



## CLEAR Annual Educational Conference Session Proposal FAQs

CLEAR conducts a Call for Proposals each year for the Annual Educational Conference program. All completed proposals will be peer reviewed by members of the CLEAR Annual Conference Program subcommittees and the CLEAR Annual Educational Conference 2022 program will be announced in Spring 2022.

### **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 possible 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 Virginia Shapland – [vshapland@clearhq.org](mailto:vshapland@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 contact Virginia Shapland – [vshapland@clearhq.org](mailto:vshapland@clearhq.org)

**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 February 25, 2022.



**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.

### **SPEAKING AT THE 2022 CLEAR ANNUAL EDUCATIONAL CONFERENCE**

**Q: When do presentations take place?**

A: Conference sessions are scheduled every day, Thursday - Saturday (September 14 - 17, 2022). Sessions begin as early as 8:00 a.m. and end as late as 5:00 p.m.

**Q: Can I request, if selected, the session be placed on a specific day?**

A: While a request can be submitted and every effort will be made to accommodate, a requested day/time cannot be guaranteed.

**Q: If accepted, how much time will I be given to present?**

A: Session coordinators should select which session lengths for which they'd like the proposal to be considered. The Program Committee will make the final decision on session lengths for each selected proposal.

**Q: May I promote products or services during my presentation?**

A: No, while exhibitor and sponsor opportunities exist for those with services, programs or products, promotion of products or services are not acceptable proposal topics. It is recommended that all vendor proposals include a regulatory body in the session.

**Q: How are conference rooms set up?**

A: Unless specifically requested in the proposal form, all session rooms will be set up theater-style to maximize seating. Requests for other types of seating will be reviewed based upon a demonstrated need of the session for such seating. All rooms will include a podium and a head table for presenters. Additionally, the following A/V equipment will be set in each room:

- (1) computer at the podium
- (1) podium microphone
- (1) presentation clicker (slide advancer)
- (1) screen
- (1) LCD projector

Additional A/V equipment may be provided based upon session need.

CLEAR employs audience polling through the conference mobile app. If you are interested in using audience response in your session, please check that box on the proposal form.



**Q: I have never presented at the CLEAR Annual Educational Conference before. What is expected of me?**

A: CLEAR welcomes first-time presenters. CLEAR stakeholders invest a considerable amount of time and expense to attend the conference. For these reasons, CLEAR works hard to ensure that all conference sessions realize their full potential. Our attendees expect presenters to:

- be prepared
- have significant knowledge and expertise in the subject area
- effectively communicate
- engage the audience
- not engage in commercial presentations of their organization
- explain how lessons learned can be applied to different jurisdictions and professions