Envision Conference Panel/Symposia Course

Panel submissions incorporate practical information that low vision practitioners, educators and researchers need to succeed professionally and that encourages discussion of professional concerns and views. These special panel events carry themes that are current topics in the profession's lexicon and often include expert speakers that include both researchers and clinicians.

Panel submissions should include concrete examples of closing practice gaps in vision rehabilitation and should incorporate the principles of evidence-based practice by exploring current or proposed research in the field. For example: What research is needed for clinical practice outcomes? What research is being done to improve clinical practice?

In addition, submissions are also reviewed for meeting continuing education accrediting criteria required by, ACVREP, AOA-CPC, AOTA, COPE, CRCC, and/or JCAHPO.

Panel submissions need to include all of the following components to be considered as an approved presentation:

Length of presentation time: Choose 1 hr. or 2 hr.
Although often described as a 1 hour or 2-hour symposium, the actual time allotted for each symposium is 50 minutes per hour. The time needed for the introduction, changing between speakers, and a question and answer time or a panel discussion, if desired, should be considered when deciding the number of speakers to include.

Title
Include the course title.

Lead Author/Moderator/Presenter
Confirmed Co-presenters

Instruction Level
Determine instruction level to help attendees select courses that fit their experience and knowledge.
- Introductory – Information is geared to practitioners with little or no knowledge of the subject matter. Focus is on providing general introductory information.
- Intermediate – Information is geared to practitioners with a general working knowledge of current practice trends and literature related to the subject matter. Focus is on increasing understanding and competent application of the subject matter.
- Advanced – Information is geared to practitioners with a comprehensive understanding of the subject matter based on current theories and standards of practice as well as current literature and research. Focus is on recent advances and trends, and/or research applications.

Course Description

The course description is a short distillation of the information from the presentation, emphasizing the relevance and interest of the topic to participants. The course description will also be used in promoting the course to learners.

Learning Objectives

Learning Objectives should be written in a way that reflects the instructional format and delivery method being used for a particular activity. Objectives are participant-centered and describe to learners exactly what knowledge, skills, and/or attitudes they are expected to accomplish/demonstrate as a result of the learning activity. Start each objective with an action verb which communicates the performance by the learner. Use verbs which describe an action that can be observed and that are measurable (e.g. Define, Identify, Classify, Describe, Demonstrate, Interpret, Analyze, Diagnose and Assess). Avoid interpretive verbs such as know, learn, understand, appreciate etc.

Outline

The outline is a breakdown of what authors will present in the order it will be presented. Created in an outline format, it will be the framework a reviewer can use to determine what presenters will discuss and how. This should be 1.5 – 2 pages per hour of presentation not including course description and objectives.

[Sample outline]

All submissions are peer reviewed. If chosen for inclusion in the Envision Conference program, the designated lead presenter/moderator of panel submissions (does not apply to co-presenters or individual research presentations) will receive the following support from Envision:

- *A $200 honorarium per hour of clinical education presentation(s).*
- *The lead presenter/moderator will sign a speaker contract that specifies the details of this support, reimbursement, and remuneration.*
- *All presenters in the panel must register for the conference at the cost of one of the registration categories.*

Envision reserves the right to assign the day and time that accepted proposals will be scheduled. The lead presenter/moderator will receive a speaker agreement outlining these details and will be required to sign and return in a timely manner. All presenters and co-presenters will be required to register for the conference.