



## 2020 OSAP ANNUAL CONFERENCE CALL FOR PROPOSALS GUIDELINES

The OSAP Annual Conference brings together the most innovative thinkers in dental infection prevention, occupational health, and patient safety. The 2020 program will cover a wide variety of topics relevant to dental infection control including evolving guidance, compliance and emerging infection prevention and safety issues. Topical and authoritative information will be provided on the most relevant science, policies, procedures and resources for patient and provider infection control and safety.

The following guidelines have been compiled to help you plan and prepare your proposal(s) for the 2020 OSAP Annual Conference. Please read these guidelines carefully, as they will outline all the details you need to successfully submit a proposal for **#OSAPAC2020**.

OSAP wants your help in providing relevant topics to our audience. Your input will be invaluable to making our program the best it can be. Thank you in advance for your ideas!

### PLANNING TIMELINE

**Friday, October 4** – Submission Website Closes

**Friday, November 1** – Proposal Notifications

**May 28 –May 30, 2020** – 2020 OSAP Annual Conference – Minneapolis, MN

### SUBMISSION CRITERIA

All proposals must be submitted online through the Call for Proposals submission website [bit.ly/CFP2020](https://bit.ly/CFP2020) by **Friday, October 4 at 5:00 PM EST** to be eligible for consideration.

#### **We are looking for proposals that:**

- 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

#### **Tell us about learning models that:**

- Address challenges in your area of practice
- Create opportunities to share information across geographic demographics
- Promote partnership within the dental team

#### **Relevant topics may include:**

- 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, greater return

## SUCCESSFUL PROPOSALS

Proposals have the following attributes:

### WHO

- A clear definition of the audience you are targeting
- Global perspective and relevance included (where relevant)
- Overall diversity of faculty and their expertise, areas of focus, etc.

### WHAT

- Topics of direct relevance for dental practice with emphasis on innovative topics & evidence-based information
- High educational value
- Thought-provoking key takeaways, skills and tools that attendees can immediately apply

### HOW

- Enough resources to organize the session and successfully execute it
- Specific plan for engaging the audience (e.g., polling, demonstrations, group exercises, other interactive engagement)

## TARGET AUDIENCE

OSAP's Annual Conference is designed to serve 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 & Federally Qualified Health Centers (FQHC) 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

## TRACKS

OSAP will be offering up to six (6) tracks at the 2020 OSAP Annual Conference. These include:

- Clinician (Private practice and institutional)
- Consultant
- Corporate (Manufacturer, distributor and service sectors)
- Dental Service Organization (DSOs)
- Educator
- Institutional (Military, USPHS, VA, FQHC, regulatory agencies, and accrediting bodies)

## LEARNING FORMATS

OSAP is seeking proposals for two types of sessions:

1. A **60-minute** concurrent session that falls within one of the following three learning formats:
  - **Lecture:** The lecture format is a formal thematic presentation focused on an issue, trend, research problem, question, or topic. It gives more time for 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. If you have multiple experts on the same topic, please submit as a panel session format.
  - **Panel Discussion:** In a panel format, two or more speakers will present different aspects, perspectives or thoughts on an issue, trend, research problem, question, or topic related to the conference theme and/or strand. A panel session is a group presentation of a suite of ideas, innovative methods, or discussion by experts on a topic of interest. Each speaker will have an opportunity to present their information and when all the speakers are finished, there is typically time for discussion.
  - **Experiential Learning:** With the experiential learning format, participants will engage an issue, learn a new skill, or develop an action plan or other activity where hands-on learning is integral. The session may begin with explanatory or introductory information and then move on to involve the audience in some type of 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 and/or practice a skill, concept or tool. Proposals should allow for significant involvement and contribution to the learning process from the participants. Proposals will be selected based on the timeliness of the topic, the stated learning outcomes, interactive exercise(s), and the degree of active learning. The learning experience should excite and encourage the participants to take risks, question assumptions, and fully engage in the learning process.
  
2. A **PechaKucha** presentation:
  - A storytelling presentation format, where a speaker shows 20 slides for 20 seconds of commentary each (6 minutes and 40 seconds total). This session intends to be a quick, engaging, and fun way of learning and sharing. Check out this video for more information: [youtu.be/L31SwpN1dAc](https://youtu.be/L31SwpN1dAc)

## SUBMISSION INSTRUCTIONS

All proposals must be submitted using OSAP's Call for Proposals submission website: [bit.ly/CFP2020](http://bit.ly/CFP2020)

*Collect the following proposal details before submitting your online proposal:*

**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 explains how content areas will fit together. Limit to 200 words or less.

**Learning Objectives:** List up to four (4) learning objective statements.

**Target Audience\*:** Identify which learners will likely benefit from the educational content (e.g., clinician, consultant, educator, etc.).

**Interaction Plan\*:** Specify your plan for engaging the audience of your session.

**Session Agenda\*:** Outline specific topics and content areas that will be covered and identifies specific content experts who will cover each topic.

**Speaker(s):** Specify the proposed speakers including name, credentials, contact information, and information regarding their ability, training and experience in the field.

*\*Elements NOT required for PechaKucha presentations.*

## 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.
- Session proposal must not promote a specific drug, device, service or technique of a commercial entity.
- Submitter must agree to participate at the 2020 OSAP Annual Conference in Minneapolis, MN if the proposal is selected.
- Proposals must be submitted through the OSAP Call for Proposals submission website. No edits will be permitted after **Friday, October 4 at 5:00 PM EST.**

## REVIEW AND SELECTION PROCESS

- After thorough review of submitted proposals, the Annual Conference Planning Committee (ACPC) will select topics based on needs assessment and practice gap analysis. The ACPC 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 the title, objectives, speakers, or combines it with another session, topic, etc.).

## NOTIFICATIONS

- Submitters will be notified of the acceptance or rejection of their proposal(s) by **Friday, November 1.**

## SPEAKER COMPENSATION

- **Meeting Registration:** Speakers will be provided complimentary registration to the entire conference. Any additional special events are at your expense. Speakers will be responsible for the registration and payment of fees for guests and/or spouses.
- **Hotel Accommodations:** Speakers will be responsible for all expenses related to their hotel stay.
- **Airfare/ Ground Transportation:** Speakers will be responsible for all expenses related to airfare and ground transportation.
- **Meals:** Speakers will be responsible for all expenses related meals

## HELPFUL TIPS

- Be thorough. We're looking for well-researched session proposals. Tell us about your target audience and why your session will be of importance or value to this audience. What needs will this educational content meet or what learning gaps will it address?
- Submit more than one proposal. Suggest as many ideas as you like!
  - Each proposal must be submitted separately.

## OSAP STAFF CONTACTS

### Session Proposals

Ashley MacDermott, MPH, CHES  
Director of Education  
[amacdermott@osap.org](mailto:amacdermott@osap.org)

### General Annual Conference Questions

Emily Robinson, MA  
Senior Association Coordinator  
[office@osap.org](mailto:office@osap.org)