



## CSM Education Session Proposal Toolkit

This document was designed to provide information for those interested in presenting continuing education for the Academy of Neurologic Physical Therapy (ANPT) at the APTA's Combined Sections Meeting.

### Minimum Requirements for a CSM proposal for the Academy of Neurologic Physical Therapy

Table 1. Minimum Requirements for CSM proposals to the ANPT

SECTION	When you enter the APTA submission portal, you will be asked to enter the "section" you are submitting the proposal to. You can only choose one section and should only choose the most applicable section.
TOPIC	The topic must be related to the interests of the membership of the ANPT.
SPEAKERS	The speaking team should consist of <b>2-4 individuals</b> who represent different perspectives. Each speaker should present <b>a minimum of 20 minutes</b> .
	Speaker bios are required and must demonstrate that <b>ALL speakers</b> have significant speaking experience (state/national/international conferences) and are experts in the content area of the proposed education session.
	SPEAKER LISTING ORDER: The first speaker listed in the portal is considered the "primary" or "lead" speaker. All communication will be sent to the lead speaker and it is the responsibility of the lead speaker to forward this information to the entire speaking team. The speaking team may change the order in the portal at any time. See the APTA for assistance if needed.
	Speaking teams <b>MUST</b> include members of the American Physical Therapy Association. No exceptions will be made.
OBJECTIVES	The submission portal requires between 1 and 4 learning objectives for the proposed session. Refer to <a href="#">Bloom's Taxonomy</a> when composing your learning objectives. Learning objectives should finish the statement, "Upon completion of this session, attendees will be able to..." and should use measurable verbs such as "explain," "describe," "design," "apply," etc. Each learning objective needs to be addressed by the speakers during the presentation.
TARGET AUDIENCE	Specifically state an appropriate targeted level of participants' baseline knowledge (beginner, intermediate, advanced, etc). None of the education sessions for the ANPT should be designed for an entry-level audience.
OUTLINE	Provides a detailed outline of the information that will be included in the presentation and who will be covering each content area. Remember that <b>each speaker must lead the presentation for at least 20 minutes</b> .



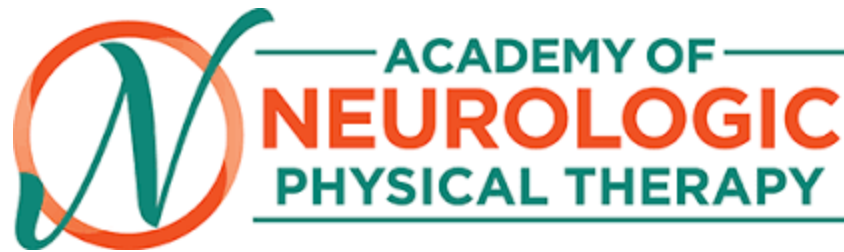
OUTLINE (CONT'D)	<ul style="list-style-type: none"> <li>- Education sessions are <b>90 minutes in length</b>. If your team has content exceeding 90 minutes, your team may submit two 90-minute session proposals, designating that they are part 1 and part 2.</li> <li>- Pre-conference proposals should be for a single day only.</li> </ul>
REFERENCES	<p>References should reflect the principles of evidence-informed practice and include a list of scientific references to support the content to be presented.</p> <p>The ANPT values evidence-informed practice as a combination of best available research, clinical expertise, and patient characteristics, culture, and preferences.</p> <p>The APTA requires a list of 5-7 references no more than 7 years old.</p> <p>References should be provided in full AMA format.</p>
CONFLICT OF INTEREST DISCLOSURE	<p>Specifically disclose any potential financial gain on the part of the presenter(s). Potential presenters should err on the side of caution and disclose any possible perceived conflicts. Feel free to explain why a possibly perceived conflict is not a conflict of interest.</p> <p>Proposals and education sessions should be <b>devoid of any promotional content</b>. Avoid the use of brand names unless absolutely necessary. Speakers are explicitly prohibited from passing out materials, displaying promotional materials on the screen, or directing individuals to exhibits or promotional events. "When in doubt, leave it out."</p>
PROFESSIONALISM	<p>The proposal should be consistent with person first language, as well as the language and content of the <i>Guide to Physical Therapist Practice</i> and the <i>International Classification of Functioning, Disability, and Health</i>.</p> <p>The proposal should display excellent spelling, grammar, and overall clarity. It effectively communicates a comprehensive vision for the presentation, outlining the included content clearly and providing a cohesive framework for the discussion.</p>

## Special Considerations for Pre-Conference Submissions

Pre-conference courses provide unique learning experiences for the members of the ANPT because they have more freedom in layout. At this time, pre-conference courses can only be proposed as 1-day courses. We encourage proposals with hands-on learning opportunities.

Speakers are expected to contribute more substantially during a pre-conference course and are reimbursed accordingly. As you develop your pre-conference course proposal submission, consider a speaking team that is smaller and better able to cover large amounts of content related to the topic rather than a large speaking team who each contribute in a smaller way.

Each year one pre-conference course is conducted by the ANPT. This course includes speakers invited by the Board and is not reviewed by the CSM Program Committee.



## Academy of Neurologic Physical Therapy CSM Education Selection Process

**Platform and Poster Presentations** are selected through a separate process guided by the Director of Research.

**The Anne Shumway-Cook Lectureship** is given by the recipient of the Anne Shumway-Cook Award and selected by the Board of the ANPT. The Anne Shumway-Cook lectureship is designed to acknowledge and honor an individual who has made a significant contribution to neurologic physical therapy research and practice. Recipients of the lectureship have distinguished themselves as an esteemed neurorehabilitation scientist whose work has influenced neurological physical therapist clinical practice. The lecture provides an opportunity for the honoree to share experiences related to the translation of neuroscience and neurorehabilitation research into neurological physical therapist clinical practice.

**The Journal of Neurologic Physical Therapy** sponsors a talk each year that is geared toward promoting best practices in conducting and disseminating research in the field of neurologic physical therapy. The speakers and topic are selected by the Editor-in-Chief of the Journal of Neurologic Physical Therapy.

**All education sessions**, including 90-minute education sessions and pre-conference education courses, are selected after rigorous review led by the CSM Program Committee Co-Chairs and the Director of Education as outlined below:

Table 2. CSM Education Session Proposal Review Process

STEP 1	PROPOSAL SUBMISSION	Education session proposals are received through the APTA-managed submission portal by the posted deadline.
STEP 2	PROPOSAL SCREENING	Education session proposals are screened by a CSM Program Committee Member to ensure that they meet minimum requirements as outlined above. A Program Committee Co-Chair reviews flagged proposals prior to being disqualified.
STEP 3	FULL REVIEW	Full review of each session proposal is completed by 8-12 independent scorers (Program Committee members, 1+ member from the Academy's Research Committee). A standardized rubric is utilized for all scoring and quantifies the quality and details of the proposal, qualifications of the speakers, use of evidence-based resources, and the relevance of the topic. Any reviewers can "flag" a proposal with comments to consider during the selection process.
		Reviewers recuse themselves from scoring any proposal that creates a conflict of interest.
STEP 4	INITIAL RANKING	All sessions are ranked by average rubric score.



STEP 5	IDENTIFICATION OF "TOP RANKED"	Based on the number of education session timeslots allotted by the APTA, the top scoring education sessions are identified as the "top ranked."
STEP 6	REVIEW OF FLAGS IN "TOP RANKED"	"Top ranked" education sessions flagged for negative reasons may be removed from the "top ranked" list if both Co-Chairs agree with the flag. The co-chairs reach out to appropriate third parties for input if they disagree or need additional input, or if a co-chair was the only one to apply a flag to the course during initial review.
STEP 7	REMOVAL OF REDUNDANCY	Similar presentations within the "top ranked" are compared by rubric score, with the lower scoring session being removed from the "top ranked." When rubric scores are similar, speaker variety across the section and reviewer comments are considered next. When co-chairs disagree, they reach out to an appropriate third party for added perspective. Any newly emptied "top ranked" slots are filled with the next highest ranked courses. All new courses entering the top ranked then go through the steps outlined thus far.
STEP 8	REPRESENTATION	The "top ranked" session proposals are compared to an audience list representative of the ANPT membership. Unrepresented audiences are identified, and the remaining education sessions are reviewed in order of rank to determine if a course can be identified that would be of high interest to the unrepresented audience. NOTE: If there is a large difference in ranking of the highest ranked course aimed at a particular audience and lowest currently "accepted" rank, the committee may choose to <i>not</i> offer a course aimed toward a particular audience to provide the best possible programming at CSM for the greatest number of participants.
STEP 9	UNIQUE OPPORTUNITIES	All comments and flags written for <i>any</i> course are reviewed by the CSM Program Co-Chairs to ensure that unique opportunities of interest to the membership of the ANPT are properly reviewed. Sessions that were below the "top ranked" cut off but flagged by any reviewer as a unique opportunity may be added to the "top ranked" list if both co-chairs agree with the flag. The co-chairs reach out to appropriate third parties for input if they disagree, if additional input is needed, or if a co-chair was the only one to apply a flag to the course during initial review.
STEP 10	ANPT FINAL COURSE SELECTS	Courses that are included in the final "top ranked" list are selected for presentation at CSM for the ANPT.
STEP 11	COURSE REFERRALS	Unaccepted session proposals are reviewed for possible appropriateness for other sections and referred to other sections for review, as appropriate.



## Frequently Asked Questions

### **Q1: How many times can I speak during a single CSM?**

The section program chairs from across the components of the APTA agreed to limit the number of sessions that a single speaker (primary or co-speaker) can present across the entirety of CSM to **three times**. (Poster and platform presentations are not counted toward this limit.)

### **Q2. How many education session proposals does the ANPT typically receive?**

The number of submissions to the ANPT for CSM is typically around 100 proposals.

### **Q3: How many education sessions are accepted by the ANPT?**

This varies from year to year depending on the attendance at the ANPT educational offerings the prior year and the space available at the conference center for the current year. Typically, the ANPT accepts between 24 and 28 education sessions.

### **Q4: How and when will I know if my proposal has been accepted?**

Notifications of decisions are handled by the APTA on their timeline. The initial decisions are shared only with the primary speaker (first speaker listed in the submission portal). Historically, these decisions are shared in late June/ early July. The ANPT cannot release decisions prior to the official APTA release of decisions.

After all academies and sections of the APTA make their final course selections, the APTA will notify speakers of the status of their presentation. Speakers may be asked for additional information or to make some changes to the proposal. Following notification by the APTA, the ANPT will also send an email confirming this decision. For speakers with an accepted proposal, the ANPT's executive office will send or share a link to a speaker agreement that outlines specific payment and reimbursement details (if appropriate) and speaker team expectations.

### **Q5: Does presenting an ANPT course limit my ability to present or publish information on the same topic?**

Absolutely not. APTA and ANPT, as professional organizations, want to further the profession by providing valuable evidence-based research to our members, and are not interested in limiting intellectual property. The details of what is allowed are specifically covered in the speaker agreements you sign with APTA and ANPT.



**Q6: What privacy rights do I have for live or recorded presentations?**

The speaker agreement will outline privacy considerations for your presentation. In most cases, you will consent to the photographing of yourself, and the use of these items for advertising and publicity purposes. The term “photograph” encompasses both still photos and motion picture footage.

In addition, you will consent to share your photograph and course materials and verify that such materials are your own original work; that it does not violate any copyright or other proprietary rights of others; that it is to the best of your knowledge factually accurate and contains no libelous matter; and that you grant the ANPT and the APTA the right to share these items with course registrants. This assignment of rights will specifically not prevent you from presenting or publishing the same speech or using portions thereof as you choose.

**Q7: Can I use my videos in the presentation but not make them available for posting?**

Videos and photos are encouraged to illustrate key concepts. Speakers may only use videos they have permission to use. Do not include videos or photos in the handouts when permission has not been granted to do so. Please ensure videos have closed captions for accessibility purposes.

If you would like to share a video with your participants, consider providing a link on the appropriate slide. Otherwise, video will most likely *not* be included in the posted handout.

**Q8: What type of financial support does ANPT offer speakers?**

The ANPT values the contributions of speakers and strives to support them through registration and honorarium. Still, it is the ANPT’s responsibility to be fiscally responsible to its members and balance the expenses of sponsoring continuing education programs with the value and revenue received to offset costs.

**The APTA** provides free registration for all speakers on the day that they present, if the speaking team meets all required deadlines for signing of contracts, provision of handouts, and submission of post-test questions. See the APTA website for more information. The APTA will request a certain number of presentations to be recorded for the on-demand portion of CSM. If the ANPT team selects a presentation for on-demand, and the speaking team agrees to allow their presentation to be recorded and meets all deadlines listed above, the APTA will likely provide free registration for the full conference. Please check the APTA website for their latest policies.

**The ANPT further supports the speakers of each education session**, by providing an honorarium for each 90-minute education session to the speaking team. This honorarium is divided evenly between all speakers. All declined honorariums remain with the ANPT and cannot be transferred or redistributed among the remaining speakers. W-9 and signed agreement must be completed to receive honoraria.



**The ANPT further supports the speakers of each pre-conference course,** by providing honorarium, as well as financial support toward travel and lodging. Upon receipt of a signed pre-con speaker agreement, the Academy shall reimburse each presenter up to \$800.00 for travel related to the dates of the pre-conference course. Reimbursement for travel shall be for any of the following, not to exceed \$800.00 per person: economy airfare or rail, ground transportation, up to 2 nights lodging, and meals (consistent with per diem regulations in Academy handbook). Lunch will be provided for all speakers at the pre-con. Each speaker must register themselves as a pre-con speaker with APTA by the early bird deadline. An honorarium of \$2,000.00 per day, per pre-conference course is provided to the speaking team. This honorarium is divided evenly between all speakers. All declined honorariums remain with the ANPT and cannot be transferred or redistributed among the remaining speakers. W-9 and signed agreement must be completed to receive honoraria.