



CLEAR 2025 Regulatory Research Day Proposal FAQs

CLEAR is pleased to announce a Call for Proposals each year for 2025 Regulatory Research Day program. All completed proposals will be peer reviewed by members of the CLEAR's International Congress Working Group and the program for the Regulatory Research Day and International Congress on Professional and Occupational Regulation will be announced in Spring 2025.

PROPOSAL PROCESS

Q: What should be included in the session description?

A: The full session proposal should be limited to 300 words 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 session.

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 participation in the session. A **learning objective** is a statement that describes what attendees should know and/or be able to do after attending the session. Objectives should be measurable.

Q: What types of proposals are accepted?

A: CLEAR currently accepts proposals for presentation or lecture-style sessions, moderated panels, roundtable discussions, and mini-workshop sessions.

Q: What happens if I do not have all the required information to complete my proposal?

A: We 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 and add no-reply@pheedloop.com to your safe sender list.

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.
- Content is diverse, equitable, and inclusive.
- Provides clear learning objectives with opportunities for audience participation (e.g. audience polling, Q&A).
- Description is well-developed and comprehensive with a succinctly articulated abstract.
- Identified speaker(s) is/are diverse in background, experience, and perspective; experienced and highly rated speakers as well as first-time speakers are welcome.

Interactive sessions with opportunities for facilitated discussion, as well as sessions with a case-based approach, are preferred. Preference will be given to sessions that include: proven and well-regarded speakers and sessions that focus on outcomes and learnings rather than a narrative approach; sessions that address diversity, equity, and inclusion within professional regulation; and international content and multiple jurisdictional perspectives on the presented topic. A balanced view of issues and a diversity of perspectives, spanning both health and non-health professions, should be presented.

Q: How is the review process conducted?

A: The review process begins immediately after the submission deadline. The International Congress Working Group will review proposals and meet to make selections in March 2025. The working group reserves the right to accept proposals either as an individual session or as part of a combination of proposals to create a balanced program. Changes may be made to session titles and descriptions to align sessions with an overall program and theme. Willingness to collaborate with individuals proposing similar or related topics is appreciated. The acceptance of a proposal does not necessarily indicate acceptance of recommended speakers.

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

A: Notification will be no later than March 31, 2025.

Q: If my proposal is accepted, will I receive any compensation for presenting at CLEAR's Regulatory Research Day?

A: No. CLEAR does not provide compensation for speakers to present nor does CLEAR guarantee reimburse for travel expenses. All speakers are eligible to register at the speaker rate and non-members are eligible to submit a speaker funding request to the working group. Funding requests will be reviewed and determined by the working group in Summer 2025. No request is guaranteed to be funded. If you have any questions or to request additional information, please contact Virginia Shapland (vshapland@clearhq.org).



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SPEAKING AT THE 2025 REGULATORY RESEARCH DAY

Q: When do presentations take place?

A: The 2025 Regulatory Research Day takes place on Wednesday, December 3, 2025 at the Tākina Wellington Convention & Exhibition Centre in Wellington, New Zealand. Sessions may start as early as 8:00am and end no later than 5:00pm. (The International Congress Program begins the morning of Thursday, December 4th and runs through Friday, December 5th.)

Q: If accepted, how much time will I be given to present?

A: Session coordinators should select which session lengths for which they'd like the proposal to be considered; keep in mind that session length includes time for audience Q&A. The working group will make the final decision on session lengths for each selected proposal.

Q: May I promote products or services during my presentation?

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 session.

Q: How are conference rooms set up?

A: All sessions for the Regulatory Research Day and International Congress are general sessions. The program room will be set in rounds for attendee comfort and to facilitate discussion. The presentation space will include a podium and a head table for presenters. Additionally, the following A/V equipment will be provided:

- (1) computer at the podium
- (1) podium microphone
- (1) presentation clicker (slide advancer)
- (1) screen & (1) LCD projector

Additional A/V equipment may be provided based upon session need.

Q: I have never presented at a CLEAR event before. What is expected of me?

A: CLEAR welcomes first-time presenters. CLEAR stakeholders invest a considerable amount of time and expense to attend our programs. For these reasons, CLEAR works hard to ensure that all sessions realize their full potential. Our attendees expect presenters to:

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