Call for Presentations

**NaRCAD2020: Sharing a Vision of Sustainability**

**Breakout Session Application**

**INSTRUCTION & OVERVIEW PAGE**

**(Do not submit this initial page with your application.)**

As of March 1st, 2020, NaRCAD will accept proposals for presentations at the [**8th International Conference on Academic Detailing on November 9th & 10th, 2020.**](http://www.narcad.org/conference-series.html)

To review presentations from previous conferences, please visit our [Conference Hub page.](https://www.narcad.org/the-conference-hub.html)

* **Formatting, & Submission Deadline:** Please complete your submission in one continuous Word Document attachment in size 12 font, and submit to [narcad@partners.org](mailto:narcad@partners.org) on or after March 1st, 2020, using the subject line: "**NaRCAD2020 Proposal: Your Organization's Name & Presenter Name."**
* Proposals will be reviewed between March 1st and June 1st 2020; with **the final deadline to submit being Monday, June 1st, 2020 by 5 p.m. EST.**
* Applications will be reviewed on a rolling basis. Our review team will make final selections and contact all applicants no later than August 15th, 2020. Applications will not be read prior to March 1st.

This form is for a breakout session application (*Regardless of category, please illustrate whenever possible the ways in which your presentation will utilize interactivity, diversify learning modalities, and create hands-on learning opportunities for our participants).*

**Submission categories:**

1. **Field Presentation, 10-20 minutes in length**

*(Max. number of presenters per Field Presentation: 1)*

1. **Panel Discussion, approx. 45 – 75 minutes in length**

*(Max. number of presenters: 1 moderator + 3 panelists)*

1. **Breakout Session (Workshop) 90 minutes in length**

*(Max. number of presenters: 2)*

***Please use the following page to frame your submission.***

***Please do not submit this page.***

**Submission Cover Page:**

*Please adapt this cover page for your submission. Contact* [*narcad@partners.org*](mailto:narcad@partners.org) *with submission questions.*

*For multiple submissions, please complete and send as separate files and entries.*

* + 1. **Background Information:**
* *Submission date:*
* *Presentation title (please make clear and brief; do not use the same name as for a corresponding research publication):*
* *Submission category (see following pages; include track for those required):*
* *Primary submitting presenter with contact information:*
* *Names, affiliations and e-mail addresses for all presenters/panelists:*
* *Institutional affiliation and location (complete mailing address):*
* *Organization website:*
* *Sources of funding for the project:*
* *Potential conflicts of interest for all presenters:*
* ***Please include a 3-4 sentence bio with your submission.***

1. **Breakout Session Description:** *Based on submission category choice (see following pages), please use the appropriate following instructions to prepare your proposal.* ***Please, do not cut and paste a publication abstract as your submission.***

**Please include the next page with your submission content for a breakout session.Breakout Session (Workshop) 90 minutes in length**

*(Max. number of presenters: 2)*

**(1000 word limit)**

Breakout sessions will occur once on each day of the conference. Anticipated breakout group size is 15-35 participants, depending on number selected. Breakout sessions will run for 90 minutes. Breakout sessions should include substantial interaction between presenters and participants. and minimal or no slides. Submissions should include a minimum of the following information:

1. **Breakout session title:**
2. **3-4 sentence session description:** *(to be used, if selected, in our program book; please include content to be covered, intended audience, and learning formats/platforms, and skills to be acquired; for examples of program descriptions, please review our prior program books at* [*www.narcad.org/conference-hub*](http://www.narcad.org/conference-hub)*)*
3. **Learning Objectives for participants:**
4. **Detailed session agenda: *(****including precise times planned for activities, explanation of how interactive activities will be incorporated, and the role of leaders/moderators in each activity)*
5. **Statement of AD relevance:** (*Please describe the relevance to for academic detailing and related outreach educational interventions)*
6. **Materials:** A list of materials you may include as part of an interactive session (e.g. worksheets/handouts, etc.) and the materials themselves as part of this submission
7. **Opportunities and methods for participant interactivity:**