



CALL FOR PRESENTERS

Submission Process

FICS Berlin 2019 PLANNING COMMITTEE

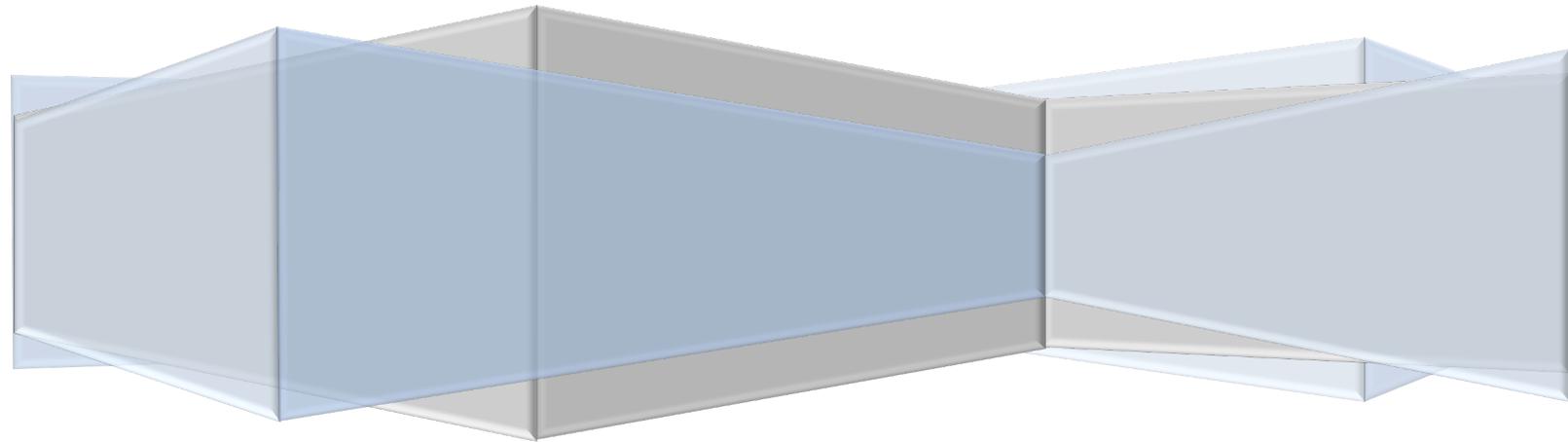


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CALL FOR PRESENTERS

Bringing Together the Best in Sports Chiropractic

FICS Assembly and Symposium

FICS' 2019 Assembly and Symposium (Symposium 2019) is the premier international conference for doctors of chiropractic and chiropractic students specializing in sports chiropractic. The event brings together the best in chiropractic, including innovative presentations on how to bring evidence-informed research into everyday practice; transparent educational programming that focuses on the highest standards of ethics and patient care, and best practices in ethical clinic and practice management.

Symposium 2019 will hold one educational track that addresses evidence-based and science-focused clinical sports chiropractic related topics with four speakers with 30 minutes each. There will be two keynote speakers and presentations from the winning research proposals submitted by a separate process.

The Planning Committee invites thought leaders and content experts to submit their proposals with this educational track in mind. All proposals will be evaluated by the following criteria:

- strength of theoretical/scientific or professional rationale supporting the proposal
- originality and relevance to contemporary issues in the profession
- suitability of the amount of information to be presented to the proposed session length
- clarity of learning objectives
- overall clarity of proposal

We encourage you to submit proposals that might also be considered for other FICS events and activities, such as webinars or on-demand learning, in the event that your submission is not selected.

Guidelines for Proposal Submissions

We recommend that you carefully read the [Symposium 2019 submission guidelines](#) that outline the steps in the process, define the terms, and provide explanations of the information required.

SUBMISSION DEADLINE: Submissions are being accepted from **August 1, 2018 until October 31, 2018**. Final submissions must be received by **11:59PM GMT** on October 31, 2018 to be considered for evaluation and selection.

SUBMISSION ACCEPTANCE NOTIFICATION: Applicants whose proposals are selected will be notified by email by November 15, 2018, along with a presenter toolkit with details about next steps and any additional required information.

What Information Do I Need to Submit a Proposal?

Submit a Word document with:

1 Submitter and Authors

2 Proposal Details

- *Session Format*
- *Topic Area*

3 Proposal Content

- *Title*
- *Abstract Type and Learner Outcomes*
- *References*
- *Time-Ordered Agenda (required for CEUs)*
- *Questions (please answer all of these in your proposal)*

The following questions will help the Planning Committee with placement of session topics on the schedule

When you submit a proposal, you agree to present as scheduled and all sessions are final as scheduled. We are unable to accommodate requests for date or time changes once the schedule has been finalized.

- How much of the content of this proposal has previously been presented at another conference/convention?
 - Was this proposal developed by an FICS committee, board, or council?
 - Is this a panel presentation/discussion?
 - If your proposal is not a panel presentation/discussion but the planning committee finds your proposal could be presented in panel format with other speakers, are you interested in participating?
 - Would you and your co-authors be willing to have your session recorded (audio synched with slides) so that, if requested, FICS may make it available to members through resources such on-demand learning platform or archived presentations?
- Email the proposal to: Christina Davis cdavis@fics-sport.org

General Submission Agreement

FICS's acceptance of a proposal does not imply endorsement of course content, specific products, or clinical procedures. If By submitting a proposal to present at Symposium 2019 you agree to:

- Register all authors participating in the presentation (presenting authors) for the conference.
- Make hotel and travel arrangements and be responsible for all related costs.
- Present in the time slot and format as assigned by the **Symposium 2019** Planning Committee.
- Adhere to the deadlines outlined in the acceptance notification regarding additional information, presentation materials, etc.
- Provide appropriate evidence to support any claims related to efficacy, validity, or reliability of approaches to assessment or treatment.
- Refrain from overt statements or pointed humor that disparages the rightful dignity and social equity of any person or group.
- Complete the required disclosures that identify any financial or nonfinancial relationship that may create a conflict of interest or the appearance of a conflict of interest concerning transparency and disclosure.
- Update your disclosure information and inform FICS if you develop or acquire a financial or nonfinancial interest related to the content of your presentation at any time before the conference.
- Refrain from attempting to persuade attendees to purchase or use a specific product, service, piece of equipment, or device.
- Offer information on its theoretical framework, relevant evidence, and operational.
- Attest that any research in which you participated and may be discussing in the presentation is in compliance with mandated national and institutional policies and procedures pertaining to animal and/or human subjects' research.
- Ensure the privacy of patients/clients by refraining from using names, photographs, or other patient/client identifiers in your presentation(s) without the patient's/client's knowledge and written authorization.
- Follow guidelines for crediting authorship for research presentations, such as those outlined in the Publication Manual of the American Psychological Association.
- Obtain or have obtained written permission from copyright holders for the use of any previously published material in your presentation or handouts.
- Grant FICS permission to photograph you and publish the photograph(s) in FICS publications.