



CALL FOR SESSION PROPOSALS

2023 OSAP
ANNUAL CONFERENCE

2023 OSAP Annual Conference Call for Session Proposals - Guidelines June 1 – 3, 2023 | Tucson, AZ

IMPORTANT DATES

Friday, October 7: Deadline for Session Proposal Submission
November: Notifications Emailed

Submission website:

osap.memberclicks.net/2023-call-for-session-proposals

The 2023 OSAP Annual Conference will bring together the most innovative thinkers in dental infection prevention, occupational health, and patient safety. The planning committee invites proposals for **60-minute breakout sessions**.

SUBMISSION CRITERIA

All proposals must be submitted via osap.memberclicks.net/2023-call-for-session-proposals by **Friday, October 7**, to be considered.

We are looking for proposals that:	Tell us about learning models that:	Relevant topics may include:
<ul style="list-style-type: none"> • Discuss current and emerging issues relating to infection prevention, occupational health, and safety in oral healthcare settings • Convey evidence-based solutions and best practices • Stimulate discussion and challenge mindsets 	<ul style="list-style-type: none"> • Address challenges in your area of practice • Create opportunities to share information across geographic demographics • Promote partnership within the dental team 	<ul style="list-style-type: none"> • Essential resources, valuable tools, and new approaches for better protecting patients and staff • Advances impacting patient safety • Compliance and safety issues • Increased efficiency, lower costs, a greater return

SUCCESSFUL PROPOSALS

Proposals will have the following attributes:

WHO	WHAT	HOW
<ul style="list-style-type: none"> • A clear definition of the audience you are targeting • Global perspective and relevance included (where relevant) • Overall faculty diversity and expertise, areas of focus, etc. 	<ul style="list-style-type: none"> • Topics of direct relevance for a dental practice with an emphasis on innovative topics & evidence-based information • High educational value • Thought-provoking key takeaways, skills, and tools that attendees can immediately apply 	<ul style="list-style-type: none"> • Enough resources to organize the session and successfully execute it • A specific plan for engaging the audience (e.g., polling, demonstrations, group exercises, other interactive engagement)

TARGET AUDIENCE

The OSAP Annual Conference is an advanced-level dental infection prevention and safety conference. However, we have learners with various experience levels (beginner, intermediate, and advanced). The conference serves the professional and educational needs for:

- Clinicians and staff in a variety of public and private dental settings
- Consultants & lecturers
- Compliance officers of state dental boards
- Dental Support Organizations (DSOs)
- Educators
- Hospitals & FQHCs with Dental Clinics
- Industry representatives from companies that manufacture or sell infection control products and services
- Infection Control Coordinators
- Large Group Practices
- Public Health
- Researchers
- Risk Managers
- Sterilization Technicians
- And more!

LEARNING FORMAT

OSAP is seeking proposals for **60-minute breakout sessions** that fall within one of the following three learning formats:

- **Lecture:** A formal, thematic presentation focused on an issue, trend, research problem, question, or topic. It gives more time for an in-depth exploration of the ideas presented and may be focused on a specific research, paper, or project. The lecture format is best suited for a single expert lecture. Ideally, the presentation will be 45 minutes with 15 minutes for Q&A. If you have more than one expert on the same topic, please submit it in a panel session format.
- **Panel Discussion:** Two (2) speakers present different aspects, perspectives, or thoughts on an issue, trend, research problem, question, or topic of interest. Each speaker will have an opportunity to present their information (15 - 20 minutes each), and when both speakers are finished, there are typically 15 minutes for Q&A.
- **Experiential Learning:** Participants learn a new skill, or develop an action plan, or participate in other activities where hands-on learning is integral. The session may begin with explanatory or introductory information and then involve the audience in some interactive participation activity. This format is particularly well suited for demonstrations, learning new skills or procedures, debates, exhibitions, and so forth that enables attendees to see or practice a skill, concept, or tool. Proposals should allow for significant involvement and contribution to the learning process from the participants. The learning experience should excite and encourage the participants to take risks, question assumptions, and fully engage in the learning process.

SUBMISSION INSTRUCTIONS

Proposals must be submitted via osap.memberclicks.net/2023-call-for-session-proposals by **Friday, October 7**. If the proposal is accepted, OSAP will use the information provided in the application for the program guide provided to participants.

Pro Tip: Compile the required information in a word document, and copy/paste your responses.

- **Session Title:** Identify the topic(s) to be covered. Use descriptive titles, as attendees often search for sessions using a keyword.
- **Session Description:** Describe the relevance of the content to the learner and explain how content areas will fit together. Limit to 200 words or less.
- **Learning Objectives:** List between 3 to 5 learning objectives. [Click here to learn how to write learning objectives.](#)
 - Specific objectives may include, but are not limited to, the following categories:
 - Changes in the attitude and approach of the learner to the solution of dental problems; corrections of outdated knowledge;
 - Provision of new knowledge in specific areas;
 - Introduction to and/or mastery of specific skills and techniques;
 - Alteration in the habits of the learner; accurate objectives succinctly describe the education that will result from attending the course.
- **Interaction Plan:** Specify your plan for engaging the audience of your session. *(required for Experiential Learning sessions only)*
- **Target Audience:** Identify which learners will likely benefit from the educational content
 - Beginner - Appropriate for those with limited experience seeking an introductory understanding of the content area.
 - Intermediate - Appropriate for those with some experience seeking to build on, apply, or enhance existing knowledge using content in practical applications to master concepts.
 - Advanced - Appropriate for those with substantial prerequisite knowledge seeking the most up-to-date information to heighten expertise.
- **Proposed Speaker(s):** Specify the proposed speakers (**1 speaker is required, up to 2 are allowed**), including:
 - Name and credentials
 - Email address
 - Information regarding their ability, training, and experience in the field, and any affiliations with products/devices that will be discussed.
- **Additional Documentation:** Upload any additional documentation that will help support your proposal (not required)

ELIGIBILITY REQUIREMENTS

- Members and non-members of OSAP are eligible to submit a proposal.
- Complete all the required fields requested on the submission form. Failure to complete these required fields will result in the proposal being considered an incomplete submission and will not be reviewed.
- Proposals must **not** promote a specific drug, device, service, or technique of a commercial entity.
- The submitter must participate at the Annual Conference in Tuscon, AZ if selected.
- Proposals must be submitted via osap.memberclicks.net/2023-call-for-session-proposals.

REVIEW AND SELECTION PROCESS

- After a thorough review, the Annual Conference Planning Committee (ACPC) will select topics based on needs assessment and practice gap analysis. The Committee makes a special effort to incorporate as many relevant proposals as possible into the final program.
- The ACPC reserves the right to accept all or part of a proposal (e.g., edits to the title, objectives, speakers, or combining it with another session, topic, etc.).

CE GUIDELINES

- 2023 OSAP Annual Conference Learning Objectives:
 - Describe current and emerging issues related to infection prevention and safety in oral healthcare settings.
 - List new resources, tools, and networks to optimize compliance.
 - Identify important attributes to develop and enhance global leadership for the optimal delivery of infection prevention and The Safest Dental Visit™.
- The educational content must address the learning objectives for the activity
- Presentations must provide a balanced view of all evidence-based infection prevention and safety options.
- **Presentation must not promote specific products, drugs, devices, services, or techniques**
 - Whenever possible, *generic names* must be used to contribute to the impartiality of the program presented. If reference must be made to a specific product by its trade name, reference shall also be made to competitive products
- Speaker must disclose whether they (or an immediate family member) have a financial interest/arrangement or affiliation with the corporate organization offering financial support or grant monies for this continuing dental education program, or have a financial interest in any commercial product(s) or service(s) they will discuss in the presentation.

- Disclosure will include the speaker's name, the name of the commercial interest, and the nature of the relationship the individual has with each commercial interest.
- Disclosure will not include the use of a trade name or product message.
- For individuals that have no relevant financial relationships, the speaker will disclose that no relevant relationships exist.
- Disclosure will be made before the start of the continuing education activity and will be made in writing, either in publicity materials, course materials, and/or audiovisual materials.

SPEAKER COMPENSATION

INCLUDED:

- **Meeting Registration:** Speaker(s) will receive a **FREE registration** to the 2023 OSAP Annual Conference. Any additional special events are at your expense. The speaker will be responsible for registering and paying fees for guests and spouses.

NOT INCLUDED:

- **Hotel Accommodations:** Speaker(s) will be responsible for all expenses related to their hotel stay.
- **Airfare/Ground Transportation:** Speaker(s) will be responsible for all airfare and ground transportation expenses.
- **Meals:** Speaker(s) will be responsible for all expenses related to meals not included in registration.

HELPFUL TIPS

- Be thorough. We're looking for well-researched session proposals. Tell us about your target audience and why your session will be important or valuable to this audience. What needs will this educational content meet, or what learning gaps will it address?
- Review the [Call for Session Proposals Application Questions](#) before submitting your application
- [Review our documentation on how to write learning objectives.](#)
- Submit more than one proposal (each proposal must be submitted separately).

CONTACT INFORMATION

Reach out to office@osap.org if you have any questions.