



Program Submission Guidelines

Title

The title of the proposed program should be clear and reflect the content of session.

Primary Presenter Contact Information

The primary presenter is responsible for the timely completion of the Call for Programs application and is the main contact person for SCHA and the Program Planning Committee member who will host the session. It is the primary presenter's responsibility to ensure that the information submitted for the program and for all co-presenters is complete and accurate.

Primary and Co-Presenter (s) Information Form

This information is required as part of the Continuing Education (CE) review process and allows the Program Planning Committee to determine how relevant the speaker's experience is to the presentation topic. EACH PRESENTER MUST COMPLETE AN INFORMATION FORM.

All speakers are required to disclose any real or apparent conflict(s) of interest and/or any commercial sponsorship (i.e., payment of expenses or honoraria) for his/her program. In addition, all speakers addressing the off label use of a drug must disclose this information to the audience during the session.

Program Information

Type of Program

Most sessions are lecture format. If you are planning a panel discussion or a small group breakout session, please indicate this so we can ensure appropriate room setup.

Abstract

Provide a short (75 words), descriptive, clear abstract of your presentation which may be used VERBATIM in conference materials. SCHA/ACHA reserves the right to edit if needed.

Topic Relevance

Please describe the program's overall purpose and content. Why is this presentation important to college health professionals? What impact will this information have on the care of college/university patient populations?

Behavioral Objectives and Content

A behavioral objective (1) is brief and (2) states the purpose of the presentation in terms of enabling the attendee to do something that can be measured. Therefore, the objective should begin with a verb, followed by a short description of what specific task an attendee could expect to perform after participating in the session. These behavioral objectives will be reviewed by the Program Planning Committee and will be printed in the Preliminary Program, the Final Program, and the Evaluation Booklet.

Behavioral Objectives

- A 60 minute presentation should contain no more than 2-3 behavioral objectives
- Each behavioral objective should contain only one verb from the list provided below
- Behavioral objectives define the expected outcome for the learner within a classroom environment
- Behavioral objectives must be measurable within the time allotted to the classroom setting

Content

- Content can be described as the information needed to meet each behavioral objectives
- An example of content appears in the sample below

Verbs to Use	Sample
<ul style="list-style-type: none">• Describe• Explain• Identify• Discuss• Compare• Contrast• Recite• Define• Differentiate• List	<p>Title: Sleep Deprivation Behavioral Objective #1: Define sleep deprivation Content -degree of sleep -quantity of sleep -quality of sleep</p> <p>Behavioral Objective #2: List the consequences of sleep deprivation Content -cognitive deficits and changes in mental status -accidents -decreased quality of life</p>

How Behavioral Objectives are Utilized

SCHA works with a number of accrediting organizations to provide continuing education for physicians, nurses, psychologists, and certified education specialists. National professional organizations that grant this accreditation require that each continuing education session be evaluated by those in attendance. All objectives will be printed in an Evaluation Book and distributed to all registrants requesting continuing education credit. Each person who attends your session will be asked to rate your presentation as to the extent to which the behavioral objective(s) were achieved.

Policy and Terms

Session Length

Each session must be 1 hour in length. If a longer time is needed for your program, please contact Shanita Coleman-Dockery at shanita.coleman-dockery@vanderbilt.edu.

Registration and Travel Expenses

All speakers that would like to attend concurrent sessions and receive continuing education credit must register for the conference. All speakers are expected to make their own travel arrangements and to pay for their own expenses.

AV Requirements

All speakers are expected to provide their own laptop computer. All other equipment (LCD projector, overhead projector, microphone, vcr/dvd/tv monitor) will be provided if requested in program packet.

Speaker Handouts

All speakers should provide an electronic copy of their presentation one month before the conference.