#

# ATIA 2021 Call for Presentations

# Submission Form

# *Accepting Presentations from June 1 – July 13, 2020*

Thank you for submitting a proposal for ATIA 2021. This year, we are excited to announce the conference will be presented virtually offering a wide variety of live, pre-recorded and on-demand educational content for assistive technology professionals and those who work and teach people with differing abilities.

Should you submit this WORD document in lieu of the online form, please indicate your response for **each** question below. The ATIA Education Team will then transfer your answers to our online database. Required questions contain the word REQUIRED after the question.

Please submit your best, well-written abstracts for consideration for ATIA 2021. All submissions will be considered during the Strand Advisor Blind Peer Review Process. Based on the Strand Advisors’ recommendations, the two highest ranked sessions that contribute to a well-rounded and balanced educational program are eligible for inclusion\*. From an individual speaker perspective, this includes submissions where you are listed as primary or co-speaker.

*\*Invited speaker sessions are exempt and may be included, for example, Pre-conference Seminars, QIAT Conversations, Smackdowns, Strand Spotlight Panels, and/or approved session moderators.*

**NEW:** Please review the presentation types before submitting. They have changed from prior years. If any speaker is from an ATIA member company, you **must** select a Member Sponsored session type for allotment tracking and CEU purposes.

Before submitting, be sure to review your presentation abstract for spelling and grammatical errors. Session Descriptions should be well-written and grammatically correct. If selected, this information will be used for promotional purposes in marketing materials and on the ATIA website. ATIA reserves the right to edit for consistency, length, format and grammar as necessary.

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| PRIMARY SPEAKER INFORMATION [REQUIRED] |
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* Prefix (optional):
* First Name:
* Last Name:
* Degree (optional):
* Email:
* Alternate Email (if using an .EDU email, please provide due to security restrictions):
* Work Phone:
* Secondary Phone (optional):
* Title/Position:
* Company/Organization:
* Address :
* City:
* State:
* Postal Code:
* Country :
* Twitter Handle (optional):

**Speaker Bio [REQUIRED]**

Please share a description of your professional background. To meet CEU criteria, **include any financial and non-financial relationships in your bio** that are related to your role as an assistive technology speaker (i.e. author, developer, employee, etc.) Please limit to 300 words.

**Have you presented at ATIA before?** 🗖 Yes 🗖 No

**Are you a: [OPTIONAL]**

* Practitioner
* Parent
* Vendor or company representing AT or IT
* Other:

**Is your organization an ATIA member for the 2020 calendar year? [REQUIRED]**

If you are unsure of the organization's member status, please check the [**ATIA Member Directory**](https://www.atia.org/about-atia/membership-directory)

* Yes, member
* No, not a member

**Does the speaker require any special? [REQUIRED]** If yes, please email education@atia.org with your request for special accommodations.

🗖 Yes 🗖 No

**Speaker Photo: Please attach a high resolution photo.** This headshot will be featured in your speaker profile in marketing materials.

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| SPEAKER DISCLOSURE [REQUIRED] |
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As part of your Speaker Profile and abstract submission, please complete the disclosure.

When completing the disclosure, be sure the statement is consistent with information included in the speaker’s bio. For example, if a financial and/or non-financial relationship is mentioned in the speaker bio, then you MUST provide a disclosure statement detailing that same information. If the speaker disclosure statement does not match the bio, you will be asked to resubmit so that the both are consistent and accurate.

Each disclosure must address three things: (1) instructional personnel's name, (2) whether there are relevant financial relationships (or not) and (3) whether there are relevant nonfinancial relationships (or not).

For more information about disclosures visit: <https://www.asha.org/CE/for-providers/admin/Sample-Disclosure-Statements/#Content>

**Relevant Financial Relationships:** Relevant financial relationships are those relationships in which you benefit by receiving a salary, royalty, intellectual property rights, gift, speaking fee, consulting fee, honoraria, ownership interest (e.g., stocks, stock options, or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial relationships can also include “contracted research” where the institution gets the grant and manages the funds and you are the principal or named investigator on the grant.

**Does the speaker have any relevant financial relationships? [REQUIRED]** 🗖Yes 🗖No

**What is the nature of the relevant financial relationship?**

**TIP:**All employed speakers will have at least one financial relationship to disclose (i.e. salary from employment).
**NOTE**: If you reference a financial relationship in your speaker bio, you **MUST** disclose.

 *Example: John Doe received a grant from XYZ and receives a salary from ABC, where he is the Executive Director. In addition, John is an author for MNO Publishers and receives royalty payments.*

In a few sentences, please detail your relevant financial relationship(s). Indicate what you are receiving and from whom. Financial relationships include:

* Salary from employment
* Consulting fee from independent contractor work
* Fee from speaking/teaching
* Intellectual property rights/patent for ownership
* Publishing royalties as an author
* Grant, honorarium, gift, in-kind recognitions
* Financial recognition by a board or advisory committee
* Other

**Please include the relevant financial Speaker Disclosure statement here:**

**Relevant Non-Financial Relationships [REQUIRED]:** Non-financial relationships are those relationships—including personal, professional, political, institutional, religious, or other—that might bias an individual but no financial exchange (e.g., volunteer position, advisory board membership, family relations, author without royalties, blogger, etc.).

**Does the speaker have any relevant non-financial relationships? [REQUIRED]** 🗖Yes 🗖No

**What is the nature of the relevant non-financial relationship? [REQUIRED]**

Example: John Doe serves on the advisory committee and Board of Directors for FGH but receives no compensation. In addition, John has a family member who works for QRS, which produces product TUV discussed in the session ABC-01.

NOTE: If you reference a non-financial relationship in your speaker bio, you MUST Disclose.

In a few sentences, please detail your relevant non-financial relationship(s). Indicate what you are receiving and from whom. Non-financial relationships include:

* Personal relationship with someone who sells or uses the products you are discussing
* Professional membership (association, group, team, etc.) that influences your material
* Political bias (i.e. health care reform) that influences your material
* Institutional affiliation (i.e. serves on a committee or board, donations) that influences your material
* Religious affiliation (i.e. a bias toward service delivery at end of life based on religious beliefs) that influences your material

**Please include the relevant non-financial Speaker Disclosure statement here:**

**HIPAA Compliance for American Speech-Language Hearing Association's Continuing Education Board's Requirements [REQUIRED]**

To comply with the Health Insurance Portability and Accountability Act (HIPAA), we ask that all program planners and instructional personnel insure the privacy of their patients/clients by refraining from using names, photographs, or other patient/client identifiers in course materials without the patient’s/client’s knowledge and written authorization. I am in compliance with these policies.

Please initial here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I attest that the information in this disclosure is accurate at the time of completion and I agree to notify ATIA of any changes to this information between now and the presentation.

Signature [REQUIRED] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| PRESENTATION TITLE AND TYPE |
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**Presentation Title [REQUIRED]** Please develop a title that will appear in the marketing materials and on the ATIA website. (limit to 80 characters and must use proper capitalization).

**Please include the Presentation Title here:**

**Presentation Type [REQUIRED]:** Please review the presentation types before submitting. They have changed from prior years. If any speaker is from an ATIA member company, you **must** select a Member Sponsored session type for allotment tracking and CEU purposes. There will be a limited number of live sessions. We encourage all speakers to think about choosing to pre-record your session. All pre-recorded sessions will be managed with ATIA staff through our technology and will include captioning.

* **Pre-recorded 60-Minute Education Breakout Session:** 60-minute presentation on lessons learned, best practices, implementation case studies or research etc. Sessions featuring implementation case studies with multiple products may be submitted. Sessions featuring a single product **must** be submitted as ATIA Member Sponsored sessions. *If any speaker is from a member company, this proposal should be submitted as a Member Sponsored session.*
* **Live 60-Minute Education Breakout Session:** 60-minute presentation on lessons learned, best practices, implementation case studies, or research etc. Sessions featuring implementation case studies with multiple products may be submitted. Sessions featuring a single product **must** be submitted as ATIA Member Sponsored sessions. *If any speaker is from a member company, this proposal should be submitted as a Member Sponsored session.*
* **ATIA Member Sponsored Sessions** (Only companies with verified sponsored sessions will be scheduled, please be aware there is limited availability per company)
	+ **Member Sponsored 60-Minute Education Breakout Session:** 60-minute presentation on latest technologies, lessons learned, best practices, implementation case studies etc. Sessions featuring implementation case studies with multiple **or** single products may be submitted.
	+ **Please note:** **Member Sponsored 60-Minute Education Breakout Sessions focused on a single product or technology from one company require a Content Disclosure.**

**Please select a Presentation Type:**

* 60-Minute Education Breakout Session
* Member Sponsored 60-Minute Education Breakout Session

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| SESSION CONTENT DISCLOSURE [REQUIRED] |
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To ensure compliance with Continuing Education best practices, speakers must disclose when a session’s content is focused on a specific product or service and that there will be no or limited information about similar products or services.

**Does the proposed session feature a specific product or service? [REQUIRED]** 🗖 Yes 🗖 No

**Sample Content Disclosure (please modify to suit your needs):**

*The (organization) has developed and patented a licensed technology trademarked as the (insert name of product or service). Because there are no other like-kind products available, course offerings will only cover information that pertains to the effective and safe use of the above-named products.*

*This presentation will focus exclusively on (insert name of product or service) and will not include information on other similar or related (insert product or service).*

For more details and guidelines regarding ASHA Content Disclosures, please visit: <https://www.asha.org/CE/for-providers/admin/Course-Content-Disclosure/#Disclosure>

**Please include the Session Content Disclosure here (please limit to 400-characters) [REQUIRED]:**

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| PRESENTATION DETAILS |
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**Select the Strand [REQUIRED]**: Please select the **one** Strand that most closely reflects your presentation content. We have combined several strands together to better organize and schedule the virtual event. For detailed descriptions of each strand, please visit the [ATIA 2021 Strand Description Page](https://www.atia.org/atia-2020-session-strands/) ([https://www.atia.org/atia-2021-session-strands/](https://www.atia.org/atia-2020-session-strands/))

* Assistive Technology for Physical Access and Participation
* Augmentative and Alternative Communication (AAC)
* Education & Learning: Early Intervention – 12/Higher Education
* Vision & Hearing Technologies

**Secondary Strand:** If applicable, please select a secondary strand. This information is used for the Strand Advisor Blind Peer Review but will not be available to attendees.

* Assistive Technology for Physical Access and Participation
* Augmentative and Alternative Communication
* Education & Learning: Early Intervention – 12
* Higher Education
* Leadership
* Mainstream & Web Accessible Technologies
* Research
* Transition and Workplace Accessibility
* Vision & Hearing Technologies

**Full Session Abstract [REQUIRED]**: In 500 in words or less, please provide a detailed outline of the content that will be covered in the presentation. Strand Advisors will use this information as part of the blind peer review process to determine session eligibility. Attendees will not have access to this information - *See “Short Session Abstract” description.*

**Please include the Full Session Abstract here:**

**Short Session Abstract [REQUIRED]:** In 100 words or less, please provide a high-level overview of the content that will be covered in the presentation. If selected, this shorter abstract will be used for promotional purposes in marketing materials and on the ATIA website. *The Short Session Abstract description should be a summary of the full session abstract. Please do not copy and paste the same abstract.*

**Please include the Short Session Abstract here:**

**Learning Objectives [REQUIRED]**

**WARNING: Read instructions carefully. Proposals submitted with incomplete learning objectives are at risk of not being selected.**

**Learning objectives should begin with an action verb, include measurement, and be specific.**Check out IACET’s articles exploring Bloom’s Taxonomy (<https://www.atia.org/wp-content/uploads/2019/04/BloomsTaxonomy_IACET.pdf>) and Learning Outcomes (<https://www.atia.org/wp-content/uploads/2019/04/A-Primer-on-Learning-Outcomes_IACET.pdf>) for guidance in writing well-developed objectives.

Instructions:

1. Select one of the following action verbs to begin each objective: Compare, Define, Demonstrate, Describe, Develop, Discuss, Identify, or Recommend
2. Include a numerical value in each objective (one, two, three, etc.)

**Example:**"**Describe one or more**differences between **best practice A and best practice B**."
*Reasoning: "Describe (action verb) one or more (numeric value) differences between best practice A and best practice B (specific)."*

**Add the learning objectives here:**

* **First Learning Objective:**
* **Second Learning Objective:**
* **Third Learning Objective:**

**Learning Objective Confirmation [REQUIRED]**

I confirm that my learning objectives begin with an action verb, include a measurement, and are specific. I understand any incomplete or incorrectly formatted learning objectives may be returned for revision or may not be accepted.

 (I confirm)

**Referral**

If you were encouraged to submit to the ATIA Call for Presentations, please list the Strand Advisor, organization or individual who referred you below.

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| SESSION IDENTIFIERS |
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**Experience Level [REQUIRED]**

* Introductory
* Intermediate
* Advanced

**Primary Life Cycle Addressed [REQUIRED]**

* All
* Birth – Pre K
* Elementary - Secondary (K-12)
* Higher Education
* Adult/ Senior
* Other

**Keywords [REQUIRED]**

Please select all keywords that apply to your session. Keywords provide an alternative way to describe your session and will be searchable in the Online Session Directory to help attendees search sessions.

* Accessible Educational Materials
* Aging
* Assessment
* AT Makers
* Autism
* Developmental / Intellectual Disabilities
* Emerging Technology
* Funding
* High Incidence
* Implementation
* Lessons learned during the global COVID-19 pandemic
* Literacy
* Low Incidence
* Mobile Technology
* Policy
* Professional Development
* Remote Learning
* Tele-practice / Tele-health
* Transition
* Universal Design for Learning (UDL)

**Target Audience [REQUIRED]**

Please select each audience you think would take interest in this session.

* Accessibility Professional
* ADA Coordinator
* Administrators
* AT Specialists
* Alternative Media Specialist
* Caregivers
* Communication Specialist
* Consumers/Individuals with Disabilities
* Consultants/Trainers
* Curriculum and Instruction
* Disability Services
* Educators
* Faculty/Instructors - Higher Education
* Family Members
* Government/Non-Profit Agencies
* Instructional Technologist
* Media Specialist
* Occupational Therapists
* Paraprofessionals
* Physical Therapists
* Rehab Therapists
* Speech-Language Pathologists
* Special Education Educators
* Teachers of the Visually Impaired
* Teachers for the Deaf/Hard of Hearing
* Transition Coordinator
* Visual Impairment Specialists
* Vocational Rehabilitation

**Presentation History [REQUIRED]**

* This is a first-time presentation.
* This presentation was delivered before at:

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|  VIRTUAL CONFERENCE FORMAT  |
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**Are you comfortable presenting virtually using online platforms for webinars and/or distant learning? [REQUIRED]** 🗖 Yes 🗖 No

**Virtual Presentation Acceptance [REQUIRED]**

ATIA 2021 will be a virtual conference. I understand if selected, my presentation may be pre-recorded, offered as a live virtual presentation and/or viewed on-demand via the ATIA website. I grant permission for my presentation and any presentation materials (i.e. PowerPoint slides; handouts, etc.) to be made available before, during and after the conference.

* Yes 🗖 No

**Will you be available to host a 30-minute chat to discuss your presentation or topic? [REQUIRED]**

* Yes 🗖 No

**General Comments / Feedback: [OPTIONAL]**

Please provide any general comments or feedback about the ATIA 2021 Call for Presentations. We are interested in hearing from you.

**Please include your comments here (400-character limit):**

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| CO-SPEAKERS INFORMATION (IF APPLICABLE) |
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**Co-Speakers:** If your presentation includes a co-speaker, you must submit all information for those speakers. To add a speaker, please follow the instructions below:

* **Please ensure that all co-speakers have up-to-date information to ensure communications are not delayed.**
* The system allows you to add 4 co-speakers, in addition to your primary speaker. If you anticipate more than 4 co-speakers, email [education@atia.org](file:///%5C%5Cbchi32.corp.smithbucklin.com%5Ctechnology%5CATIA%5C2020%20Conference%5CEducation%5CCall%20for%20Presentations%5CForm%5Ceducation%40atia.org).

**If your presentation includes a co-speaker or panel, you must submit the following information for those presenters.**

* Prefix (optional):
* First Name:
* Last Name:
* Degree (optional):
* Email:
* Alternate Email (if using a .edu email, please provide due to security restrictions):
* Work Phone:
* Secondary Phone (optional):
* Title/Position:
* Company/Organization:
* Address :
* City:
* State:
* Postal Code:
* Country :
* Twitter Handle (optional):

**Co-Speaker Bio [REQUIRED]**

In 300 words or less, please share a description of your professional background. To meet CEU criteria, **include any financial and non-financial relationships in your bio** that are related to your role as an assistive technology speaker (i.e. author, developer, employee, etc.)

**Have you presented at ATIA before?** 🗖 Yes 🗖 No

**Are you: [OPTIONAL]**

* A practitioner
* Individual with a disability
* Parent
* A vendor or a company representing AT or IT
* Other

**Is your organization an ATIA member for the 2020 calendar year? [REQUIRED]**

If you are unsure of the organization's member status, please check the [**ATIA Member Directory**](https://www.atia.org/about-atia/membership-directory)

* Yes, member
* No, not a member

**Does the speaker require any special accommodations? [REQUIRED]** If yes, please email education@atia.org with your request for special accommodations.

🗖 Yes 🗖 No

**Speaker Photo:** This headshot will be featured in your speaker profile in marketing materials.

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| SPEAKER DISCLOSURE [REQUIRED] |
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As part of your Speaker Profile and abstract submission, please complete the disclosure.

When completing the disclosure, be sure the statement is consistent with information included in the speaker’s bio. For example, if a financial and/or non-financial relationship is mentioned in the speaker bio, then you MUST provide a disclosure statement detailing that same information. If the speaker disclosure statement does not match the bio, you will be asked to resubmit so that the both are consistent and accurate.

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**Does the speaker have any relevant financial relationships? [REQUIRED]** 🗖Yes 🗖No

**What is the nature of the relevant financial relationship?**

**TIP:**All employed speakers will have at least one financial relationship to disclose (i.e. salary from employment).
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 *Example: John Doe received a grant from XYZ and receives a salary from ABC, where he is the Executive Director. In addition, John is an author for MNO Publishers and receives royalty payments.*

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* Consulting fee from independent contractor work
* Fee from speaking/teaching
* Intellectual property rights/patent for ownership
* Publishing royalties as an author
* Grant, honorarium, gift, in-kind recognitions
* Financial recognition by a board or advisory committee
* Other

**Please include the relevant financial Speaker Disclosure statement here:**

**Relevant Non-Financial Relationship [REQUIRED]:** Non-financial relationships are those relationships—including personal, professional, political, institutional, religious, or other—that might bias an individual but no financial exchange (e.g., volunteer position, advisory board membership, family relations, author without royalties, blogger, etc.).

**Does the speaker have any relevant non-financial relationships? [REQUIRED]** 🗖Yes 🗖No

**What is the nature of the relevant non-financial relationship? [REQUIRED]**

Example: John Doe serves on the advisory committee and Board of Directors for FGH but receives no compensation. In addition, John has a family member who works for QRS, which produces product TUV discussed in the session ABC-01.

NOTE: If you reference a non-financial relationship in your speaker bio, you MUST Disclose.

In a few sentences, please detail your relevant non-financial relationship(s). Indicate what you are receiving and from whom. Non-financial relationships include:

* Personal relationship with someone who sells or uses the products you are discussing
* Professional membership (association, group, team, etc.) that influences your material
* Political bias (i.e. health care reform) that influences your material
* Institutional affiliation (i.e. serves on a committee or board, donations) that influences your material
* Religious affiliation (i.e. a bias toward service delivery at end of life based on religious beliefs) that influences your material

**Please include the relevant non-financial Speaker Disclosure statement here:**

**HIPAA Compliance for American Speech-Language Hearing Association's Continuing Education Board's Requirements [REQUIRED]**

To comply with the Health Insurance Portability and Accountability Act (HIPAA), we ask that all program planners and instructional personnel insure the privacy of their patients/clients by refraining from using names, photographs, or other patient/client identifiers in course materials without the patient’s/client’s knowledge and written authorization. I am in compliance with these policies.

Please initial here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I attest that the information in this disclosure is accurate at the time of completion and I agree to notify ATIA of any changes to this information between now and the presentation

Signature [REQUIRED] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_