

# Association of Chiropractic Colleges

29<sup>th</sup> Educational Conference and Research Agenda Conference

March 23-25, 2023

Sheraton Hotel, New Orleans, LA

## Workshop Call for Proposals

due by **Friday, September 30, 2022**

**Conference Theme:** The theme for the **2023** conference is **“Leadership in Education;”** however, submissions need not be theme-related.

**Purpose:** The purpose of ACC-RAC workshops is to develop the skills of its attendees, especially in the areas of research and education. The workshop component of the conference focuses on the development of the research and educational capacity of the chiropractic profession through skill building and interactive workshops.

**Limited Submission:** Due to the volume of workshops and the limited time in the schedule, no more than one proposal may be submitted per person, and presenters can be listed on no more than two workshop proposals.

**Selection Process:** The presenters and topics for these sessions are carefully selected and invited by the planning committee. We receive many proposals and, unfortunately, cannot accept all of them. Workshops may not include any sales pitches, selling of materials, or promotion of proprietary materials. The workshop proposal should be free of commercial bias and comply with the ethics of scholarly activities. All presentations are to be done in a non-commercial and non-self-promotional manner.

Workshop proposals will be reviewed and selected based on their strength in the following areas:

1. **Skill Building** - Workshops must provide attendees new skills and active learning strategies. Workshops should not be lectures. Workshops must dedicate the majority of time (50% or more) to hands-on skill building, active learning, and outcomes. The workshops should provide direct and immediate application of skills and knowledge, thus providing a productive, developmental environment for attendees.
2. **Expertise of the Presenters** (publications and/or research in this area) - In order to teach others skills, it is expected that workshop presenters have substantial expertise and experience in teaching and building the knowledge base for the workshop topic area. This includes experience in teaching others in the topic area, performing research, and publishing in the topic/skill area.
3. **Targeted to a Specific Need** - One goal of ACC-RAC is, “To provide a venue for training, learning, and research development for chiropractic educators and researchers in order to improve the emerging research capacity, knowledge, and productivity of chiropractic.” To be sure the needs of attendees are met, each workshop proposal should address one of the following categories: Research; Education (faculty); Education (administration); and Clinical (private practice).
4. **Collaborative Teams** (teams of presenters from different institutions/organizations) - Collaborative teams provide better quality workshop presentations. Therefore, collaboration is one goal of the conference. Workshop proposals should strive to include collaborative teams involving individuals from more than one college. This encourages cross-college interaction, can help focus on the skill-building content of the workshop instead of a particular institution, promotes sharing wisdom from multiple campuses, and may help improve professional relationships.
5. **Diverse Presenters** - Presenters may only be listed on no more than two workshop proposals. Having diverse workshop presenters allows others the opportunity to be part of a workshop, provides a more interesting set of workshops, prevents burnout from attendees seeing the same presenters, and prevents issues with overlapping scheduling.

**Presenters' Responsibility for Travel, Lodging, Registration, and Other Costs:** By submitting this workshop proposal, presenters and co-presenters are agreeing that each person named in the proposal will be responsible for funding their own travel, lodging, and conference registration. Any costs of the supplies or other items are the responsibility of the presenters. All presenters are required to register for the conference at the time of acceptance. If accepted, you will be asked to supply a more detailed lesson plan, handouts, and a PowerPoint presentation for your workshop.

Note that registration rates and guidelines vary for students, individuals seeking advanced degrees, and VA residents. Please review the registration fee guidelines on the ACC website ( <https://www.chirocolleges.org/acc-rac-registration-instructions-policies>) for specific requirements. For example, to register at the student rate, the presenter must be enrolled in at least 9 credit hours at the time of the conference; proof of student status from the Registrar's office is required.

**Instructions to Submit a Workshop Proposal:** Commitment from all presenters must be made at the time of initial submission. All materials must be submitted at the time of application. To be considered, please submit all the following items:

1. **Workshop Proposal Form**

- Δ Complete the Workshop Proposal Form.
- Δ Title - Must be 10 words or less.
- Δ Abstract- The description/purpose of the workshop should be 2 sentences or less and provide an explanation of what skills the attendee will gain by attending the workshop. This information will be printed in the conference proceedings.
- Δ Presenters - List presenter/contact and all co-presenters with their institutional/professional affiliations. Authors will be printed in the conference proceedings in the order entered.
- Δ Submit the completed Workshop Proposal Form to the submission address.

2. **Supporting Materials**

- Δ Signature Form for the current conference year signed by all presenters. This can be one form or more.
- Δ Current CV's for each presenter. Resumes and biosketches are no longer acceptable for CE consideration.
- Δ Current Doctor of Chiropractic licenses, if applicable, for each presenter. Ensure licenses reflect expiration dates; for some states, this constitutes a "wallet card" (i.e. Iowa) or screen shot from a licensing body (i.e. Canada) as opposed to an initial licensing document or diploma.
- Δ Headshot (professional photograph) for each presenter.

Submit your Workshop Proposal Form and supporting materials to [peerreviewchair@gmail.com](mailto:peerreviewchair@gmail.com) no later than **September 30, 2022**.

Once all items are submitted, the proposal will be evaluated by a blinded peer review committee, and these results will be sent to the ACC-RAC planning committee for review and final decision. If accepted, all presenters must register to attend the conference no later than **December 10, 2022**. Funding should be confirmed in advance of the submission of the workshop proposal. Submission of the proposal is a commitment from the authors of accepted submissions to present at the conference.

If you have questions or concerns about this process, please contact [info@chirocolleges.org](mailto:info@chirocolleges.org).

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## Workshop Proposal Form

due by **September 30, 2022**

Total length of workshop time: **90 minutes**

### WORKSHOP INFORMATION

**Title:** (limited to 10 words or less)

**Abstract:** (2 sentences or less in paragraph form describing the purpose of the workshop)

**Category:** (select all that apply)

- Clinical
- Conference Theme (Wellness)
- Education
- Leadership
- Public Health
- Research
- Technique

**Target Audience:** (select the one most applicable)

- Administration
- Clinicians
- Faculty
- Researchers

**Specific Learning Objectives:** (list skills that attendees would expect to gain from the workshop)

Write each objective using the following criteria:

- Use only one action verb for each objective.
- Use one of the measurable action words (e.g. analyze, assess, compare, define, demonstrate, etc.).
- Write from the learner's perspective: describe what the attendee will be able to do after the workshop.

**By the completion of the workshop, the attendee will be able to:**

1.

**Outcome Measures:** (identify how you will measure if the above objectives were achieved)

**Outline:** (include skill building activities)

1-20 minutes:

21-40 minutes:

41-60 minutes:

61-80 minutes:

81-90 minutes: Questions and Answers **(required)**

**Submission Status:** (select the one most applicable)

This is a **new** submission.

This is a **previously non-accepted** workshop being resubmitted.

## PRESENTER INFORMATION

**Leader/Contact Presenter Name:**

(do not include credentials)

**Affiliation/College/Organization:**

**Email:**

**Telephone:**

**Expertise:** (Using complete sentences, provide a 200 word or less description of the experience and research accomplishments that support the presenter to teach the workshop topic. Include publications and presentations.)

**Co-Presenter Name:**

(do not include credentials)

**Affiliation/College/Organization:**

**Email:**

**Telephone:**

**Expertise:** (Using complete sentences, provide a 200 word or less description of the experience and research accomplishments that support the presenter to teach the workshop topic. Include publications and presentations.)

**Co-Presenter Name:**

(do not include credentials)

**Affiliation/College/Organization:**

**Email:**

**Telephone:**

**Expertise:** (Using complete sentences, provide a 200 word or less description of the experience and research accomplishments that support the presenter to teach the workshop topic. Include publications and presentations.)

<b>Co-Presenter Name:</b> (do not include credentials)	
<b>Affiliation/College/Organization:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Expertise:</b> (Using complete sentences, provide a 200 word or less description of the experience and research accomplishments that support the presenter to teach the workshop topic. Include publications and presentations.)	
<b>Co-Presenter Name:</b> (do not include credentials)	
<b>Affiliation/College/Organization:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Expertise:</b> (Using complete sentences, provide a 200 word or less description of the experience and research accomplishments that support the presenter to teach the workshop topic. Include publications and presentations.)	

**Add additional presenter sections as necessary.**

Keep a copy of this completed form for your records.  
Submit this form by **September 30, 2022** to [info@chirocolleges.org](mailto:info@chirocolleges.org)

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## Workshop Proposal Signature Form

due by **September 30, 2022**

**NOTE:** Due to the volume of submissions and limited time in the schedule, no more than one proposal may be submitted per person, and presenters may be listed on no more than two workshop proposals. Thank you.

**INSTRUCTIONS:** Each presenter must sign and submit this completed form by **September 30, 2022**.

### By signing this form:

1. If accepted, I/we understand that I/we are responsible for all our own costs (e.g. travel, hotel, conference registration, additional materials, etc.). I/we understand that I/we are responsible to secure funding in advance of submitting this proposal and that lack of funding is not an acceptable rationale for withdrawing.
2. I/we understand that presentation of an accepted workshop at the conference is required. Authors of accepted workshops must register, attend, and be present at the scheduled session.
3. Submission of the workshop proposal is a commitment to presenting. I/We understand that withdrawing after acceptance will prevent us from submitting to future ACC-RAC annual conferences.
4. I/We confirm that each of us qualify as an author and presenter of this workshop proposal, am/are responsible for all its content, and give permission for its presentation if accepted to the ACC-RAC conference.
5. I/we will submit required materials (all author CV's, all author Doctor of Chiropractic licenses [where applicable], and all author professional headshots) for continuing education purposes.
6. I/we understand that presentations may not be used to promote any goods, products, or services. All presentations must be done in a non-commercial and non-self-promotional manner.
7. Handouts are the responsibility of the presenters.
8. I/we will comply with the following due dates:
  - a. Materials for all presenters (workshop proposal, all author CV's, all author Doctor of Chiropractic licenses (where applicable), and all author professional headshots) are due no later than **September 30, 2022**.
  - b. All workshop presenters must register for the conference no later than **December 10, 2022**.
  - c. Detailed lesson plans are due no later than **January 21, 2023**.
  - d. PowerPoint file is due no later than **February 11, 2023**.

Workshop Title:			
	Name	Signature	Date
Lead/Contact Presenter:			
Co-Presenter:			
Co-Presenter:			
Co-Presenter:			
Co-Presenter:			
Co-Presenter:			

Add additional presenter sections as necessary.

Keep a copy of this completed form for your records.  
Submit this form by **September 30, 2022** to [info@chirocolleges.org](mailto:info@chirocolleges.org).