

Call for Workshop Proposals
Association of Chiropractic Colleges
25th Educational Conference and Research Agenda Conference
March 1–3, 2018
Due by September 1, 2017

Conference Theme: The theme for the 2018 conference is “Competencies and Collaboration.”

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

Limited Submission: Due to the volume of workshops and 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. We receive many proposals and, unfortunately, cannot accept all of them. Workshops may not include any sales pitches, selling of materials, or promotion of proprietary materials. The workshop proposal should be free of commercial bias and comply with the ethics of scholarly activities. All presentations are to be done in a noncommercial and non-self-promotional manner.

Workshop proposals will be reviewed and selected based on their strength in the following areas:

1. **Skill Building** – Workshops must provide attendees new skills and active learning strategies. Workshops should not be lectures. Workshops must dedicate the majority of time (50% or more) to skill building, active learning, and outcomes. The workshops should provide direct and immediate application of skills and knowledge, thus providing a productive, developmental environment for attendees.
2. **Expertise of the Presenters** (publications and/or research in this area) – In order to teach others skills, workshop presenters should have substantial expertise and experience in teaching and building the knowledge base for the workshop topic area. This includes experience in teaching others in the topic area, performing research, and publishing in the topic/skill area.
3. **Targeted to a Specific Need** – One goal of ACC-RAC 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.” To be sure the needs of attendees are met, each workshop proposal should address *one* of the following categories: Research; Education (faculty), Education (administration), or Clinical (private practice).
4. **Collaborative Teams** (teams of presenters from different institutions/organizations) – Collaborative teams provide better quality workshop presentations. Therefore, collaboration is one goal of the conference. Workshop proposals should attempt to include collaborative teams that involve individuals from more than one college. This encourages cross-college interaction, can help focus on the skill-building content of the workshop instead of a particular institution, promotes sharing wisdom from multiple campuses, and may help improve professional relationships.
5. **Diverse Presenters** – Presenters may be listed on only one workshop proposal. Having diverse workshop presenters allows others the opportunity to be part of a workshop, provides a more interesting set of workshops, prevents burnout from attendees seeing the same presenters, and prevents issues 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 the proposal will be responsible for funding his or her own travel, lodging, and conference registration. Any costs of the supplies or other items are the responsibility of the presenters. All presenters are required to register for the conference by the deadline indicated herein. If accepted, a detailed lesson plan, draft handouts, and draft PowerPoint presentation will be requested for your workshop.

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 all of the following items:

1. Workshop Proposal Form

- ☐ **Complete** – Workshop Proposal Form and save as a Word document.
- ☐ **Title** – Must be 10 words or less.
- ☐ **Abstract/Purpose** – The description/purpose of the workshop should be 2 sentences or less and provide an explanation of what skills the attendee will gain by attending the workshop.
- ☐ **Presenters** – List presenter and all co-presenters with their institutional/professional affiliations. A presenter may be included in only one workshop submission. Do not include people who are on other workshop proposals.
- ☐ **Submit** – Completed workshop proposal (see below) form to the submission address as a Word document.

2. Supporting Materials

- ☐ **Signed ACC-RAC Workshop Proposal Signature Form**. This can be on one form or more.
- ☐ **Current Curriculum Vitae/Resume** for each presenter. Word or scanned images are accepted.
- ☐ **Color Photographs** (professional headshots) for each presenter, 200 dpi (jpg or tif).

Please submit your Workshop Proposal Form and Supporting Materials to the Peer Review Chair at dana.lawrence@palmer.edu by **September 1, 2017**.

Once all items are submitted, the proposal will be evaluated by a blinded peer review committee, and these results will be sent to the ACC-RAC planning committee for review and final decision. If accepted, all presenters must register to attend the conference by **December 15, 2017**. Funding should be confirmed in advance of the submission of the workshop proposal. Submission of the proposal is a commitment from the authors of accepted submissions to present at the conference.

If you have questions or concerns about this process, please contact:

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