



## Instructions for Call for Papers

The Hearing Loss Association of America (HLAA) is soliciting workshop proposals for HLAA2019 to be held June 20 – 23 at the Rochester Riverside Convention Center. Workshops will be scheduled for June 20, 21 and 22. Presenters should be prepared to present on any of these dates. The proposal **deadline is Friday, November 30, 2018.**

Workshops will be 1 hour in duration – you should plan to leave time for Q&A and discussion. Presenters should plan on sending their PowerPoint presentation for posting in the mobile Convention app (posted as a PDF) by **May 3** and bringing handouts of their presentation for 50 attendees; handouts may also be posted in the mobile Convention app. The presentation is also given to the CART provider to help them prepare in advance for your session.

### Goals for the Education Program

Traditionally, our education program has reflected our mission: *to open the world of communication to people with hearing loss through information, education, support and advocacy.* The program is designed to include workshops on a variety of topics.

Select one category that best fits your presentation. Duplicate submissions under multiple categories are not permitted. Tracks for HLAA2019 are:

**Advocacy**  
**Hearing Assistive Technology**  
**Genetics & Hearing Loss**  
**Lifestyle**

### Disclosure Statement

Disclose any and all, real or potential conflicts of interest. Name any and all professional, financial, or personal affiliations which may cause the impression that bias or prejudice could affect the objectivity of material presented. Affiliations do not automatically disqualify a potential presenter.

### Learning Objectives

Please submit three learning objectives and clearly identify the outcomes or actions that attendees can expect to demonstrate as a result of attending the proposed workshop. Learning objectives should complete the following sentence: *Upon completion of this workshop, the participant will be able to....* Begin each objective with a measurable action-verb that describes the performance of the learner. *Apply, describe, analyze, assess, choose, discuss, or demonstrate* are a few verbs that illustrate performance.

Do not start your learning objective with an immeasurable action verb such as *understand, learn, or know*. Proposals that do not include measurable learning objectives will not be considered.

### **Mobile Convention App**

The mobile app contains a wealth of information including schedules, exhibitors, sponsors, maps, and speakers. Upon approval, a profile will be set up in the app and include your name, title and company; you will then be sent a link to your profile so that you can customize it with social media links, photo and more – this is a great way for attendees to “get to know” you prior to the Convention and helps drive traffic to your workshop. You may also upload documents, such as handouts.

### **Presenter Responsibilities (PLEASE READ CAREFULLY):**

- Presenters agree to present in English and provide handout materials in English (handouts may also be uploaded to the mobile Convention app).
- Presenters do not receive a stipend from HLAA.
- Presenters are responsible for their own travel and accommodation arrangements.
- Presenters must register for the Convention. Registration is free for all presenters on the day of their scheduled presentation. If they wish to arrive early, or stay beyond the day of their presentation, they may do so by paying the discounted registration fee of \$150. Please see the speaker registration form for more information
- Presenters give permission to publish photos of their session.
- Presentations that market specific products and services are not acceptable. If you would like to give a presentation featuring your product, there will be a Demo Room in which product demonstrations will be scheduled (see Proposal for Demo Room Product Demonstration)
- **Send your PPT (MUST USE PPT template) to [convention@hearingloss.org](mailto:convention@hearingloss.org) by May 3, 2019** – it will be forwarded to the CART provider for your workshop so that names and terminology may be added to their dictionary. It will also be posted as a PDF to the mobile Convention app —it should contain copyright information.
- Presenters agree to complete their profile on the mobile Convention app (a link is provided to your profile to which you can add your photo, social media contacts, etc.)

**Deadline:** Friday, November 30, 2018

### **Contact**

Questions may be directed to Niaz Siasi, Meeting Planner at 301-657-2248 Ext. 101, or email [nsiasi@hearingloss.org](mailto:nsiasi@hearingloss.org).

**Presenters will be notified by email during the week of January 14, 2019.**