**Presentation Proposal Form**

1. **Title** (maximum 15 words)

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| *Click to insert text.* |

1. **Authors, affiliations and roles**Please list name, any affiliations and role for EACH author. Affiliations refer to any organizations or institutions with which the authors are connected and which are related to the proposal presented here; e.g. for researchers, the employer is listed as an affiliation; roles are Presenting Author, Non-Presenting Author, or Other (please describe, e.g. Discussion Moderator).

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| *Click to insert text.* |

1. **Corresponding author** (all correspondence will be sent to this author)

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| ***Name:*** *Click to insert text.* |

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| ***Email address and country of residence:*** *Click to insert text.* |

Please check here to indicate your permission for the corresponding author’s email address to be listed in the program information if your proposal is accepted for inclusion. The purpose of publication of email addresses is to facilitate contact from interested delegates following your presentation.

 [ ]  I give permission for my email address to be listed in the program information.

[ ]  I do NOT give permission for my email address to be listed in the program information.

1. **Brief bio for each author** (maximum 50 words per author*)*Please provide a brief bio for each author and, if you are happy to do so, a head shot photograph for each presenting author which can be used within the program or congress app as required. Note that photographs should ideally be in png format and sized 300x300 pixels )

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| *Click to insert text.* |

1. **Abstract** (maximum 100 words)
Please provide a brief summary of your presentation which can be included in the program if your proposal is accepted for inclusion.

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| *Click to insert text.* |

1. **In which category are you submitting your proposal?**  ***Select one option***
2. **Presentation format**

*7a)* Please indicate your preferred presentation format: ***Select one option***

*7b)* If my proposal is accepted, but the program cannot accommodate my preferred format (please check all those which apply):

 [ ]  I agree to have my oral session scheduled for a different duration

 [ ]  I agree to have my oral session changed to a poster format

 [ ]  I would like to withdraw my proposal

Your willingness to be flexible with duration and format is greatly appreciated by the Program Committee.

*7c)* I prefer to present in (please check one box only):

 [ ]  English

 [ ]  Japanese

1. **Who do you regard as the primary audience for your presentation?**Please check all those which apply.

 [ ]  Researchers

 [ ]  Therapists/SLPs

 [ ]  People who stutter

[ ]  People who clutter

1. **Proposal summary** (maximum 700 words)

In this section, you should clearly state the goals of the presentation and outline the content. Please ensure there is sufficient information to enable the Review Committee to evaluate your proposal, but note the maximum limit of 700 words. Proposals submitted in the Research category should include the following headings or similar as appropriate to the nature of the proposal: Rationale, Aim, Method, Results, Conclusions - particularly with regard to what new information this contributes. Proposals submitted in other categories should include aims, a general description of the presentation, and refer to supporting experience or information.

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| *Click to insert text and images where appropriate.*  |

1. **Information required to apply for CEU approval**

Please complete this section if you wish to apply for CEU approval for your presentation. If you do not wish to apply for CEU approval, miss out this section, and proceed straight to Section 11 on the form.

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| Click here to insert 2-3 learning outcomes for your proposed presentation.1.2.3.  |

*10a)* ***Learning Outcomes***

Please provide 2-3 learning outcomes for your proposed presentation. Learning outcomes provide a foundation for the presentation’s format and content, inform the participant what can be expected as a result of the learning event, and assist potential participants in determining if the course is appropriate for their level of knowledge and skills. Please note that there are strict guidelines regarding the wording of learning outcomes. For guidance, please follow this link: <http://www.shav.org/pdf/LearnerOutcomeGuidelines.pdf>. Remember to relate the content of the presentation to the acquisition of new skills and knowledge for delegates, and to speech sciences, or the contemporary practice of speech-language pathology. For example, Learning Outcomes for research presentations could be:

* Attendee will be able to summarize the study questions, methods and results
* Attendee will be able to describe how this research might impact current clinical practice

*10b)* ***Instructional Level***

Please indicate the appropriate instructional level of your proposed presentation: ***Select one option***

*Introductory Level: Instruction at the Introductory Level of difficulty is generally intended for professionals with novice experience in the content area. Material presented is based on fundamental principles or concepts that are fairly well known and regularly applied. Often this level of training is intended to be a prerequisite to successive, more difficult topics offered at the Intermediate Level. At times, experienced professionals might be advised to take this training for review or in preparation for more advanced level training. Introductory level can also be used to describe course content related to new or emerging areas of practice.*

*Intermediate Level: Instruction at the Intermediate Level assumes some familiarity with the basic literature as well as some experience in professional practice within the area covered and is targeted for more experienced professionals. The pace of the training and difficulty of concepts presented require more advanced knowledge and skills than the Introductory Level. Examples used at this level are often based on recent research and case studies that are complex in nature.*

*Advanced Level: Instruction at the Advanced Level assumes the participant already has established experience, knowledge and skill within the area covered. The focus of courses at this level is on comprehension of findings in the current literature, and the synthesis and application of information presented to advance current clinical and research practices. The pace and level of difficulty of material presented is commensurate with the needs of a professional with comprehensive knowledge, ability, and experience in the content area.*

*10c)* ***Disclosure statements***

Please disclose, for each author, any financial and/or non-financial relationships related to the content of the presentation.Note that disclosure statements should be updated if relationships change prior to the congress.

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| *Click to insert disclosure statements for EACH author.* |

*All authors are required to provide information indicating any financial or non-financial relationships related to the content of the proposed presentation. Examples of relevant relationships include, but are not limited to:*

* *Being an employee of, or a paid consultant to, an organization whose product or service you discuss in your presentation*
* *Receiving grant funds for a research project you discuss in your presentation*
* *Receiving royalties from the sale of a book whose content you discuss in your presentation*
* *Patent holder*
* *Ownership interest (stocks, stock options, or other ownership interests)*
* *Serving as a formal advisor to a review panel*
* *Sitting on the board of an organization whose product or service you discuss in your presentation*
* *Receiving an award or honor from an organization whose product or service you discuss in your presentation*

*Please note that such relationships do not prevent you from speaking. The intention is to give delegates a more comprehensive context in which to consider the information or opinions you share. Do not be reserved when disclosing such relationships. Rather give too much information than too little, although note that it is not necessary to specify the value of any financial gain. If your presentation is approved for CEUs, the information you provide may be disclosed on the congress webpage or within the congress app. You will also be expected to disclose these relationships within your presentation, either verbally or on a slide.*

*Refusal to disclose any relevant financial or non-financial relationships disqualifies you from presenting at the congress.*

For examples and further information regarding disclosure statements, please follow the links below:

<http://www.asha.org/CE/for-providers/admin/Speaker-Disclosure-Slides-for-Presentations/>

[http://www.asha.org/CE/for-providers/Frequently-Asked-Questions-For-Presenters/#3](http://www.asha.org/CE/for-providers/Frequently-Asked-Questions-For-Presenters/%233)

1. **Are you interested in joining the panel of reviewers for the congress proceedings?**

Upon conclusion of the congress, all presenters can submit their paper/presentation to be published in the peer-reviewed online proceedings. Please indicate below if you are interested in joining the panel of reviewers for the congress proceedings.

[ ]  Yes, I am interested in joining the review panel for the congress proceedings

 [ ]  No, I am not interested in joining the review panel for the congress proceedings

1. **Audiovisual equipment**

*12a)* Please check the boxes to indicate the equipment you require (you can check more than one box):

 [ ]  Digital projector

 [ ]  Other (please specify)

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| *Click here to insert text.* |

*12b)* Type of laptop you will be bringing: ***Select one option***

*12c)* Number of microphones ***Select one option from the drop-down menu***

Please *note that ALL speakers will be required to use microphones, to facilitate delegate engagement.*

*12d)* Anticipated file format for visual presentation
(e.g. ppt, doc)

*12e)* Anticipated file format for any audio files
(e.g. wav, mp3)

*12f)* Anticipated file format for any video files
(e.g. wmv, mp4)

 *Click to insert text.*

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1. **Other information**

Please indicate any other requirements for equipment or access or anything else you think we need to know.

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Thank you for completing the presentation proposal form. Please save it in a format which can be amended (for example, .doc, .docx, or .rtf format rather than pdf), attach it to an email, along with the presenting author photographs, and send it to submissions@jointworldcongress.org. Submitted proposals will be acknowledged within a week with an electronic receipt, including a submission reference number.