2018 IACUC Call for Session Proposals

Call for Conference Session Proposals

The planning process is just beginning, and we'd like you to help us generate ideas for the conference agenda. Please use this form to submit a conference session proposal by August 25, 2017.

Contact Information for Proposal Author

Please complete the fields below. This information will be used to contact the proposal author should the Conference Planning Committee have any questions about a submission, or if a submission has been selected for presentation at the 2018 IACUC Conference.

Full Name (first and last)*

_________________________________________________

Degrees/Credentials (e.g. PhD, CPIA, MA)

_________________________________________________

Professional Title

_________________________________________________

Institution

_________________________________________________

Email Address*

_________________________________________________
Session Proposal

Please use the space below to provide the Conference Planning Committee with an overview of your session proposal.

Please note the following about session proposal submissions: PRIM&R reserves the right to edit accepted session proposals in order to keep them in line with PRIM&R's branding and formatting. PRIM&R and the Conference Planning Committee will select sessions in their entirety. However, PRIM&R may contact the proposal author about modifying the content of the proposal slightly if they feel additional information is needed or points are missing. PRIM&R will not combine session ideas. Session proposal authors may recommend up to three speakers per session idea (including themselves). PRIM&R and the Conference Planning Committees will, wherever possible, accept the recommendations for speakers, but reserves the right to suggest alternate speakers to ensure participation from individuals of diverse backgrounds and institutions. Any speaker suggestions will be discussed with proposal authors first.

Session Title*

Presentation Type
Please indicate the session format that best describes the session you are proposing:*

( ) Workshop (interactive, 75 minutes)
( ) Didactic (presentation-based, 75 minutes)
( ) Double session (interactive and presentation-based, 2.5 hours)
( ) Plenary (presentation-based session, broader ethical issues and concepts, unopposed, 75 minutes)

Content Level
Breakout sessions are labeled basic, advanced, or general (definitions below). Please indicate the level of your proposed session:*
( ) **Basic** - Session provides an introduction to the topic for those who have little or no prior knowledge of it. Teaching styles will be largely didactic. Focus will be on introducing, explaining, and illustrating basic concepts, principles, regulations, policies, or best practices relevant to the topic. Programs labeled basic are designed for attendees new to the particular topic being discussed or individuals looking for a refresher on the fundamentals.

( ) **Advanced** - Session a) assumes mastery of central ethical concepts and principles, of the regulations, and of the processes of applying them to the day-to-day work of protocol review or other research oversight activities, and b) aims to provide attendees with the in-depth knowledge of an area and robust set of skills required for addressing difficult problems and navigating "grey areas," improving their IACUCs, shaping their institutional cultures, or advancing their careers. Sessions will make heavy use of active learning techniques, such as case studies and question-based lectures. Attendees are expected to have sufficient experience and understanding in order to actively contribute to discussion and the solution of difficult problems discussed. These sessions will not review basic concepts.

( ) **General** - Session content is intended for all audiences.

**Session Descriptor**
In the text box below, please provide a two to three sentence description that outlines the session focus, importance of such a session, and method of instruction.*

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____________________________________________

**Learning Objectives** Learning objectives are used to provide attendees with enough information to make informed decisions about which session to attend, given their learning needs. Please submit three learning objectives for the session you are proposing.*

Objective 1: _______________________________________

Objective 2: _______________________________________

Objective 3: _______________________________________

If you labeled your session as **advanced**, please indicate in the text box below the **prerequisites for attending this session**, e.g., what concepts, information, and/or rules/guidance does someone need to know before attending this session, and/or how many years in the field should someone have to attend this session? Advanced sessions that do not include prerequisites will not be considered.*

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If you labeled your session advanced, please indicate in the text box below the methods of instruction you will employ to facilitate the session content. Examples of advanced level instruction include, but are not limited to: case studies, question-based lectures, quizzes, subject matter expert panels, simulation or mock learning activities, etc. *Advanced sessions that do not include methods of instruction will not be considered.*

Additional Information
Please share any additional information that might be helpful to the Conference Planning Committee when reviewing your submission (e.g., examples, pertinence to the conference audience, etc.).

Proposal Speaker
Please select an option below:

( ) The proposal author is the primary presenter

( ) The primary presenter is different from the proposal author

Primary Speaker

Please share with us information about the individual(s) whom you envision presenting the session you have proposed. The default is two speakers per breakouts session, but three speakers will be considered if circumstances warrant a session having that many presenters.
Please note that the speaker proposed may not be selected to present the session due to efforts to ensure participation from speakers of diverse backgrounds. PRIM&R reserves the right to invite alternate speakers to teach the session proposed. If you checked off the session should have a primary speaker other than yourself, but you do not have a recommendation, the Conference Planning Committee can recommend speakers if they choose to accept the idea.

Finally, while PRIM&R wishes we could waive registration fees for conference speakers and session proposal authors, we are unable to do so at this time. We appreciate your understanding, as PRIM&R survives largely through our conference registrations. Individuals selected to participate in the 2018 IACUC Conference as speakers will be responsible for paying the appropriate discounted registration fee.

Please provide the primary presenter's contact information below:

Full Name (first and last)

_________________________________________________

Degrees/Credentials (e.g. PhD, CPIA, MA)

_________________________________________________

Professional Title

_________________________________________________

Institution

_________________________________________________

Contact Information (email, phone number, mailing address)

_________________________________________________

_________________________________________________

_________________________________________________

_________________________________________________

Primary Presenter Biography
Please use the section below to provide a brief overview of the experience, speaking credentials, and expertise of the primary proposed speaker. If you are proposing an advanced level session, please provide information on the speaker's experience teaching advanced-level content.

_________________________________________________

_________________________________________________
Have you informed the primary presenter that you included their name on this proposal?

( ) Yes
( ) No

**Additional Speakers**

Are there additional speakers who you would like to recommend? If so, provide their names, credentials, professional titles and institutions, and contact information in the field below.

Again, the default is two speakers per breakout session, unless there are extenuating circumstances, and the speakers proposed may not be selected to present the session due to efforts to ensure participation from speakers of diverse backgrounds. PRIM&R reserves the right to invite alternate speakers to teach the session proposed. Individuals selected to participate in the 2018 IACUC Conference will be responsible for paying the discounted registration fee.

If you are proposing an advanced level session, please provide information on the speakers’ experience teaching advanced level content.

Terms and Conditions

Decisions will be sent to session proposal authors by **November 30, 2017**.

The 2018 IACUC Conference will be held March 20-21, 2018 in Columbus, OH. If a session proposal author is selected to speak on the breakout session they proposed, that individual will be eligible for a registration discount (as will speakers who were recommended to teach on the conference program). PRIM&R is unable to pay travel expenses for breakout session speakers.

Accepted proposals will be featured on PRIM&R’s website, and may be used for other promotional purposes. Proposal authors acknowledge that PRIM&R bears no further obligation
to obtain permission for the purposes indicated, and grant this release voluntarily and with no compensation or inducement.*

[ ] I have read, understand, and agree with PRIM&R’s Call for Session Proposals terms and conditions. *This question is required.*

Once you hit submit, you will be directed to a thank you page that will indicate your idea has been successfully submitted. You will then receive a confirmation email with a copy of your proposal.

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**Thank You!**

*Thank you for your participation!*

2018 IACUC Conference Planning Committee will consider all submissions received by **August 25, 2017**. Session proposal authors will receive an update via email regarding the status of their proposals by **November 30, 2017**.

Please contact [Kate Eldredge](mailto:kate.eldredge@primr.org), conference coordinator, with questions.