



American School Health Association Annual Conference  
October 9-11, 2014  
Portland Hilton, Portland OR

**Theme: *Building Bridges from Vision to Action: Supporting School Health***

**GUIDELINES FOR CONFERENCE PROPOSALS**

Abstracts may be submitted for 60-minute presentations, 30-minute presentations or poster sessions. No other conference format is available for 2014.

The selection process will be highly competitive. Please submit your best proposals.

**Abstracts must address one of the following themes or tracks that represent ASHA's communities of practice:**

**School Health: Programs and Services (P&S):** Session proposals shall focus on the innovative delivery of school health programs and services including but not limited to school nursing services; medical services including direct care and consultative; dental services; mental health and counseling services; social services; school food and nutrition services; staff wellness programs; healthy school physical environments; school-based and linked health centers; therapeutic services (PT, OT, ST); and family and community-based partnerships

*Available Session Formats: 60 minute workshop or poster presentation*

**School Health: Teaching and Learning (T&L):** Session proposals shall focus on health education and physical education instruction in preK-12 school settings or the university-based preparation of individuals for school-based health education and physical education instruction. The focus shall be on best practices, research-based programs, and instructional strategies as well as assessment, the use of technology in the classroom, and interdisciplinary learning aligned with the Common Core and National Standards.

*Available Session Formats: 30 minute workshop or poster presentation*

**School Health: Administration, Coordination and Leadership (A&L):** Session proposals shall focus on the implementation of coordinated school health initiatives in Prek-12 settings. Emphasis shall be on leadership for school health, management strategies, advocacy, fiscal management and funding, policy development and implementation, family and community engagement and program evaluation.

*Available Session Formats: 60 minute workshop or poster presentation*

**School Health: Research and Emerging Issues (R&EI):** Session proposals shall focus on research studies that impact members of the school health team. Studies may also address child and adolescent health issues. Emerging issues proposals shall focus on areas where more in depth research may be needed.

These sessions should focus on research needs or areas of promise.

*Available Session Formats: 30 minute workshop or poster presentation*

In addition, all proposals must align to one or more of ASHA's Core Beliefs:

**Core Belief 1: Health and learning are directly linked and essential to the development of healthy, resilient citizens.** Academic success is an excellent indicator of the overall well-being of youth and a primary predictor of adult health outcomes. This belief addresses the issue of disparities and the achievement gap and offers solutions.

**Core Belief 2: Schools are uniquely positioned to help students acquire healthy habits for a lifetime.** Schools prepare students to be college and career ready, which includes being a health literate adult. Health curricula should be science-based, medically-accurate, aligned with the National Health Education Standards, taught by highly-qualified professionals, and focused on healthy living skills.

**Core Belief 3: A coordinated school health (CSH) approach is the most effective and efficient means of promoting healthy citizens.** The CSH approach creates a system to support student academic achievement, eliminates gaps, and reduces redundancies across initiatives and funding streams through appropriately licensed and certified disciplines.

**Core Belief 4: School health professionals should be highly-qualified and practice evidence-based health and education strategies.** The need for undergraduate and graduate training in health education and the need for certified, licensed or state-endorsed professionals is addressed in this belief and supported through the *Healthy People 2020* objectives.

**Core Belief 5: Schools should be safe, nurturing environments that facilitate learning for all.** School climate, school connectedness and a caring and safe learning environment promote student success and teacher retention through parent and community partnerships, policies and practices.

### **TIPS TO DEVELOP AN EXCELLENT PROPOSAL**

**Depth, Not Breadth:** It is common to attempt to squeeze too much content into a session - thus creating a presentation that is rushed and too broad. As you decide on session content, take time to determine what is most essential and expand upon these topics with new layers of depth. In addition, it can be a challenge to find the right balance of difficulty level; however participants generally prefer to be challenged over being bored.

**Balance:** Look to provide a balance in the session between theory/current research/ and applied skills. Research and theory are essential and provide context but participants are often most interested in taking home new skills.

**Engage:** Knowing your topic is not enough. Look to design a session that engages participants with a well-paced mixture of learning activities including lecture, demonstration, activities, audiovisual, and humor. Adults learn best when they are actively involved in the session.

## **PROCEDURES AND GUIDELINES FOR PROPOSALS**

- Do not submit a proposal unless you can present your session any time during the Annual Conference.
- All presenters must pay the conference registration fee and have a registration badge.
- With the exception of keynote speakers, ASHA does not pay an honorarium or expenses for anyone presenting at the Annual Conference
- When submitting your proposal, you will be asked to complete a disclosure statement. Failure to do so will remove your proposal from consideration. If you or your organization sells programs, products, or services (including independent or freelance consulting services), please make sure you indicate that on your disclosure statement.
- Persons presenting at the ASHA conference are expected to use material and language that do not discriminate on the basis of gender, race, color, ethnicity, religion, physical ability, or sexual orientation

## **PREPARING YOUR CONCURRENT PROPOSAL**

All sessions are limited to one primary presenter and no more than four secondary presenters. ASHA will officially correspond with only the primary presenter. It is the primary presenter's responsibility to communicate all conference information in a timely manner to any and all secondary presenters.

Be sure that your session title clearly describes exactly what the session is about and is no more than ten words. ASHA reserves the right to edit session titles.

Avoid abbreviations and acronyms that don't clearly explain the session's content.

Use active verbs to describe exactly what will occur in the session. Examples include words such as describe, discuss, role-play, and present.

Better Example: Participants will be able to analyze school health data from various sources and describe how the data might impact student achievement.

Poor Example: Participants will learn about school health data.

Describe specific presentation techniques that you will be using—such as interactive, lecture, or multimedia—so that participants will know what kind of session they will be attending.

Indicate whether handouts will be available. Describe what you will be doing in the session and what the participants can expect to leave with.

Write in complete sentences. Do not use phrases. Pay attention to grammar and spelling.

Limit your description to 250 words or less. ASHA reserves the right to edit session descriptions.

## **REVIEW GUIDELINES AND NOTIFICATION TIME LINE**

ASHA does not accept attachments or additional documentation to support the submission provided.

You must submit a proposal to the ASHA abstract management system by the deadline to be considered. No e-mail or phone submissions will be accepted.

### **REVIEW GUIDELINES: WHAT IS THE REVIEW PANEL LOOKING FOR?**

All proposals for sessions submitted for the Annual Conference are blind peer reviewed and rated by the members of the Conference Planning Committee. Questions reviewers will consider when evaluating proposals include:

- How well does the proposal relate to the conference theme, communities of practice, and ASHA's Core Beliefs?
- Is proposal content of current interest or a hot topic?
- Does the proposal represent an innovation, new research, or promising practices?
- Does the proposal address or support addressing barriers to the provision of a high quality school health program?
- Is the outcome or takeaway clearly defined so that the audience clearly knows what they will be leaving with?
- Is the proposal clearly written? Does the proposal provide a clear and concise overview of the content and activities?

### **PROPOSAL REVIEW AND NOTIFICATION TIMELINE FOR THE 2014 ANNUAL CONFERENCE**

February 14, 2014: Abstract submission portal opens.

March 28, 2014: Abstract submission portal closes.

March 31-April 28, 2014: The review panel deliberates and makes decisions.

May 5, 2014: Acceptance and rejection notices sent via email to primary presenters.

May 15, 2014: Presenters must notify ASHA of intent to present by this date.

June 2, 2014: Conference schedule finalized.