NEHA’s 2016 AEC ABSTRACT SUBMISSION GUIDE

STEP 1: Align with Conference Purpose
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STEP 1: What is the conference purpose?

To build the capacity of environmental health (EH) professionals and/or their organizations to perform essential functions, solve problems, and define and achieve objectives. The NEHA AEC aims to keep EH professionals up to date, relevant, and highly competent in their roles through the provision of continuing education, credential maintenance, and professional development opportunities that address:

- The changing scope of EH practice
- Workforce shortages, generational shift, and leader loss
- Workforce training and competency challenges
- Budgetary challenges
- Use of new technologies and/or advanced research techniques

Suggested session focuses:

- Showcases innovation, doing EH differently
- Celebrates human achievement and making a positive difference (quantifiably, if possible)
- Creates an immersive learning experience for attendees
- Provides a pathway to discovery and a call to action for attendees
- Illustrates the difference attendees can make by application and implementation
- Inspires attendees to take the action to make a difference

NEHA is pleased to be partnering with the U.S. Department of Housing and Urban Development in San Antonio for the 2016 AEC. We are looking for dynamic speakers to present in multiple Healthy Homes tracks that will be offered. If there are ways to connect your presentation with Healthy Homes, please consider adding this element to your abstract submission.
STEP 2: Mapping my proposal to get from point A to point B

Begin with the end in mind. NEHA prefers sessions that have observable learning objectives. What will the attendee be able to list, identify, describe, demonstrate, perform, distinguish, interpret, apply, implement, create, compare, formulate, etc. as a result (point B) of your session? More verbs from Bloom's Taxonomy of educational objectives here.

Know your audience. Who needs this information? Young professionals, experienced field personnel, program managers, scientists, professors, decision makers? What do they already know about your topic? This should help you define where to start (point A).

Getting from point A to point B effectively contributes to the ROI (return on investment) of your session.

STEP 3: Imagineer Learning Format & Time

When taking attendees from point A to point B, NEHA prefers sessions that take attendees on a ride, give them an immersive, interactive, engaging-the-senses experience that only takes as long as necessary. A shorter and/or more interactive session can contribute to the ROI of your session by providing a positive learning experience and increased conceptual comprehension for attendees.

Imagine yourself as an attendee taking a seat in a hotel ballroom with no natural light, no plants, a screen, podium, and lecturer at the front. Imagine yourself as the knowledgeable, respected professional who is really good at their job, and knowing exactly what they want out of the session (learning objectives/point B). You have related experience and want to get right to the good stuff without death by Power Point. This is your attendee.

As the presenter, privileged to be in front of these attendees, ask yourself the following questions:

- What is the best learning format for this session material to make a difference for them?
- What do they already know? How much background do they really need from you?
- Should they complete a pre-requisite? Or have a specific experience?
- Can they practice the calculation, technique, process, etc.?
- What tools, plans, and resources can they implement or use when they leave?
- What are the pitfalls they might encounter?
- What can they act upon when they leave (call to action)?
- What difference do you want (the material) to make for them/with them?

Now, engineer a session that is designed and delivered for the attendee to achieve the objectives and address any concerns that arose above. A shorter and/or more interactive session can contribute to the ROI of your session by providing a positive learning experience, increased comprehension, and better retention over time for attendees.
A. Session Format:

- **Lecture**: Mostly presenter-driven sharing of information, stories, best practices. *Please include at least one Interactive Lecture Technique in addition to Q & A:*
  - One from this list.
  - Audience responses: Poll Daddy “app” or physical polling of the audience
For panel presentation sessions: include a moderator and no more than 4 speakers giving presentations and/or discussing a topic. Also consider a Learning Lab approach.

- **Learning Lab**: You are more a Facilitator, less a presenter. Interactive sessions that provide hands-on training and real-world experience through Tabletop/Mock/Role Play Exercises; Games; Hands-on Demonstrations; Facilitated Discussions/Talk Show; Workshops; etc.

- **Poster**: Attendee driven and interactive. You could be asked to make a short presentation, or just have a question and answer-based conversation. (Maximum of 2 presenters per poster).

B. Time needed: The time needed may vary depending on the session format selected. Times listed below INCLUDE Q&A.

- 20 minutes: Mini-lectures ([TED talks model](http://t.t)) have been well received and will continue to expand this year.
- 50 minutes
- 110 minutes: Essentially a double session, so content must be compelling, with multiple presenters, contain interactive techniques, or otherwise warrant 2 sessions.

Information on how to give effective, short presentations:

- [For Presentations, Half as Long is Twice as Good](http://t.t)
- [Giving a Killer Presentation](http://t.t) (TED talks AKA “the talk of your life in 18 minutes’)
- 5 [Rules for More Effective Presentations](http://t.t)

STEP 4: Proposal Details and Description

A. **Session Title**: Provide the official name of the conference session *(required).* The title will be used in the program posted online and in the final printed program. Select a title that is evocative of your topic and that will appeal to attendees. Please refrain from using technical terms and acronyms within your title wherever possible. *Please limit the title to 12 words.*

B. **Abstract**: Provide a description of your session in no more than 350 words. Please describe the session purpose and goals. Describe significant tools, resources, experiences and objectives. And, tell us what makes your session compelling. Please be as thoughtful, specific, and clear as possible. We are seeking the best tips, tricks, and tweaks being implemented and applied in the daily practice of EH to manage the challenges faced across the profession. The session submitter will be responsible for developing this session according to what is described in this abstract.

C. **Teaser**: Please develop a brief and enticing description for the web site and promotions. It should be three sentences that describe 1) the problem or background/relevance 2) the approach you take/recommend, 3) and the takeaway (learning objective) for the attendee.
D. **Additional Information** Needed to Complete your Submission

- Personal information for all authors for publication on web site and promotions
- Institution affiliation & contact information
- Short Biography: to be read to introduce you and your presentation. Please only list presenters that will be on site in San Antonio.
- Prior Speaking Engagements (please give presentation title, conference name, date/year, type and size of audience) up to 10 engagements or 1000 words.

**STEP 5: Submit your Proposal before November 4, 2015 at NOON CST.**

All abstracts must be submitted electronically through NEHA’s new abstract collection system. Please create a new username and password when submitting your first abstract for the 2016 AEC. Keep your login information in a safe place, because this system will serve as the central place for communications about your abstract, the selection process, and the logistics of selected sessions throughout the conference planning process. Some of the benefits to submitters include:

- Ability to start a submission, log off, and finish it later.
- Ability to submit multiple abstracts without re-entering your contact information.
- Ability to add speakers to your abstract who are already on an abstract in the system.
- More robust abstract review process.
- Ability to edit the submission information and authors throughout the conference cycle.
- Electronic communication center to reduce likelihood of logistical or human errors.

Please have this Abstract Submission Guide handy as you [complete your submission](https://submissions.mirasmart.com/NEHA2016)

**IMPORTANT INFORMATION:** As the submitter of the session for the conference, you assume responsibility for meeting all the deadlines established by the conference organizers if your proposed session is accepted. This includes but is not limited to: confirming your acceptance of the offer to present, confirming dates and times of the presentation, confirming the participation of co-presenters, providing the Conference Organizers with complete and accurate contact information for each of the presenters, preparing you and your co-presenters to organize and deliver the session, registering for the conference at the speaker rate, and responding to the conference organizers communications as requested.

Conference Organizers reserve the right to suggest an alternate session type to fully align with conference objectives; therefore, you do not need to submit the same session idea separately for different formats. In some cases, the conference organizers reserve the right to combine session proposals of like content and topic materials, and suggest changes to proposed sessions as a condition of inclusion in the final program. If your submission is impacted by these changes, you will be asked to work with the organizers to coordinate your submission to best fit within the program.

Please be aware that NEHA will select approximately 30 oral presentation sessions to be recorded or broadcast for virtual conference attendance. Should you be selected, the Conference Organizers will work with you to meet the special needs of virtual conference at that time.

*Questions about creating your proposal? Contact Laura Gallaher [lgallaher@neha.org](mailto:lgallaher@neha.org) or 303-756-9090 x 313.*