Society of Research Administrators International

PLEASE PRINT AND REVIEW THIS PAGE
BEFORE SUBMITTING A PRESENTATION PROPOSAL
Submission Deadline: January 23, 2017

Thank you for your interest in submitting a presentation proposal for consideration for the 2017 SRA International Annual Meeting to be held in Vancouver, Canada (October 14-18).

Please observe the following guidelines when making your submission.

Key Dates:

- Monday, January 23, 2017: Closing date for individuals to submit and edit session and workshop proposals.
- December 2016– March 2017: Proposals reviewed.
- April 2017: Speakers notified of status of their proposal. Speakers whose presentations were accepted will have an opportunity to edit submission, including information related to speakers, learning objectives, etc.
- Monday, July 10, 2017: Speaker Confirmations due.
- Monday, September 18, 2017: Presentations due (Concurrent Sessions ongoing posted online).

SUBMISSION INSTRUCTIONS

Speaker Profile and Biographical Statements

- Please complete the speaker profile as completely as possible.
- Do not abbreviate titles (Example: Use "Vice President" instead of "VP.")
- Please do not use periods when listing your professional credentials (JD, PhD, CRA, etc.)
- Entries should be submitted by the person serving as the primary speaker. Additional speakers should be noted only if they have been confirmed.
- Remember to check the 'Save to Profile' checkbox found on the bottom left corner of the speaker information page if you would like Precis to automatically populate your speaker contact information on subsequent proposal submissions. Doing so will save you time.
- The program co-chairs and SRA staff reserve the right to edit speaker biographical and other statements, as necessary, for clarity, grammar, style and length.

Presentation Proposals

- Proposals should contain enough detail to clearly convey the material covered during the session/workshop and the knowledge that the attendee should expect to gain.
- Use complete sentences. Please do not submit bulleted lists -- such as an outline -- in lieu of a narrative description of the content.
- Eliminate the use of acronyms on first reference. Example: Refer to the "National Institutes of Health" on first reference and as "NIH" on subsequent references.
- Do not capitalize entire sentences.

- Adhere to the word or character count limits.
- The program co-chairs and SRA staff reserve the right to edit abstracts, as necessary, for clarity, grammar, style and length.

LEARNING FORMATS

SRA International recognizes that information can be learned in different ways, and that many SRAI sessions and workshops are already using diverse formats. For the 2017 SRA International Western/Northeast Section Meeting, SRAI is asking speakers the type of format they intend to use in his/her presentations so we can improve the design of the program and assist members with personalizing their schedules and learning opportunities.

Workshop: 3 ½ or 7 hour deep dives into specific learning topics, led by one or more experts. These are designed to allow participants to more fully explore an area of interest and learn new skills or develop new strategies. Workshops may include more hands-on exercises, discussion groups, and other in-depth experiences. Workshops are offered on Saturday or Sunday before the conference only.

Concurrent Session Formats

Presentation: 75-minute sessions designed in a traditional format, aimed at a specific focus in which the audience listens to what the presenter has to say, even though the presenter should encourage audience participation and entertain questions. The majority of concurrent sessions at SRA meetings have typically fit in this category and form the core of conference offerings. Presenters are encouraged to use active learning techniques to engage audiences, distribute materials, and respond to follow-up requests for more information.

Discussion: 75 minute structured discussions on a key learning topic or challenge. Presenters facilitate and engage attendees in a structured exploratory discussion, encouraging participation from participants.

Panel: 75-minute sessions that discuss a topic with a selected group of panel members (typically no more than 3-4) with contrasting or complementary points of view. The panel is actively moderated by a chair, with time reserved for audience participation, questions, and comments.

Case Study: 75-minute, focused sessions that highlight organizational stories of success, lessons learned, failed initiatives, and best practices. Presenters will share their stories and engage participants in focused dialogues about the implications of these examples for other organizations. These are all up-to-date, honest, under-the-hood explorations of learning innovation and implementation from real experiences.

Step-by-Step / "How To": Pragmatic, 75-minute sessions that provide practical advice and suggested action steps to successfully implement and/or utilize strategies, approaches to and technologies for learning or implementing new policies, regulations, or requirements.

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Developing / Amending Learning Objectives

- Learning objectives should be learner-focused and describe to learners exactly what knowledge, skills and/or attitudes they are expected to accomplish or demonstrate by the completion of the session/workshop.
- Learning objectives should be clear, concise and measurable.
    - EXAMPLE: **"Cite three strategies for X", instead of "Increase understanding of X."**

    - USE words like:
        - List
        - Calculate
        - Identify
        - Describe
        - Evaluate
        - Analyze

    - AVOID words/phrases like:
        - Learn
        - Appreciate
        - Become familiar with
        - Increase understanding of
        - Demonstrate understanding of
        - Be provided with

- Identify at least two learning objectives.
- The program co-chairs reserve the right to add or edit learning objectives, as necessary, for clarity, grammar, style and length.