CLEAR 2023 Annual Educational Conference
Poster Proposal FAQs

CLEAR is pleased to introduce our Call for Posters for the 2023 Annual Educational Conference program. All completed proposals will be peer reviewed by members of the CLEAR Annual Conference Program subcommittees and the participants in the 2023 Annual Educational Conference Poster Session will be announced in Summer 2023.

PROPOSAL PROCESS

Q: What should be included in the poster description?
A: The full session proposal should be <u>limited to 500 words</u> describing the major themes, challenges, lessons learned, and applicability for other regulatory bodies. Describe the intended audience including the international elements and professions to be represented. Be as complete as possible to allow the review committee to fully understand the scope and goals of the poster.

Q: What is the difference between a learning outcome and objective? How do I write a good learning objective for the session?
A: A **learning outcome** describes the overall educational purpose or goal from an attendee's interaction with your poster. A **learning objective** is a statement that describes what attendees should know and/or be able to do after interacting with your poster. Objectives should be measurable.

Q: Can I submit my proposal for more than one track?
A: Proposals may only be submitted for one track. CLEAR staff and the Program Committee members reserve the right to change a proposal's track if it is better suited for a different track.

Q: What happens if I do not have all the required information to complete my proposal?
A: The Program Committee strongly recommends that you submit the proposal only when you have all required information. However, you will have the opportunity to change or edit your proposal until the submission deadline. Please note: Failure to provide all required information by the deadline may result in the committee choosing to not review the proposal or to select another proposal in its place.

Q: Do I have to submit my presentation proposal online?
A: Yes, the online submission of a proposal is required. Should you encounter any issues with the form, please notify Virginia Shapland – vshapland@clearhq.org

Q: Do I have to have an email address to submit online?
A: Yes, all communications will be sent via email. Please use an email address you check regularly.

Q: How will I know if my proposal was submitted successfully?

A: Once you have finalized your submission, an email confirmation will be sent to the email address provided. Before you submit your proposal, please make sure you have provided all required information and click the "Submit" box. If you do not receive confirmation, please contact Virginia Shapland – vshapland@clearhq.org

REVIEW PROCESS

Q: What are the review criteria for proposals?

A: Proposals will be evaluated based on the following guidelines and criteria:

➢ Relevant to the **CLEAR mission**
➢ Innovative, researched-based, applicable to daily practice across multiple professions and jurisdictions; provides broad impact and new knowledge; includes diverse and international perspectives. Special consideration may be given to topics that address hot or crowdsourced topics.
➢ Provides clear learning objectives that are applicable to a diverse audience.
➢ Description is well-developed and comprehensive with a succinctly articulated abstract.

Q: How is the review process conducted?

A: The review process begins immediately after the submission deadline. Subcommittees will recommend posters to the Conference Program Committee for final approval. The Program Committee reserves the right to move a proposal to a different track and to accept proposals either as an individual poster or as part of a combination of proposals to create a balanced program. Changes may be made to poster titles and descriptions to align with an overall program and theme. Willingness to collaborate with individuals proposing similar or related topics is appreciated.

Q: When will I know if my poster has been accepted?

A: Notification will be no later than June 19, 2023.

Q: If my proposal is accepted, will I receive any compensation for presenting at the CLEAR Annual Educational Conference?

A: No. CLEAR does not provide compensation for speakers or poster authors to present nor does CLEAR reimburse members for travel expenses. **CLEAR will cover the cost of poster printing** (posters must comply with the provided poster template and sizing requirements). Non-members are eligible to submit a speaker funding request to the Program Committee. Funding requests will be determined by the Program Committee in Spring 2023. No request is guaranteed to be funded. If you have any questions or to request additional information, please contact Virginia Shapland – vshapland@clearhq.org

POSTERS AT THE 2023 CLEAR ANNUAL EDUCATIONAL CONFERENCE

Q: When do presentations take place?

A: Conference sessions are scheduled every day, Thursday - Saturday (September 28-30, 2023).

Sessions begin as early as 8:00 a.m. and end as late as 5:00 p.m. There will be dedicated time on Friday, September 29th when attendees can ask questions of and interact with poster authors.

Q: May I promote products or services?

A: No. While exhibitor and sponsor opportunities exist for those with services, programs or products, promotion of products or services are not acceptable proposal topics. It is strongly recommended that all vendor proposals include a regulatory body in the proposal.

Q: I have never presented at the CLEAR Annual Educational Conference before. What is expected of me?

A: CLEAR welcomes first-time presenters; one intention of providing a poster session is to encourage new presenters to share their experience and expertise. CLEAR stakeholders invest a considerable amount of time and expense to attend the conference. For these reasons, CLEAR works hard to ensure that all conference content realizes its full potential. Our attendees expect presenters to:

- be prepared
- have significant knowledge and expertise in the subject area
- effectively communicate
- be prepared to answer questions from attendees
- not engage in commercial presentations of their organization
- explain how lessons learned can be applied to different jurisdictions and professions