Education Program Committee Guidelines

Pre-Conference Seminars: January 29-30, 2019
Conference: January 30 – February 2, 2019
Caribe Royale All-Suites
Resort & Convention Center
Orlando, Florida USA
Dear ATIA 2019 Strand Advisor:

Welcome to the Education Program Committee! By agreeing to serve as a Strand Advisor, you have become a key part of a team with the mission to provide the Assistive Technology Industry Association (ATIA) with quality educational opportunities at ATIA 2019.

As Strand Advisor, it is important to discuss new ideas, add feedback and voice your opinions. Each team member brings a unique perspective to the committee. Therefore, thoughtful participation in all phases of the conference is essential to success.

We want this experience to be rewarding for you. In order for this to happen, it is important that you have a clear understanding of your role and ATIA's expectations. These guidelines will explain the Committee structure and assist you with your role.

The estimated time requirement for this committee will vary from a minimum 2-3 hours per month to a maximum 4-6 hours during the critical times of proposal review and decision-making.

During this endeavor, you will work closely with the ATIA Education Team at Headquarters who is responsible for the administrative support. You will be the ears, eyes and voice of the field as we work together on the development of program and key strategic and tactical plans.

Thank you for being a part of the ATIA Education Program Committee. Your commitment will set the standard for years to come. We look forward to working with you!

Sincerely,
ATIA Education Team
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Mission

The mission of the Education Program Committee is to provide a well-rounded, high quality, and compelling program of education sessions at the ATIA Conference. The Committee is comprised of respected AT leaders and practitioners. ATIA is open to feedback and suggestions for improvement in all aspects of the education program from ATIA members, speakers and general conference attendees.

ATIA 2019 serves as a leading forum for the Assistive Technology community to share information, participate in discussions and learn about new technology, practical applications and services.

ATIA 2019 is for ANYONE in the Assistive Technology Community: Administrators; AT Consultants; Community Technology Center’s Network (CTCNet); Consumers and their families; Government Personnel; Individuals with disabilities; Occupational Therapists; Parents; Physical Therapists; Speech-Language Pathologists; Teachers; Technology Specialists; and persons interested in AT for any reason. Vendors will be represented in various presentations, demonstrations and/or exhibits.

At ATIA, participants will learn about practical applications and uses of the current products, software and technology as they apply to: AAC and Language Development; Advocacy and Policy; Early Childhood; Government Funding; Independent Living; K-12; Literacy; Accessible print and digital materials, Section 508, E&IT/Accessibility and Interoperability; Workforce Development and more.
Strand Advisor Description

Strand Advisors play a key role in ATIA 2019 as they identify presentations of interest for their respective strand. The “Three R’s” of being a Strand Advisor are:

- **RECOMMEND** current key topics and speakers to ensure the overall success of ATIA 2019’s education program.
- **REVIEW** and rank abstracts within respective strand according to the guidelines.
- **REPRESENT** the importance of your strand by presenting a session at ATIA 2019 and act as a liaison to the program chairperson, other speakers and the AT Community on content-related issues.

**RECOMMEND**

As a Strand Advisor, you are asked to recommend topics and recruit key speakers across all strands. These recommendations will be considered during the review process, especially to fill any content holes in the program.

**REVIEW**

Your leading responsibility as a Strand Advisor is to review and rank presentations for the core education program at ATIA 2019.

Each Strand Advisor Team will be responsible for:
- Ranking speaker proposals for their respective strand (Acceptances, Rejections, Poster Alternates)
- Identifying the Top Ten (must be scheduled) sessions followed by the next 10 sessions (should be scheduled if possible)
- Establishing a 21+ backup slate of remaining sessions (will schedule if space becomes available); identifying potential poster alternates as appropriate

*See next page for review guidelines.*
Each Strand Advisor must adhere to the following guidelines in order to produce a consistent and well-balanced program:

1. **Is the presentation appropriate for your Strand?**
   - If YES, continue the review process;
   - If NO, there will be a place on the review form for you to make an alternate strand recommendation to the ATIA Education Team.

2. **Is the submission complete? Does it include:**
   - A title that reflects the content of the abstract and presentation outline;
   - A prerequisite that matches the recommended experience level;
   - A well-developed presentation outline that maps out the learning objectives of the presentation (both short and long description);
   - Measurable learning objectives;
   - Appropriate content to complement the presentation format (i.e. Bring Your Own Device, PDC, Poster, etc.)
   - A thoughtful, well-constructed proposal that incorporates all the items listed above;
   - Sufficient content to fill the format of the presentation.

3. **Do the learning objectives meet the guidelines?**
   - Are objectives in accordance with AOTA CEU guidelines?
   - Are they measurable outcomes?
   - Do they use active learning definitions (e.g. identify, demonstrate, describe)?

4. **Does this submission meet your strand’s strategy? Does it:**
   - Address topics outlined in the Call for Presentations;
   - Fit well with your other selected topics;
   - Contribute to the balance of the content of your strand?

5. **Are topics in your strand likely to be of high interest to conference participants?**

6. **Have you ranked accepted sessions in your strand into Top 10 and 11-20 groupings?** Please do this carefully, as the sessions that you rank in the top ten will be honored barring any major unforeseen circumstances. Changes in the sessions that you rank from 11-20 may be made based on the need to create a well-balanced program across all strands.

7. **Are your 21+ backup listed in order of preference?**

8. **Have you identified any poster alternates?** If so, check the form to see if the speakers expressed interest.

9. **Did you provide the list of rejected abstracts with rationales for rejection?**
REPRESENT

As a member of the Education Program Committee, you are the “face” of your strand! Prior to the conference, you will work with speakers on content and utilize your networks to promote your strand and ATIA 2019. In addition, you will contribute your knowledge! Once in Orlando, you will lead a strand spotlight to highlight key innovations within your strand area.

1. **During the planning stages**

   - Monitor Education Program Committee email messages and participate in the scheduled conference calls.
   - Solicit input from your peers regarding education topics and their educational needs. When necessary, solicit speakers to provide specialized or balanced program content.
   - Organize a Strand Spotlight to highlight key innovations within your strand. These sessions are discussion-based and should foster connections between ATIA attendees and speakers. In addition, you are welcome to submit one or two proposals of your own (not required).
   - Introduce yourself and serve as a resource to those speakers within your strand. Tools that ATIA provides you with to accomplish this include:
     - Strand email aliases
     - Welcome letter template
   - Promote your involvement with ATIA and highlight your strand. Tools that ATIA provides you with to accomplish this include:
     - Pass alone email and social media posts
     - Advanced program copies
   - Attend the Speaker Orientation webinar.

2. **While at ATIA 2019**

   - Network with speakers and attendees to provide feedback to the Committee regarding educational content, venue, logistics, etc.
   - Participate in Strand Advisor in-person meeting as organized by the ATIA Education Team.
   - Host Strand Spotlight
ATIA Education Team Responsibilities

Kaitlin Heininger, Sr. Coordinator of Education & Programs  
Rees Linville, Sr. Associate of Education & Programs

The Education Team’s purpose is to foster a positive speaking and attendee experience at ATIA 2019! To accomplish this goal, the Education Team will collaborate with the Education Program Committee on the content strategy and framework necessary to produce a well-balanced education conference program.

Day-to-day administrative support for the Education Program Committee includes:
- Scheduling calls, sending reminders, taking notes and distributing action items
- Liaising with other HQ groups to ensure smooth operation of marketing, events, exhibit hall and other activities
- Guardianship of historical materials such as agreements, handbooks, etc.
- Maintaining and updating timelines
- Organizing/leading the review process

Additionally, Education Team is responsible for the day-to-day administrative support for ATIA speakers, which includes:
- Managing the full and pre-conference agendas
- Notifying potential speakers of their abstract status
- Creating and sharing speaker resources such as the speaker resource page and PowerPoint template
- Distributing and collecting speaker confirmations
- Collecting and managing speaker presentations
- Communicating timeline and due dates
- Communicating all other speaker logistics, including, but not limited to registration, AV and room usage
- And more!
Program Development Timeline

April 6, 2018  Strand Advisor agreements, bios and headshots and updated session descriptions due to education@atia.org
*Education Program Committee Guidelines are included in the agreement*

April 16, 2018  **Call for Presentations live on the ATIA Website**

April 2018  Email blast sent to ATIA membership and past conference attendees announcing the Call for Presentations

April/May 2018  Email sent to past speakers inviting to submit an abstract

June 15, 2018  **Call for Presentations submission deadline**

June 2018  Strand Advisor ranking orientation webinar

6/27/18 – 7/20/18  **Strand Advisors to rank all abstracts submitted to his/her strand based on guidelines; submit final recommendations of accepted, rejected, and alternate poster sessions**

July 9, 2018  **End of Review Phase I.** Any abstracts submitted to the inappropriate strand may be reassigned to correct strand. Please contact education@atia.org if this applies

July 20, 2018  **End of Review Phase II.** Strand Advisors submit final recommendations

August 2018  Education Program Committee Chair and Education Team review committee rankings during scheduling meeting held in Chicago, IL

Late-August 2018  Schedule created and abstract status (accept/reject/alternate) entered by Headquarters into database

Late-August 2018  Strand Advisors to receive a list of accepted speakers with contact information

September 2018  Send Acceptance, Alternate, and Rejection Letters
ATIA 2019 schedule goes live!

Ongoing  Continue open discussion on speaker-related issues such as special requests and any questions. *Should you receive any cancellation notices from your speakers, please notify the ATIA Education Team immediately.*

Early-January 2018  All speaker handouts due.


February 4, 2019  Education Team to send speaker thank-you letters letting them know when they will receive their session evaluation scores.