mission
➢ Innovative, researched-based, applicable to daily practice across multiple professions and jurisdictions; provides broad impact and new knowledge; includes international perspectives. Special consideration may be given to topics that address hot or crowdsourced topics.
➢ Provides clear learning objectives with opportunities for audience participation
➢ Description is well-developed and comprehensive with a succinctly articulated abstract.
➢ Identified speaker(s) is/are experienced and highly rated

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, as well as those that include international content and multiple jurisdictional perspectives on the presented topic. 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.
Q: How is the review process conducted?
A: The review process begins immediately after the submission deadline. During the Annual Mid-Year Business Meeting, subcommittees will recommend sessions to the Conference Program Committee for final approval. The Program Committee reserves the right to move a proposal to a different track and to accept proposals either as an individual session or as part of a combination of proposals to create a balanced program. Changes may be made to session titles and descriptions to align sessions with an overall program and theme. Willingness to collaborate with individuals proposing similar or related topics is appreciated. The acceptance of a proposal does not necessarily indicate acceptance of recommended speakers.

Q: When will I know if my proposal has been accepted?
A: Notification will be no later than March 15, 2021.

Q: If my proposal is accepted, will I receive any compensation for presenting at the CLEAR Annual Educational Conference?
A: No. CLEAR does not provide compensation for speakers to present nor does CLEAR reimburse members for travel expenses. Non-members are eligible to submit a speaker funding request to the Program Committee. Funding requests will be determined by the Program Committee in Spring 2021. No request is guaranteed to be funded.