

Call for Presentations

Instructions for Submitting Call for Presentations Response

Please complete the following three (3) forms:

- 1.) Call for Presentations form
- 2.) Arkansas Nurses Association Biographical Data form*
- 3.) Provider Directed Activity Education Design form

All three forms must be completed and returned electronically in order for any presentation to be considered.⁺⁺ Please use the forms in this email or visit the Division of Aging and Adult Services website, www.daas.ar.gov/conf2010/arpresent2010.pdf, to access the forms for electronic submission.

How to submit electronically:

1. **Save the Microsoft Word® file under a new name.**

Use the following naming convention:

Save as: arpresent2010-first initial last name with no spaces.doc

(In other words, simply add a hyphen and your first initial and last name to the name of the file you've downloaded.)

For example, if your name were Justin Kase, you would save the file as:
arpresent2010-jkase.doc (using Microsoft Word®).

2. **Fill out the document using the form fields provided. You must click on (that is, select) the form field in order to be able to insert the information in that field.**
3. **Save.**
4. **Email the file as an attachment to: connie.parker@arkansas.gov**

The deadline for submitting the Call for Presentations forms is June 15, 2010.

*The information you provide on the Arkansas Nurses Association Biographical Data Form will be used in the Presenters' Information portion of the conference program.

⁺⁺ Hard-copy submissions are acceptable ONLY with prior approval.
Contact Connie Parker at 501-682-8531.

Instructions for Completing AR NA Data Form and Provider-Directed Activity Design Form

A. PRESENTERS/CONTENT SPECIALISTS:

1. Presenters/content specialists present content in an area in which they have knowledge and expertise.

NOTE: Presenters must have documented qualifications that demonstrate their education and experience in the content area they are presenting. Expertise in subject matter can be evaluated based on education, professional achievements and credentials, work experience, honors, awards, professional publications, etc. The qualifications must address: “How does this person know about the topic, how has expertise been gained?” All presenters do not have to be nurses, but nurses should address nursing care and nursing implications. Do not send complete professional biographies (CV’s).

Applicant must list faculty names, degrees and credentials and use the required format on the attached page (if live presentation) and list faculty person(s) for each topic or content area. Submit completed biographical data for each presenter or content specialist.

2. **Vested Interest:** To ensure that all continuing education activities are free from bias, all presenters must declare vested interests. The presenters’ declarations of vested interests must be shared with the learners.

Applicant must document the vested interest and off-label use of the faculty on the biographical data form or other signed documentation, and how the learner will be informed of this information.

3. Learners will be informed of off-label use of a commercial product/pharmaceutical that is presented in educational activities.

B. OBJECTIVES

Objectives are derived from the overall purpose/goal(s) of the activity. Educational (behavioral) objectives are written statements that describe the learner-oriented outcomes that may be expected as a result of participation in the educational activity. In the case of most continuing education activities these statements describe knowledge, skills, and attitude changes that should occur upon successful completion of the activity. Determination of objectives is a collaborative activity between planners and presenters. Learner-oriented outcomes (behavioral objectives) are expressed in measurable terms, identify observable actions, and specify one action or outcome per objective. The number of objectives should be sufficient to accomplish the intended purpose/goal of the activity.

C. CONTENT

1. Content is related to and consistent with the activity objectives. Each objective has corresponding content.

2. Content is described in the form of a content outline, which is more than a restatement of the objectives. The outline should provide information on the material that will be presented to support the intended outcome and facilitate learner achievement of the objectives.

CONTENT EXAMPLE:

	<u>Objective</u>	<u>Content</u>
Incorrect	1. Analyze six case studies for potential abuse situations	1. Case studies
Correct	1. Analyze six case studies for potential abuse situations	1. Case studies: <ul style="list-style-type: none">• elder abuse• child abuse• adult abuse situations• clues• interventions• legal issues• resources for help

D. TIME FRAME

Time allotted for the activity is consistent with the objectives and appropriate for the content being presented.

E. PRESENTER (FACULTY)

Faculty/presenters must present content in areas in which they have knowledge and experience.

F. TEACHING METHODS/LEARNING STRATEGIES/MATERIALS/RESOURCES

1. Teaching methods/learning strategies are congruent with the objective and content presented, time allotted, and faculty/learner ratio.

NOTE: Instructional methods that support attainment of the educational objectives should be used. The action indicated as the expected outcome determines the teaching strategies to be used. For example, a learning objective that requires the learner to successfully demonstrate a psychomotor skill should include teaching strategies that utilize demonstration and return demonstration. An objective that requires a learner to describe a phenomenon would include teaching strategies such as lecture and discussion. In addition to teaching strategies that support the learning objectives, attention must be given to the fact that principles of adult learning should be evident in the selected strategies. Teaching methods include but are not limited to: lecture, panel discussion, role play, questions and answers, demonstrations, practice, specific audiovisuals, etc. Materials and resources could include handouts, references, etc.

2. Identify the strategies that were considered in providing positive learning experiences, appropriate for adult learners.

NOTE: Applicant must submit information related to the criteria on **Objectives, Content (Topics), Time Frame, Presenter (Faculty), and Methods (Teaching methods, strategies, materials, and resources for each objective)** using the Provider Directed Activity Education form.