

# Association of Chiropractic Colleges

27<sup>th</sup> Educational Conference and Research Agenda Conference

March 19-21, 2020

## ACC-RAC Call for Scientific Submissions

due by **September 6, 2019**

**Conference Theme:** The theme for the 2020 conference is “**Developing Leaders: Faculty, Education & Research;**” however, submissions may be in any of the categories listed below.

**Categories:** The call for ACC-RAC scientific submissions invites original research that promotes the dissemination and discussion of new information in the following research categories:

- Basic Science (e.g. experimental trials, quantitative basic science research, etc.)
- Education (e.g. classroom research, quantitative/qualitative education/administration research, etc.)
- Clinical (e.g. clinical trials, quantitative/qualitative clinical research, cohort studies, etc.)
- Case Studies/Reports (e.g. clinical case reports or case series)
- Public Health (e.g. population health studies, preventive care, etc.)
- Integration (e.g. research on integration of chiropractic services into hospital settings, etc.)
- Conference Theme - “Developing Leaders: Faculty, Education & Research”

**Important Information:** Please note the following:

1. Presentation of accepted work (platform or poster) is expected. Authors must register and attend the conference to present. An author who does not register and present an accepted work (platform or poster) will be disqualified from submitting/presenting for the following two years.
2. It is the author's responsibility to find funding to register and attend the conference. It is strongly recommended that funding is secured or confirmed in advance of submission. Once a submission is accepted, registration for the conference is required, or the invitation to present will be revoked. Only authors listed on the submission may present at the conference.
3. If accepted, a 195-word maximum abstract will be printed in the conference proceedings in the *Journal of Chiropractic Education*. This will allow publication the completed paper in any journal.
4. Due to time and space limitations, a maximum of 2 poster presentations per author/presenter may be accepted, while a maximum of 3 platform presentations per author/presenter may be accepted.
5. If a submission does not meet the submission requirements (e.g. not a completed research study, missing items, etc.), it will not be accepted for review. The ACC-RAC peer review chair will not contact authors if any submission does not meet the requirements. Notification will be sent out as a rejection notice. Concept submissions and incomplete works will be rejected.
6. The corresponding author will be the contact person responsible for submission of all required materials and all correspondence. Please do not send communications through a third party, staff member, or co-author.
7. The peer review board may request additional information for any item that is submitted. This may be for internal quality control purposes or to check on materials if a concern is raised.
8. If the peer review board confirms that there is an inappropriate submission, it will be disqualified. Examples of inappropriate submissions include, but are not limited to, submissions that have been previously submitted at ACC-RAC, incomplete submissions, previously published works, concept submissions without complete data and analysis, duplicate submissions, lack of ethics/subject approval where necessary, non-authors listed as authors, plagiarized work, etc.
9. Only submissions made to the Open Conference website for ACC-RAC will be considered. No faxed, mailed, or hand delivered submissions will be considered.

**Evaluation:** All submissions will be reviewed by the peer review committee based upon the following criteria:

- Originality and/or innovation
- Quality of the project as written and interpreted
- Significance
- Clarity

**Instructions:** To be considered, please submit all of the following items no later than **September 6, 2019**. Please submit all parts to the following website: <http://www.openconf.org/ACCRAC2020/>. Submissions that do not meet the requirements will not be accepted. The submission consists of three parts:

### Part 1: Abstract

- Word Count - 195 word limit
- Title
- Authors

- Affiliations
- Content - Please include subheadings in the abstract.
  - For research studies, use the subheadings **Objective, Methods, Results, and Conclusion**.
  - For case reports, use the subheadings **Objective, Clinical Features, Intervention and Outcome, and Conclusion**.
  - For literature reviews, use the subheadings **Objective, Data Sources and Selection, Results and Conclusion**.
  - Please do not include references, pictures, tables, or figures in the abstract.
- Blinding – Please blind author information, institutional affiliations, and/or references that would identify the authors in the abstract.

#### Part 2: Signature Form

- Required Signatures - Corresponding author must collect and submit signed authorship forms for all authors. Signatures can be provided on one single page or multiple pages if necessary.
- Commitment – The presenting author must register and attend the conference. Funding should be confirmed in advance of submission. Submission is a commitment from authors to present accepted submissions at the conference.

#### Part 3: Ethics Materials

- Human Subjects Research - Studies involving human subjects (surveys, observational, and any research studies) must be approved by proper ethics boards/committees. Questions should be directed to your institution's board/committee. Submit a copy of the signed approval, expedited review, or exemption letter from the ethics board/committee. For studies not involving human subjects (e.g. literature review), this document is not required.
- Animal Research – Studies involving animals (basic science) must be approved by proper Institutional Animal Care and Use Committees (IACUC) or country-specific committees of equal stature. Questions should be directed to your institution's committee. Submit a copy of the signed approval, expedited review, or exemption letter from the IACUC or equivalent.
- Case Studies - Case studies (case reports) require consent of the participant(s) to publish the case as well as complete participant anonymity within the submission. Submit a copy of the signed consent and/or your institution's IRB/REB/Ethics review. For case studies, submit a patient consent to publish form from your institution, a journal, or other consent form.

**Process:** Once all items are submitted, the submission will be evaluated after the submission deadline by a blinded peer review committee, and the results will be sent to the ACC-RAC planning committee for review and final decision. If accepted, all presenters must register and attend the conference whether or not their work is accepted as a platform or poster.

**Notification:** Corresponding authors will be notified of peer review results by late November 2019. For accepted submissions, the presenting author is required to register no later than **December 13, 2019** and present the work at the conference.

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

Dana J. Lawrence, DC, MMedEd, MA  
**ACC-RAC Peer Review Chair**  
 dlawrence@parker.edu  
 (214) 902-3465

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## ACC-RAC Scientific Submission Signature Form due by September 6, 2019

**INSTRUCTIONS:** The presenting author should collect all signatures. If more space is needed, or if authors are at different locations, please use additional pages. This form is due by **September 6, 2019**.

**By signing this form:**

1. If accepted, I/we understand that I/we are responsible for all our own costs (e.g. travel, hotel, conference registration, etc.). I/we understand that I/we are responsible to secure funding in advance of the submission and that lack of funding is not an acceptable rationale for withdrawing.
2. I/we understand that presentation of an accepted submission at the conference is required. Presenting authors of accepted submissions must register, attend, and be present at the scheduled session.
3. Submission is a commitment to present. I/We understand that withdrawing after acceptance will prevent us from submitting to future ACC-RAC annual conferences.
4. I/We confirm that each of us qualify as an author and presenter of this submission, am/are responsible for all of its content, and give permission for (1) its presentation if accepted to the ACC-RAC conference, (2) the publication of the *abstract* in the proceeding within the *Journal of Chiropractic Education*, and (3) am/are capable of presenting/defending all of its content
5. I/we confirm that appropriate ethics committee documents and/or patient consent to publish/present forms have been secured and are attached to the submission.
6. I/we understand that presentations may not be used to promote any goods, products, or services. All presentations must be done in a non-commercial and non-self-promotional manner.
7. I/we will comply with the following due dates:
  - a. Forms and materials for all authors are due no later than **September 6, 2019**.
  - b. Presenters must register for the conference no later than **December 13, 2019**.
  - c. Presenters must submit power point presentations no later than **March 3, 2020**. Multiple files for a single presentation must be combined into one master file before submitting.

**Submission ID#** (from Open Conference confirmation email)

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**Submission Title**

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**Presenting Author** (this author will register for the conference and present research)

Printed Name	Email Address	Signature	Date

**Corresponding/Lead Author** (if different than Presenting Author)

Printed Name	Email Address	Signature	Date

Co-Author(s) Printed Name	Email Address	Signature	Date

Please keep a copy of this completed form for your records.  
Submit this form to <http://www.openconf.org/ACC-RAC2020/> by **September 6, 2019**.

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## ACC-RAC Patient Case Consent for Publication/Presentation

due by September 6, 2019

**Title of Case Study/Series:**

**Author(s) Names:**

As the patient in this case study/series, I hereby give my consent for clinical information relating to my case to be reported at a scientific conference, in conference proceedings, and/or published in a scientific journal.

I understand that my name, initials, and/or any protected health information such as my identification number, billing information, address, etc., will not be published and that efforts will be made to conceal my identity, but that anonymity cannot be guaranteed.

I understand that the material may be published in a journal, the website of a journal, and/or in products derived from the publication. As a result, I understand that the material may be seen by the general public.

**Name of Patient:** (printed)

**Signature of Patient:** (or person giving consent on behalf of the patient, if patient is a minor or deceased)

**Date Signed:**

If you are not the patient, what is your relationship to him/her? (The person giving consent should be a substitute decision maker, legal guardian, or hold power of attorney for the patient.)

Why is the patient not able to give consent? (e.g. Is the patient a minor, incapacitated, deceased, etc.?)

If images of the patient's face or distinctive body markings are to be published, the following section must also be signed in addition to the section above:

As the patient stated above, I give permission for images of my face or distinctive body markings to be published and recognize that I might therefore be identifiable even though my name and initials will not be published.

**Signature of Patient:** (or person giving consent on behalf of the patient, if patient is a minor or deceased)

**Date Signed:**

Please keep a copy of this completed form for your records.  
Submit this form to <http://www.openconf.org/ACCRAC2020/> by **September 6, 2019**.

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## ACC-RAC Call for Workshop Proposals

due by **September 6, 2019**

**Conference Theme:** The theme for the 2020 conference is "Developing Leaders: Faculty, Education & Research."

**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 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 two workshop proposals.

**Selection Process:** The presenters and topics for these sessions are carefully selected 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 non-commercial 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 hands-on 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, it is expected that workshop presenters 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); and 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 strive to include collaborative teams involving 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 only be listed on no more than two workshop proposals. 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, presenters and co-presenters are agreeing that each person named in the proposal will be responsible for funding their 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 at the time of acceptance. If accepted, you will be asked to supply a more detailed lesson plan, handouts, and a PowerPoint presentation 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.
- ☐ 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.
- ☐ Short/Condensed Current Curriculum Vitae/Resumes for each presenter. (Word or scanned images accepted.)
- ☐ Copy of Current D.C. License, if applicable
- ☐ Color Photographs (professional headshots) for each presenter, 200 dpi (jpeg or tif).

Please submit your Workshop Proposal Form and Supporting Materials to the Peer Review Chair at [dlawrence@parker.edu](mailto:dlawrence@parker.edu) by **September 6, 2019**.

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 13, 2019**. 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:

Dana J. Lawrence, DC, MMedEd, MA  
**ACC-RAC Peer Review Chair**  
[dlawrence@parker.edu](mailto:dlawrence@parker.edu)  
(214) 902-3465



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## ACC-RAC Workshop Proposal Form

due by September 6, 2019

Total length of workshop time: **80 minutes**

Workshop Information	
Title	
Purpose (3-4 sentences in paragraph form describing the purpose of the workshop)	
Target Audience	<b>Pick only one:</b> <input type="checkbox"/> Administration <input type="checkbox"/> College Faculty <input type="checkbox"/> Researchers <input type="checkbox"/> Clinicians <input type="checkbox"/> Theme
Specific Learning Objectives (List skills that attendees would expect to gain from this workshop.)  Write each objective using the following criteria: <ul style="list-style-type: none"> <li>• Use one of the measurable action words (e.g. Analyze, Assess, Compare, Define, Demonstrate, Describe, Differentiate, Evaluate, Explain, Formulate, Identify...).</li> <li>• Write from the learner's perspective: describe what the attendee will be able to do after your workshop.</li> <li>• Use only one action verb for each objective.</li> </ul>	<b>By the completion of this workshop, the attendee will be able to...</b>
Outcome Measures (List how you will measure if the above objectives were achieved.)	
Outline (Include <b>skill building</b> activities and times dedicated to each component.)	
Other Comments	
Presenter Information	
Leader	
Name:	
Expertise: (Using complete sentences, provide a 200 word or less description of the experience and research accomplishments that support the presenter to teach workshop topic. Include publications and previous presentation experience.)	
Affiliation/College/Organization:	
Email:	
Phone:	
Co-Presenter	
Name:	
Expertise: (See instructions above.)	
Affiliation/College/Organization:	
Email:	
Phone:	
Co-Presenter	
Name:	
Expertise: (See instructions above.)	
Affiliation/College/Organization:	
Email:	
Phone:	

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## ACC-RAC Workshop Proposal Signature Form

due by **September 6, 2019**

**NOTE:** Due to the volume of submissions and limited time in the schedule, no more than one proposal may be submitted per person, and presenters may be listed on no more than two workshop proposals. Thank you.

**INSTRUCTIONS:** Each presenter must sign and submit this completed form by **September 6, 2019**.

### By signing this form:

8. If accepted, I/we understand that I/we are responsible for all our own costs (e.g. travel, hotel, conference registration, additional materials, etc.). I/we understand that I/we are responsible to secure funding in advance of submitting this proposal and that lack of funding is not an acceptable rationale for withdrawing.
9. I/we understand that presentation of an accepted workshop at the conference is required. Authors of accepted workshops must register, attend, and be present at the scheduled session.
10. Submission of the workshop proposal is a commitment to presenting. I/We understand that withdrawing after acceptance will prevent us from submitting to future ACC-RAC annual conferences.
11. I/We confirm that each of us qualify as an author and presenter of this workshop proposal, am/are responsible for all of its content, and give permission for its presentation if accepted to the ACC-RAC conference.
12. If accepted, I/we will submit requested materials (summary of workshop, short/Condensed CV, copy of D.C. license and headshot) for continuing education purposes.
13. I/we understand that presentations may not be used to promote any goods, products, or services. All presentations must be done in a non-commercial and non-self-promotional manner.
14. I/we will comply with the following due dates:
  - a. Materials for all presenters (workshop proposal, short/condensed CV, copy of D.C. license, headshot, signed signature form) are due no later than **September 6, 2019**.
  - b. All workshop presenters must register for the conference no later than **December 13, 2019**.
  - c. Detailed lesson plans are due no later than **January 14, 2020**.
  - d. Workshop handouts (not to exceed 8 pages) for inclusion in the ACC-RAC attendee packet are due no later than **February 11, 2020**.
  - e. Workshop PowerPoint files are due no later than **March 3, 2020**. Multiple files for one workshop must be combined into one master file before submitting.

Workshop Title (print):

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Lead Presenter Printed Name	Email address	Signature	Date

Co-Presenter(s) Printed name	Email address	Signature	Date

Please keep a copy of this completed form for your records.  
Submit this form by **September 6, 2019** to [dlawrence@parker.edu](mailto:dlawrence@parker.edu).



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## SAMPLE (Mockup) ACC-RAC Workshop Proposal Form

due by September 6, 2019

Total length of workshop time: **80 minutes**

Workshop Information	
Title	<b>The Art of Scholarly Peer Review</b>
Purpose (3-4 sentences in paragraph form describing the purpose of the workshop)	This workshop will provide an introduction and basic training for faculty and researchers interested in peer review. Many peer reviewers are not formally trained in the peer review process. There is a need for improved quality of the product of peer review in chiropractic and a need for a larger pool of experienced peer reviewers. This workshop will help provide the basic knowledge and skills to be a successful peer reviewer.
Target Audience	<b>Pick only one:</b> <input type="checkbox"/> Administration <input checked="" type="checkbox"/> College Faculty <input type="checkbox"/> Researchers <input type="checkbox"/> Clinicians <input type="checkbox"/> Theme
Specific Learning Objectives (List skills that attendees would expect to gain from this workshop.)  Write each objective using the following criteria: • Use one of the measurable action words (e.g. Analyze, Assess, Compare, Define, Demonstrate, Describe, Differentiate, Evaluate, Explain, Formulate, Identify...). • Write from the learner's perspective: describe what the attendee will be able to do after your workshop. • Use only one action verb for each objective.	<b>By the completion of this workshop, the attendee will be able to...</b> <b>A. List the essential components of the peer review process</b> <b>B. Identify essential components of an article</b> <b>C. Identify common research design flaws</b> <b>D. Identify flaws in logic in a discussion/conclusion</b> <b>E. Identify statements of bias</b> <b>F. Distinguish between constructive vs. destructive feedback comments</b> <b>G. Recognize common flaws in other peer reviewer comments and feedback</b> <b>H. Recognize unethical peer review activities</b> <b>I. Perform basic peer review skills given a portion of a sample paper</b>
Outcome Measures (List how you will measure if the above objectives were achieved.)	<b>A. Pre-post 1 minute written quiz</b> <b>B. Small group instructor observation and summary at debriefing meeting</b> <b>C. Small group case discussions and sample case work turned in</b>
Outline (Include <b>skill building</b> activities and times dedicated to each component.)	This workshop will be composed of large group lecturers and small group hands on sessions (groups of 8 with one co-faculty member, small group discussions of a given topic, mostly done with case examples).  <b>OUTLINE</b>  <b>Introduction and Background (5 minutes – lecture)</b> The origin of the peer review process  <b>Pre Quiz</b>  <b>What is 'Peer Review'? (10 minutes – lecture)</b> 1. Purpose of the peer review process 2. Overview – what are the steps of the peer review process 3. Essential components of an article/paper  <b>How to do good peer review (small group activities)</b> 1. Identify basic components of peer review instructions (10 minutes – small group) 2. Identify target of peer review– conference, journal, etc. How are these different? (10 minutes – small group) 3. Identify design of the submission (randomized, retrospective, qualitative, meta-analysis, etc.) 4. Identify common research design flaws (start 5 minute large group then 20 minute – small group, return large group discussion 10 minutes)

	<p><b>Avoiding unethical behavior (10 minutes - lecture)</b></p> <ol style="list-style-type: none"> <li>1. If you cannot do it due to time restraints contact the chair</li> <li>2. If know you have a significant bias or paper is not blinded let chair know</li> <li>3. Do not share, distribute or publish information from the paper</li> </ol> <p><b>Avoiding unethical behavior (small group activities)</b></p> <ol style="list-style-type: none"> <li>1. Sample cases of unethical peer review behavior (5 minutes - small group)</li> <li>2. Hands on samples of materials to be peer reviewed (10 minutes small group, return to share with large group discussion)</li> </ol> <p><b>Post Quiz</b></p> <p><b>Conclusion and wrap up (5 minutes – lecture)</b></p>
Other Comments	
<b>Presenter Information</b>	
Leader	
Name:	Dr Amy Farrah Fowler
Expertise: (Using complete sentences, provide a 200 word or less description of the experience and research accomplishments that support the presenter to teach workshop topic. Include publications and previous presentation experience.)	Amy Farrah Fowler, PhD, is a neurobiologist who attended Harvard University. She runs her own science lab at the University, and has published peer-reviewed research in Neuroscience Today, Neurobiology Daily, and Science Unlocked, among other journals. Dr Fowler has been a peer reviewer for 10 journals and 3 conferences in the past 4 years. She has given 26 presentations on various neurobiology topics, and has spoken extensively on the peer review process as it relates to science (12 of 26 presentations).
Affiliation/College/Organization:	California University
Email:	shamey@ca.edu
Phone:	314-159-2653
Co-Presenter	
Name:	Dr Buffy Summers
Expertise: (See instructions above.)	Buffy Summers, MD, earned her doctorate in cardiology from the University of Arizona in 1997. She is an expert at internal medicine and heart-related issues, and has worked for the American Cardiology Coalition for 15 years. Dr. Summers volunteers for the American Red Cross blood donation campaign, and is a peer reviewer and speaker for the Save the Bats Foundation. She is a certified expert at small group communication by the Small Group Communication Panel of America.
Affiliation/College/Organization:	UC Sunnydale, Santa Barbara, CA
Email:	vampireslayer@sunnydale.edu
Phone:	656-656-6566
Co-Presenter	
Name:	Ms. Wynonna Earp
Expertise: (See instructions above.)	Ms. Earp is a consultant for the Black Badge Division, US Department of Homeland Security. She is an expert at negotiation, communication, and tactical maneuvers. She has led tactical units fighting revenants located in Purgatory, WY. She has been a peer reviewer for several conferences, and led many workshops over the past two years since her return to her hometown. Her areas of expertise are communication, marksmanship, and quipping.
Affiliation/College/Organization:	Consultant for Black Badge Division, DOHS.
Email:	peacemaker@purgatory.org
Phone:	262-555-2626
Co-Presenter	
Name:	
Expertise: (See instructions above.)	
Affiliation/College/Organization:	
Email:	
Phone:	