

Call for Workshop Proposals

Association of Chiropractic Colleges Educational Conference and Research Agenda Conference

March 19–21, 2015

Proposals are due by **July 15, 2014.**

Purpose: The purpose of the ACCRAC workshops is to develop the skills of attendees, especially in the areas of research and education. The workshop component of the conference focuses on the development of the research capacity of the chiropractic profession through skill building and interactive workshops.

Limited submission: Due to the volume of workshop submissions and the limited time in the schedule, no more than one proposal may be submitted per person and presenters can be listed on no more than one workshop proposal.

Selection process: The presenters and topics for these sessions are selected carefully and invited by the planning committee. Not all worthy workshop proposals can be selected due to time and space limitations. Workshops should not include material that belongs in the scientific peer-reviewed sessions; instead, scientific presentations should be submitted to the scientific sessions. Workshops are not to include any sales pitches, selling of materials, or promotion of proprietary materials. All presentations are to be done in a noncommercial and nonself-promotional manner. Workshop proposals will be reviewed and selected based on their strength in the following 5 areas:

- Skill building
- Expertise of presenters
- Targeted to a specific need
- Collaborative teams
- Diverse presenters

Further explanation of what these entail are included below:

1. **Skill building** – Workshops must provide skill building and active learning strategies. Workshops should not be lectures. A lecture, or a series of people talking at the audience, does little to promote development and skill building. Thus, workshop proposals must dedicate the majority of time to hands-on skill building, active learning, and outcomes. The workshops should provide direct and immediate application of skills and knowledge; thus, provide a productive developmental environment for attendees.
2. **Expertise of the presenters** (publication and/or research in this area) – To teach others skills, it is expected that the workshop presenters have substantial expertise and experience in teaching and building the knowledge base for the topic area. This includes years of experience in teaching others in the topic area, performing research, and publishing in the topic/skill area.
3. **Targeted to a specific need** – One of the primary purposes of the ACCRAC is “To provide a venue for training, learning, and research development for chiropractic educators and researchers in order to improve the emerging research capacity, knowledge, and productivity of chiropractic.” The majority of attendees are educators (faculty and administrators) and researchers, which make up of approximately 90%; however, we have a small number (5%–10%) of clinical practitioners who attend. As we have done for many years, we will continue to aim to have a workshop track for each group. To be sure we are meeting the needs of all attendees, each workshop proposal must address one of the 5 general categories: Research, Education (faculty), Education (administration), Clinical (private practice), and Theme.
4. **Collaborative teams** (team of presenters from different institutions/organizations) – Collaborative teams provide better quality workshop presentations. The purpose of ACCRAC is “To provide a venue for dialogue and collaboration between the ACC members to promote and enhance the growth and quality of chiropractic education and fulfill the ACC goals and mission.” Therefore, collaboration is the spirit of the conference. We will evaluate if workshop proposals include collaborative teams (presenters must include a mix of people from different institutions and/or organizations). This encourages people to share information with each other as they develop the workshop proposal, encourages everyone to work together in the profession, focuses on the skill building content of the workshop instead of a particular institution, promotes sharing wisdom from multiple campuses, collaboration among the ACC colleges, and other educational/research institutions/organizations, and improves professional relationships.

5. **Diverse presenters** – Presenters may be listed only on one workshop proposal. Having diverse workshop presenters makes it fairer to others to have a chance to be part of a workshop, helps provide a more interesting set of workshops, prevents burnout from attendees from seeing the same person, and prevents problems with overlapping scheduling.

Presenters' responsibility for travel, lodging, registration and other costs: By submitting this workshop proposal, you and your co-presenters are agreeing that each person named in this proposal will be responsible for funding their own travel, lodging, and conference registration. Any additional costs of supplies or other items are the responsibility of the presenters. All presenters are required to register for the conference at the time of acceptance.

Instructions to submit a workshop proposal: Commitment from all presenters must be made at the time of initial submission. All materials must be submitted at the time of application. To be considered, please submit the following items to johnsondc@aol.com no later than **July 15, 2014:**

- ☐ This completed workshop proposal form as a Word document. Please include the characteristics as described above:
 - Expertise of presenters
 - Targeted to a specific need
 - Collaborative teams
 - Skill building
 - Diverse presenters
- ☐ Current resumes/CVs for each presenter.
- ☐ Signed workshop form for each presenter.

Once all items are submitted, the proposal will be evaluated by a blinded peer review committee, and these results will be sent to the ACCRAC planning committee for review and final decision.