

Instructions for Completing an Application for Conference Session

Healthy Students . . . Successful Learners

84th Annual School Health Conference of the American School Health Association

October 13 - 16, 2010

Kansas City, Missouri

Presentation Format within this Category

1) **Pre/Post Conference Workshop** (3 - 4 hours): A practice-oriented presentation, emphasizing skill development, conducted in a one-half day session immediately before or after the conference. Participants attending these sessions will pay a special registration fee. Complete the **Application for Conference Session**.

2) **Concurrent Session** (60 minutes): A theoretical or applied presentation with time for group discussion and questions/answer time included. (No Research Papers accepted in this category.) Complete the **Application for Conference Session**.

3) **Commercial Session** (60 minute Concurrent or Round Table format): A theoretical or applied presentation that promotes any commercial product, service or venture. The company must be at least a Golden Endowment Sponsor or be a paid exhibitor in the Exhibit Area. Complete the Concurrent Session application form and select Commercial Session. There is a \$100 processing fee for accepted Commercial Sessions and sales may only occur in the exhibit hall, not during the session.

4) **Round Table Discussion** (30 minutes with one repeated presentation in 60 minutes): Informal presentations focusing on group discussion without use of audiovisual equipment. (Research Rounds must submit the Application for Research Presentation. Teaching Ideas Rounds must submit the Request for Teaching Techniques. All others submit the Application for Conference Session.)

5) **Poster Board Presentation** (60 - 90 minutes): A static display promoting informal discussion between presenters and colleagues through charts, graphs, diagrams, photographs and text summaries. Poster Board measures 4' from top to bottom and 8' from left to right. ASHA requires that presenters remain with their respective poster presentation for the entire session. (Research Posters must submit the Application for Research Presentation. Teaching Ideas Posters must submit the Request for Teaching Techniques. All others submit the Application for Conference Session).

Conference Session Application Instructions

- 1) Attach a 2 page resume or CV for each presenter.
- 2) Download and save the Commercial Disclosure Form. Have each person listed as a presenter on the application complete the Commercial Disclosure Form. Please return all CV and Disclosure with your application. Affiliation with a commercial establishment does not preclude making a presentation, but the relationship(s) must be made known in advance.
- 3) Complete the application form in full. You will need to download Adobe Reader if you do not have a version installed on your computer.
<http://get.adobe.com/reader/>
- 4) Save or Print a copy of your application for your records.
- 5) Hit the **Submit by E-mail** button at the bottom of the application. An e-mail message will open and the application will be in the attachment section of the e-mail.

6) Attach all required support materials, including a CV and a Commercial Disclosure Form for each presenter listed on the application. **Failure to disclose any commercial affiliation on this form and during the session jeopardizes ASHA's ability to offer continuing education contact hours and thus is subject to sanctions determined by the Board of Directors.**

7) **Applications must be received on or before February 11, 2010.** Incomplete, late or faxed applications will not be considered.

Additional Information

1) Presentations must conform to the maximum time limit for the type of presentation requested as indicated in the "Presentation Format". Handouts and time for discussion are strongly encouraged but must be within the Presentation Time Frame.

2) Programs promoting any commercial venture must be submitted as a Commercial Session and the product or service must be available in the Exhibit Area. Information about exhibiting opportunities is available at <http://www.ashaweb.org/conferences>. **Promoting a commercial product of service outside of a commercial session opens a presenter to sanctions as determined by the Board of Directors.**

3) Applications are blind peer reviewed. You will receive notification on the review committee's decision by the end of May 2010.

4) **Conference presenters must register for the entire conference or for the day of their presentation. ASHA cannot reimburse any cost associated with travel.**

5) All papers presented at the ASHA annual conference shall be the property of the Association for publication consideration, unless such rights are waived by the ASHA Board of Directors.

Selection Criteria

1) **Content:** science-based, accurate, significant, up-to-date, relevant to an interdisciplinary audience and relevant to the pre-K-12 school population.

2) **Behavioral Objectives:** stated in terms of participant behavior, realistic, measurable, matched with content and appropriate for an interdisciplinary audience. Priority will be given to proposals that indicate a variety of disciplines.

3) **Presenter(s):** educational preparation, experience and qualifications/publications related to the topic.

4) **Process/Method:** actively involves the audience in addition to lecture/discussion.

5) **Relevance:** Proposals that offer solutions to CSH problems, not just the identification of problems. Preference will be given to proposals that describe successful collaborations to address health issues of school-aged children and other youth.

Checklist of a Complete Conference Application

Completed application form

Two-page resume or curriculum vitae for each presenter

Commercial Support Disclosure Statement

Applications must be received no later than February 11, 2010

For additional information or questions, contact: Mary Bamer Ramsier, 330/678-1601 or mbramsier@ashaweb.org.