

Specialty Session Presentation Information

AWHONN 2017 Convention

Specialty sessions are oral presentations lasting either 60 or 90 minutes including time allotted for questions and answers. Topics should be in keeping with the convention goal and objectives, and *targeted toward nurses with a minimum of seven years experience*. The talk may consist of an in-depth examination of a clinical problem or practice, a review of best practice on a selected topic or a detailed discussion of a professional issue. It does not need to be original research. **This is not a blinded review** and past experience as a presenter is required. (Research, Evidence-based Quality Improvement Project, Innovative Program and Case Study presentations are selected via blind review).

Criteria for Selection

- Topic in keeping with convention goal and objectives.
- Sufficient depth and sophistication for a typical attendee.
- Topic is timely and meets an identified learning need.
- Topic is likely to be of interest to attendees.
- Content free of commercial bias
- Content is evidence-based, and reflects current or cutting edge state of the science.
- Creative approach to the topic.
- Application/implication for women's health, obstetric or neonatal nursing practice, education or research.

Goal and Objectives

The Goal of the 2017 AHONN Convention is to energize and support nurses to translate knowledge into action.

At the conclusion of the convention, learners will be able to

1. Create an environment that supports innovative solutions.
2. Integrate new strategies and tactics that improve outcomes.
3. Embrace the power of nurses as leaders.

Submission Process

To expedite the submission process, gather required components before entering the Speaker Management System. Provide the following:

Title: Title needs to clearly reflect the content. The title should be a concise statement of the main topic. Consider using searchable terms.

Submitter's Email: If there is more than one submitter, list the email address of the primary contact.

Brief Description: This is 2-3 sentences, no more than 75 words, intended for posting on the convention website or other program materials to let attendees know what the session is about. This should generate interest in attending your session.

Learning Activity Form: Complete a Learning Activity Form that includes Objectives, content outline, time frames and teaching methods. See Learning Activity Form sample below.

- Three Behavioral Objectives: This is what the learner should be able to do upon completing your session.
- Content Outline: Reviewers want to determine if the content is congruent with your objectives. You will be asked to provide an outline of the content for each objective.
- Time Frame: State the time frame for each objective. If you think your session is best fitted for a 60 minute time slot, make sure the time you have allotted totals 60 minutes; if you think your session is best fitted for a 90 minute time slot, make sure the time you have allotted totals 90 minutes.
- Teaching Methods: The methods you choose should be appropriate for the content and objectives such as lecture/slides, Q&A/discussion or other as appropriate.

| OBJECTIVES | CONTENT (Topics) | TIME FRAME | PRESENTER | TEACHING METHODS |
|--|---|---|--------------------------------------|--|
| List learner's objectives in behavioral terms. | Provide an outline of the content for each objective. | State the time frame for each objective. Enter N/A if submitting a poster. | List the Faculty for each objective. | Describe the teaching methods, strategies, materials & resources for each objective. |
| List the logistics that must be considered when planning a conference | 1. Budget –setting up a realistic budget 2. Considerations when selecting a venue 3. Writing a proposal 4. Contract negotiations and room blocks 5. AV requirements 6. Miscellaneous – advertising, registration and revenue | 10 minutes on each topic, discussion and questions and answers on-going during each topic | Billie Robinson | Lecture Discussion Question and Answer |
| State the element necessary for an event to be considered continuing nursing education | 1. Definitions of CNE 2. Criteria for CNE 3. Elements that preclude CNE 4. Planning Activities Planning committee composition Roles and responsibilities 5. Content development 6. Evaluation – methods, what required for successful completion | 10 minutes on each topic, discussion and questions on-going during each topic | Billie Robinson and Donna Ruth | Lecture Discussion Question and Answer |
| Identify the components of a successful meeting | 1. Identify the purpose of the meeting 2. Develop an agenda 3. Meeting formats 4. Meeting logistics 5. Communication 6. Small group activity | 10 minutes for each topic, and small group activities | Donna Ruth | Lecture Discussion Small Group Activity |

Pharmacology Content: Estimate how many minutes you will spend discussing medications during your presentation.

Bibliography: Reviewers want to see the scientific or academic basis for your presentation. You will be asked to provide at least 5 references, preferably from peer reviewed journals. **At least 3 of them must be current as of the last 5 years.** APA format recommended:

<http://www.apastyle.org/> . The bibliography should not be included in the text of the abstract (see abstract instructions below).

Disciplines: Select the main discipline and any additional disciplines that apply from the options: obstetric, neonatal, professional issues and women's health.

Author Information Provide contact information, credentials and affiliations for all authors. In addition you must include a short biosketch (limited to 200 words). If the submission is accepted for oral presentation, the biosketches of presenting authors will be read aloud to attendees. The focus of the biosketch should be what makes you qualified to present the topic.

CV/Resume: All presenting authors must upload a current CV or resume.

CNE Disclosure: All authors must disclose any relevant personal, professional or financial relationships with a commercial interest producing, marketing or selling health care goods or services consumed by or used on patients within the last 12 months. All real or potential conflicts of interest will be evaluated and resolved to ensure the presentation is free of commercial bias. Learners will be informed as to the presence or absence of conflicts of interest prior to the start of your session as a slide.

Abstract Text: Submit a narrative summary of your talk, limited to 250 words. This isn't shared with attendees but used by reviewers to assess your approach to the topic, your grasp of the current state of practice and science, and the level of sophistication of the presentation. You can create this in Word first and then cut and paste into the Speaker Management System. Your abstract should be structured to include:

Background: Importance of the subject matter and specific purpose of your talk. Why should this information be shared?

Framework for the talk: What current science, evidence or guidelines will you share? What are the principal points you are making?

Implications for practice: How can nurses apply this information?

Tips and Timeline

You do not have to complete the submission in one sitting. You can click "save and continue" at the end of a page and get back to the submission by using your log-in number. If the system will not let you save the content because you have not completed the entire page, you can simply fill in a place holder such as "to be determined" and come back to that field at another time.

All submissions must be completed no later than 11:59pm (Eastern time) on September 10, 2016; you will be notified of the Committee's decision in November 2016.

If Your Submission Is Selected for Presentation

Presenters will be provided with an LCD projector, computer, screen, lavalier microphone and slide advance. No other audio/visual equipment will be provided or may be used. *AWHONN does not permit use of flipcharts, overheads, or videocassettes during specialty sessions.*

Presenters will be responsible for their own travel and all expenses related to their presentation. All presenters are required to register to attend the convention and will be eligible for a \$75 discount off full convention registration fees. If you are asked to repeat your session, you are entitled to a \$150 discount off full convention registration fees. *A maximum of two people may present a specialty session.*

Questions or Concerns

If you should have any questions or concerns, please contact Carolyn Vanderwyst, Manager of Education Programs, by phone at 919-908-6286 or by email at cvanderwyst@awhonn.org.