Call for Speakers

APIC Wants You to Spread Your Knowledge of Infection Prevention and Control

The 2020 APIC Annual Conference Committee invites you to submit a presentation proposal for the **2020 Annual Conference, June 10-12, in Phoenix, Arizona**. The conference will provide an outstanding mix of interactive educational workshops and presentations to showcase new ideas and evidence-based practices in infection prevention, epidemiology and leadership development. Educate your peers and contribute to the field by submitting a presentation proposal for consideration.

How to Submit

On **Monday, June 24, 2019** the Call for Speakers application opens. Go to the 2020 Call for Speaker Submission Site to complete the speaker proposal application. Once you begin the submission process, you may return to your saved proposal at any time up until the submission deadline. All proposals must be submitted online. Proposals submitted by fax or mail will not be accepted.

Please provide enough details for the conference committee to evaluate the presentation, failure to do so may result in rejection. Describe or outline topics presented, with enough detail for reviewers to fully understand the content proposed and the presentation strategies.

Schedule

DATE	ACTIVITY
6/24/2019	Call for Speakers released; Submission site open
8/5/2019	Submission deadline for proposals (11:59 PM PST). No extensions will be granted.
10/28-11/4/2019	Acceptance or rejection notification for all submissions
11/15/2019	Speaker acceptance deadline
6/10-12/2020	Conference dates

All applications must be received no later than 11:59 p.m. PST August 5, 2019. Incomplete applications will not be considered for review.

Submission Categories

The APIC Annual Conference Committee will build session tracks for the conference using all relevant topics. During the application process, you will be asked to indicate which category best describes your presentation. The descriptions below are representative of proposals that could fall under each category, but are not exclusive. Proposals should indicate relevant practice setting (ambulatory care, long term care, behavioral health, etc.) and specialty patient populations (pediatric, dialysis, etc.) when appropriate.

Submission categories include but are not limited to the following:
1. Antimicrobial and Diagnostic Stewardship, Resistance and Emerging Pathogens
   o Multidrug resistant organism infections
   o Antimicrobial stewardship programs and interventions
   o Diagnostic stewardship programs and interventions
2. Antisepsis, Disinfection and Sterilization
   o Endoscope reprocessing
   o Equipment and environmental cleaning
3. Education, Training and Competencies

- o   Effective adult learning
- o   Competency tools and checklists
4. Environment of Care, Construction and Remediation
   - o   Water management plans
   - o   Mold remediation
5. Healthcare Worker Safety and Occupational Health
   - o   Blood and body fluid exposures
   - o   Vaccinations
6. Implementation Science and Research
   - o   Use of evidence-base practices and research into routine practice
   - o   Behavior modification in implementation and sustainability
7. Leadership and Professional Development
   - o   Management and communication
   - o   Improving verbal and written presentation skills
   - o   Critical thinking
   - o   Mentorship
8. Outbreak Investigation, Public Health and Health Policy
   - o   Disaster/All Hazards Preparedness
   - o   Public/Mandatory Reporting
   - o   State and Regional HAI Programs
9. Quality Assurance and Performance Improvement
   - o   Use of PDSA or Lean methodology
   - o   Quality Management Systems/Adverse Outcomes
10. Surveillance and Technology
    - o   Data mining and reporting
    - o   Optimizing electronic medical record

Session Formats

Proposals are being accepted for the following formats:
1. Full session with up to two (1-2) Speakers for 60 minutes on a related topic.
2. Partial session with one (1) individual Speaker for 30 minutes.
   (The Annual Conference Committee may assign one additional 30-minute session to constitute a full 60-minute session and will identify a moderator. The committee reserves the right to develop these sessions using a combination of proposals and/or invited Speakers).
3. An interactive workshop by one to four (1-4) Speakers for 2.5 hours. *(Only two speakers are eligible for reimbursement, the primary and secondary speaker).*
4. All proposals **must detail the proposed content to be presented with enough clarity to evaluate the presentation**. A description, "such as will review topic A", is not adequate. All Speakers will be contacted independently to confirm their submittal.
5. Moderators for all sessions are selected by the Annual Conference Committee.

Selection Criteria

The following criteria will be used by the peer review committee to select presentations:
- Topic (originality and importance of issue)
- Description of information to be presented and learning objectives (quality of writing, clarity, logic, and organization)
- Clearly identified tools to advance professional knowledge and skills

- Professional reference (someone who can attest to your presentation abilities)

APIC Submission Checklist
<u>**You must follow the submission rules or your proposal will be rejected.**</u>
- Proofread the proposal for typographical and grammatical errors.
- Proposal is written in complete sentences. No bulleted lists, tables or figures.
- All acronyms and/or abbreviations are spelled out or defined at first use, even those considered common by the submitters (i.e. ICU). Acronyms used in the title are acceptable as long as they are spelled out or defined upon first use in the proposal description.
- Proposal has only been submitted in one subject category. Do not submit multiple proposals on overlapping facets of the same project unless each proposal has important, novel information and clearly stands on its own. Repetitive proposals will be rejected.
- Proposals do not include any identifiable information (author, facility, etc.) except public health agencies may identify the region, state, or city. Any proposal containing this information will be rejected as APIC requires a blinded review.
- Proposals do not contain any brand names, commercial influence or promotional material.

Speaker Benefits Policy

Only two (2) speakers for accepted **60-minute, 30-minute, and workshop sessions** are entitled to the following:

For U.S.-Based Speakers:

Travel reimbursement is defined as:

- Round-trip coach airfare, gratuities, baggage fees and ground transportation to and from the airport with a combined total reimbursable amount of **no more than $750**. **Please note** that any receipt indicating a non-coach airfare may be rejected or additional information may be required for reimbursement eligibility.

- Two (2) nights stay at an APIC conference hotel, to be arranged directly through the APIC housing task. **Please note** that hotel costs are not included in the $750 reimbursable amount. This is a separate cost that will be paid by APIC. ALL reimbursable speakers are required to book their hotel through the Speaker Resource Center (Cadmium). Hotel confirmations will be sent at the end of March.

- Complimentary one-day registration with speaker name badge **OR** one (1) reduced full conference registration fee for the speaker.

For International (Non-US Based) speaker:

Travel reimbursement is defined as:

- Round trip coach airfare, gratuities, baggage fees and ground transportation to and from the airport with a combined total reimbursable amount of **no more than $1,000. Please note** that any receipt indicating a non-coach airfare may be rejected or additional information may be required for reimbursement eligibility.

- Four (4) night's stay at an APIC conference hotel, to be arranged directly through the APIC housing task. **Please note** that hotel costs are not included in the $1,000 reimbursable amount. This is a separate cost that will be paid by APIC. ALL reimbursable speakers are required to book their hotel through the Speaker Resource Center (Cadmium). Hotel confirmations will be sent at the end of March.

- Complimentary one-day registration with speaker name badge **OR** one (1) reduced full conference registration fee for the speaker.

*Note that all monetary values are in U.S. dollars.

APIC Speaker Reimbursement Policy

1. APIC does not reimburse for meal expenses.

2. Any expense item not listed in the "speaker benefits" section is not covered by APIC and is not considered a reimbursable expense.

3. To be eligible for reimbursement, you agree to input your speaker reimbursement using the official APIC forms provided and return it by the deadline. A reimbursement form and instructions will be provided as a task for any reimbursable speaker to complete.

4. Speaker benefits cannot be combined with any other benefits and are awarded per presenter not per session. Presenters speaking on more than one session will only receive one (1) set of benefits.

5. Moderators, Oral Abstract Speakers, and Poster Presenters do not receive speaker benefits or any reimbursement for costs incurred.

Questions

For assistance with questions regarding your proposal, please email annual@apic.org. For technical support with online submissions, call 410-638-9239 or email Help@ConferenceAbstracts.com. Customer service is available Monday-Friday from 9 a.m. to 6 p.m. EST.