

Call for Programs, Posters and TechExpo Proposals for the ADEA Annual Session & Exhibition

Preparing Your Education Session Submission Checklist

Title:

- ✓ Up to 10 words, capitalize words of four letters or more.

Submission Type:

- ✓ Review the "Presentation Formats" page on adea.org before submitting:
 - 60-minute Seminar
 - 60-minute Workshop
 - 60-minute Short Talk
 - 20-minute New Idea Session
 - 45-minute Small Group Discussion

Presenters:

- ✓ Each presenter is listed separately.
- ✓ Each presenter's full name and academic degrees are included.

Abstract (for publication if accepted):

- ✓ Up to 100 words.
- ✓ Focused on what participants will "take away" from the presentation.
- ✓ Written in second person (i.e., "you").
- ✓ No references listed.
- ✓ No abbreviations (acronyms are spelled out).
- ✓ No commercial product names are listed.

Description (for proposal review process, not published):

- ✓ Up to 100 words.
- ✓ Contains the following elements:
 - ✓ Introduction (with time; e.g., 5 minutes).
 - ✓ List of session activities and content (with times for each).
 - ✓ Wrap-up and Q&A (with time).
 - ✓ Times add up to total session time (e.g., 60 minutes).

Internal Review Board (IRB):

- ✓ IRB approval (if presentation involves human subject research).

- ✓ IRB Status.
- ✓ IRB Number (if applicable).

Learning Objectives:

- ✓ Each learning objective starts with a concrete action verb that implies observable results. Examples: Describe, Explain, Apply, Summarize, Identify, etc.
- ✓ Do not use verbs that are difficult to measure objectively. Examples: Understand, Learn, Know, Study, Be aware, etc.

Audience Interaction:

- ✓ Describe how your educational session will engage the audience and solicit participation in no more than 50 words. Adults learn most effectively through engagement and interactivity. All educational programs must include participant interaction activities.

Designations:

- ✓ Section or SIG affiliation.
- ✓ ADEA SoTL or ADEA LIAA Designations.

Keywords:

- ✓ One professional interest keyword.

Spell check run before cutting and pasting into online submission fields.