

2018 ATSA Symposium Submission Instructions

Submission deadline: February 28, 2018

IMPORTANT CONSIDERATION: Based on consistent feedback over the past years, conference participants have indicated that it is difficult to learn from symposium presentations that have four presentations within each 90 minute symposium. In addition, having more than two presenters per presentation is reported as being distracting. Therefore, when the Chair is putting together the symposium submission, please limit the symposium to no more than three presentations and limit the number of presenters for each presentation to no more than two.

E-mail the following information (Part 1 & 2) directly to Kelly McGrath, Conference Administrator at kelly@atsa.com as a Word document. All symposium submissions will be confirmed by email from Kelly at the ATSA office within one week of submission. Please email Kelly if you have not received this emailed confirmation.

PART 1:

1. Main title of symposium - **please keep the title to 10 words or less.**

2. Abstract describing entire symposium (approx. 1-2 paragraphs in length).

3. Application for Presentation (choose one):

- a. Youth
- b. Adult
- c. Both (Adult & Youth)
- d. Children

4. Level of Presentation (choose one):

- a. Preliminary
- b. Intermediate
- c. Advanced
- d. General

5. Theme of Presentation

- a. Management/Supervision
- b. Policy
- c. Prevention
- d. Other _____

6. Focus of Presentation (choose one):

- a. Research
- b. Clinical
- c. Both (Research & Clinical)

7. Contact information for Symposium Chair

- a. First, Last, and Degree
- b. Agency affiliation
- c. Agency Address, City, State (or Country), and Postal Code
- d. Agency Phone
- e. E-mail address

8. All individuals must indicate if they have any financial interest in a commercially available product or a commercial interest related to the subject matter presented involved in their proposed presentation(s). ATSA is providing Continuing Medical Education (CME) credits for the 2018 ATSA conference. It is the policy of the University of Minnesota Office of Continuing Professional Development to ensure balance, independence, objectivity and scientific rigor in all of its educational activities. All individuals (including spouse/partner) who are speaking at the conference are required to disclose to the learners any financial relationships with a commercial interest related to the subject matter of this activity. A commercial interest includes, but is not limited to, psychological tests, software, devices, and guides or workbooks, as well as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by or used on, patients. Upon acceptance of your abstract, disclosure information will be reviewed in advance of the program in order to manage and resolve any possible conflicts of interest. Specific disclosure information for each presenter, activity director, and planning committee member will be shared with the learner prior to the presenter's presentation. Having a financial interest does not affect your eligibility to present. This information will be made available through the conference registration brochure and program. Please indicate if you or any of the other presenters have any financial interest in any commercially available product involved in your proposed presentation:

Please indicate if you or any of the other presenters have any financial interest in any commercially available product involved in your proposed presentation: YES NO

If yes, please explain. (No dollar amounts please.)

PART 2:

***Please do not list co-authors as co-presenters unless they are also intending to present at the conference. Instead, all authors should be identified in each paper in the abstract itself.**

For each presentation within the symposium, include the following:

1. Title of the specific presentation included in the symposium - **please keep the title to 10 words or less.**
2. Abstract describing specific presentation included in the symposium (approx. 1-2 paragraphs in length).
3. Lead presenter and **a maximum of two co-presenters*** for each presentation
 - a. First, Last, and Degree
 - b. Agency affiliation
 - c. Agency Address, City, State (or Country), and Postal Code
 - d. Agency Phone
 - e. E-mail address
4. 3 Learning Goals or Objectives relating to the content of each specific presentation.
5. A brief, one paragraph bio for each presenter in each specific presentation.
6. Is the research completed for each specific presentation? YES NO Not Applicable

If not, please explain and give an estimate of completion: