Call for Proposals for Oral and Poster Presentations

The 75th Annual Oklahoma Public Health Association Conference

"Partnerships in Public Health – Celebrating OPHA’s First 75 Years!"

May 8-9, 2014

Embassy Suites Hotel and Conference Center
2501 Conference Drive
Norman, OK 73069

SUBMISSION DEADLINE: Friday, December 6, 2013

ORAL PRESENTATIONS

Proposals will be accepted for breakout and section/caucus meeting presentations. All breakout sessions will be 60 minutes. Section/caucus presentations will be between 30-45 minutes. All presentations should highlight the role that partnerships and collaboration played in the planning, implementation, and evaluation of the topic/program. Presentations highlighting evidence-based practices, case studies, hands-on activities, and “how to” toolkits are encouraged. Proposals must include the required information in Part One, Two, Three, Four, and Six.

POSTER PRESENTATIONS

Proposals will be accepted for poster presentations. Poster presentations allow participants to view research/project findings at will and interact with the poster session author(s). Posters will be displayed throughout the conference with a designated time for authors to be present. Proposals must include the required information in Part One, Two, Three, Five, and Six.

WHO SHOULD SUMBIT A PROPOSAL?

- Health Education & Promotion Professionals
- School Health Educators/School Health Education Coordinators
- Tribes and Tribal Organizations
- Public Health Practitioners
- Mental Health Professionals
- Chronic Disease Directors
- Health Education/Promotion Students
- Community-Based Organizations and Staff
- Epidemiologists
• Allied Health Professionals
• Social Marketers
• Informatics Professionals
• Community Health & Public Health Education Faculty
• Health Communication Professionals
• Patient Educators
• Pharmacists
• Behavioral/Social Scientists
• Dietitians & Nutritionists
• Health/Social Policy Experts Focusing on Health Promotion
• Social Workers
• Health Administrators
• Nurses & Nurse Practitioners
• Clinicians
• Ethicists
• Community Members

GUIDELINES FOR PARTICIPATION:

Required information for each prospective presenter/author must be included in the proposal. Each presentation/poster must have at least two presenters, one from each of the collaborating partner agencies/organizations/business/community/etc. All proposals must be made on this official application form. Please be as succinct as possible. Spelling and grammatical errors will be taken into consideration during the selection process.

The Oklahoma Public Health Association believes in promoting professional development & integrity, cultural diversity, health equity, research, and empowering individuals and families to make healthy choices.

INSTRUCTIONS FOR SUBMISSION:

In order to be considered, submit your proposal by Friday, December 6, 2013. Applicants whose proposals have been selected will be notified by January 31, 2014. For additional conference information, please call 405-605-2099.
PART ONE

Name of Person Completing this Call for Proposal:

Which type of presentation would you like to present? (Oral/Poster/ Either)

If you’re presenting a poster presentation, which type is it?

- **Scientific/Research**: Researchers may submit posters that describe research methodologies and analyses that address a public health issue or problem.
- **Community Programs and Partners**: Agencies and organizations may submit posters that describe public health efforts.
- **Student**: Students may submit posters that describe their research or fieldwork experience.

**Presenter/Author 1 Information**
Name: 
Credentials (highest earned degree, licenses, certifications, etc.):
CHES/MCHES #:
Occupation/Student Status:
Employer/College/University:
Mailing Address:
City:
State:
Zip Code:
Office/Home Phone:
After Hours/Cell Phone:
Email Address:
Biography (200 words or less):

**Presenter/Author 2 Information**
Name: 
Credentials (highest earned degree, licenses, certifications, etc.):
CHES/MCHES #:
Occupation/Student Status:
Employer/College/University:
Mailing Address:
City:
State:
Zip Code:
Office/Home Phone:
After Hours/Cell Phone:
Email Address:
Biography (200 words or less):

**Presenter/Author 3 Information**
Name:
Credentials (highest earned degree, licenses, certifications, etc.):
CHES/MCHES #:
Occupation/Student Status:
Employer/College/University:
Mailing Address:
City:
State:
Zip Code:
Office/Home Phone:
After Hours/Cell Phone:
Email Address:
Biography (200 words or less):

**Presenter/Author 4 Information**
Name:
Credentials (highest earned degree, licenses, certifications, etc.):
CHES/MCHES #:
Occupation/Student Status:
Employer/College/University:
Mailing Address:
City:
State:
Zip Code:
Office/Home Phone:
After Hours/Cell Phone:
Email Address:
Biography (200 words or less):

<<<<<<<<<<<PAGE BREAK>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
PART TWO

PRESENTATION/POSTER INFORMATION

Title of Presentation:

Three to four learning objectives using the SMART format (Specific. Measurable. Achievable. Realistic. Timely.) (For information on creating SMART objectives: [http://www.k-state.edu/hr/compclass/CreatingObjectives.pdf](http://www.k-state.edu/hr/compclass/CreatingObjectives.pdf))

Each objective should complete this sentence: "By participating in this workshop, the attendees will:"
1. 
2. 
3. 
4. 

Presentation abstract (200 words or less):

Two to three sentence description of your workshop to be printed in the brochure (100 words or less):

Was this project/poster funded? (Yes/No)

If yes, please describe the funding source(s):

Which conference objective(s) does your presentation satisfy? (Check all that apply)

As a result of attending this conference, participants will:

- Analyze successful and innovative approaches of partnership development to improve the health, safety, and well-being of Oklahomans.
- Examine challenges and opportunities for public-private partnerships to improve the health, safety, and well-being of Oklahomans.
- Review and understand how past and current partnerships have improved the health, safety, and well-being of Oklahoma in the last 75 years.
- Create opportunities to develop and nurture new partnerships within the broader public health system in Oklahoma.

Which OPHA Section/Caucus members would be interested in your presentation? (Check all that apply)

Administrative Services Section
Behavioral Health Caucus
Emergency Preparedness & Response Section
Environmental Health Section
Epidemiology & Lab Section
Gerontological Health Section
Health Administration & Planning Section
Health Education & Promotion Section
Health Equity Caucus
Maternal & Child Health Section
Oral Health Section
Public Health Nursing Section
Student Caucus
PART THREE

CHES/MCHES AREAS OF RESPONSIBILITY

You must designate at least one choice from either the entry- or advanced-level set of competencies. Your selection will not affect the reviewer’s rating of your proposal and will be used only by the CE Committee. To obtain more detailed information on the competency and/or sub-competency, please click on the link: http://www.nchec.org/

Select whether the presentation is entry-level or advanced-level: Checkbox (check only one)
- Entry-Level
- Advanced-Level

If Entry-Level is selected: Entry-level continuing education contact hours (CECH) for CHES, please mark the Areas of Responsibility for Health Educators that are met by the behavioral/learning objectives for this session. A single one-hour event needs to address at least one Area of Responsibility. (Select all that apply)
- Assess Individual and Community Needs for Health Education
- Plan Health Education Strategies, Interventions, and Programs
- Implement Health Education Strategies, Interventions, and Programs
- Conduct Evaluation and Research Related to Health Education
- Administer Health Education Strategies, Interventions and Programs
- Serve as a Health Education Resource Person
- Communicate and Advocate for Health and Health Education

If Advanced-Level is selected: Advanced-level continuing education contact hours (CECH) for MCHES, please mark the Advanced level Sub-competencies for Master Health Educators that are met by the behavioral/learning objectives for this session. A single one-hour event needs to address at least one Advanced-level Sub-competency. (Select all that apply)

Area I: Assess needs, assets and capacity for health education
- Identify stakeholders to participate in the assessment process
- Engage stakeholders to participate in the assessment process
- Analyze factors that foster or hinder the learning process
- Identify factors that foster or hinder skill building
- Analyze factors that foster or hinder skill building
- Synthesize assessment findings

Area II: Plan health education
- Use assessment results to inform the planning process
- Select planning model(s) for health education
- Develop goal statements
- Formulate specific, measurable, attainable, realistic, and time-sensitive objectives
- Assess efficacy of various strategies to ensure consistency with objectives
- Select a variety of strategies and interventions to achieve stated objectives
Organize health education into a logical sequence
Develop a timeline for the delivery of health education

Area III: Implement health education
- Identify training needs
- Develop training objectives
- Create training using best practices
- Evaluate training
- Use evaluation findings to plan future training

Area IV: Conduct evaluation and research related to health education
- Create purpose statement
- Develop evaluation/research questions
- Assess the merits and limitations of qualitative and quantitative data collection for research
- Critique existing data collection instruments for research
- Create logic model to guide the evaluation process
- Develop data analysis plan for research
- Write new items to be used in data collection for research
- Evaluate feasibility of implementing recommendations from evaluation
- Disseminate research findings through professional conference presentations

Area V: Administer and manage health education
- Identify fiscal and other resources
- Prepare requests/proposals to obtain fiscal resources
- Develop budgets to support health education efforts
- Manage program budgets
- Prepare budget reports
- Demonstrate ethical behavior in managing fiscal resources
- Use communication strategies to obtain program support
- Facilitate cooperation among stakeholders responsible for health education
- Prepare reports to obtain and/or maintain program support
- Synthesize data for purposes of reporting
- Promote collaboration among stakeholders
- Employ conflict resolution strategies
- Develop strategies to enhance staff and volunteers’ career development
- Implement strategies to enhance staff and volunteers’ career development
- Identify potential partner(s)
- Assess capacity of potential partner(s) to meet program goals
- Elicit feedback from partner(s)
- Evaluate feasibility of continuing partnership

Area VI: Serve as a health education resource person
- Analyze requests for training
- Prioritize requests for training
- Assess needs for training
- Identify existing resources that meet training needs
Use learning theory to develop or adapt training programs
- Develop training plan
- Implement training sessions and programs
- Use a variety of resources and strategies
- Evaluate impact of training programs
- Provide expert assistance
- Evaluate the effectiveness of the expert assistance provided

Area VII: Communicate and Advocate for health and health education
- Lead advocacy initiatives
- Evaluate advocacy efforts
- Use evaluation and research findings in policy analysis
- Use evidence-based research to develop policies to promote health

KEYWORDS (minimum of 2 required; 3rd keyword optional):
- Access to Health Care
- Acculturation
- Adolescence
- Adolescent health
- Advocacy
- Aging
- Aging & Health
- Alcohol & Substance abuse
- Anthropology
- Behavior Change
- Behavioral theories
- Breast Cancer
- Cancer Prevention & Control
- Cardiovascular Disease
- Career Development/Professional Preparation
- Child/Adolescent Health
- Chronic Disease
- Clinical Trials
- Coalitions
- College Health
- Community-Based Participatory Research
- Community Health
- Community Intervention
- Community Organization
- Computer-Mediated Health Promotion
- Consumer Health
- Continuing Education
- Cultural Competence
- Diabetes
☐ Qualitative Methods
☐ Quality Assurance / Quality Improvement
☐ Quantitative methods
☐ Race/Ethnicity
☐ Religion & Health
☐ Reproductive Health
☐ Research Design
☐ Resource Development
☐ Rural Health
☐ School Health
☐ School-based health care
☐ Sex Behavior
☐ Sexual Health
☐ Sleep
☐ Smoking & Tobacco Use
☐ Social Capital
☐ Social Determinants of Health
☐ Social Ecology
☐ Social inequalities
☐ Social influence
☐ Social Marketing / Health Communication
☐ Social Policy
☐ Strategic Planning
☐ Substance Abuse
☐ Substance use
☐ Systems Science
☐ Technical Assistance
☐ Technology
☐ Theory
☐ Tobacco Prevention and Control
☐ Training Health Professionals
☐ University / College Health
☐ Violence Prevention
☐ Violent Behavior and Prevention
☐ Women’s Health
☐ Workforce Development
☐ Worksite Safety & Health

<<<<<<<<<<<PAGE BREAK>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
PART FOUR

AUDIO/VISUAL (A/V) INFORMATION

Will you require an Internet connection for your presentation? (Yes/No)

*NOTE: For PowerPoint or other computer related presentation formats, presenters are recommended to bring their own laptop (PC) computers and a backup copy of each presentation.

*Microphones will be provided for breakout sessions at the Association’s discretion*
*All presenters should have basic knowledge on how to operate the A/V equipment*

Will you require Audio/Visual equipment? Select all that apply:

- Laptop computer
- Speakers
- LCD projector
- Screen
- DVD/CD player
- Flipchart & Markers
- Lapel microphone
- Handheld microphone

What type of room set-up would best accommodate your presentation? *The Association will do its best to provide the set-up that you request, however, nothing is guaranteed*

- Theater (chairs side by side, no tables)
- Classroom (thin tables and chairs set in rows)
- Rounds (round tables with 6-10 chairs per table)
- Crescents (round tables with 5-6 chairs set facing the presenter)
- Panel (table set-up at the front of the room with 3-4 chairs for the presenters)

Level of Presentation: (Beginner/Intermediate/Advanced)

Type of Presentation: (select one)
- In-depth *(This session will be conducted as a lecture, highly didactic with little to no attendee participation)*
- Interactive *(This session will consist of a majority of group work, discussion, and/or simulation exercises)*
- Balanced *(This session will combine a didactic presentation style with an opportunity for discussion and group work)*
PART FIVE

POSTER REQUIREMENTS

BACKGROUND/OBJECTIVES:
Describe the problems or issues that your poster addresses.
State the goals of the project or initiative that the poster describes.
Identify the key partners who were involved in the project.
State your objectives in specific and, preferably, measurable terms.

METHODS:
Describe the approach that you developed and implemented to address the problem or issue.
Describe your agency’s role in planning, implementing, and evaluating the activity.
Describe key methodological, logistic, or organizational features of the project that are of special interest to other Public health professionals.

RESULTS:
What are the major accomplishments of this poster/project to date?
Please use quantitative and qualitative data to document your results.

CONCLUSIONS:
What are the lessons learned? What works? What doesn’t? What would your group do differently in the future? What is/are the greatest barrier(s) facing implementation? How are these barriers being overcome?

PUBLIC HEALTH IMPLICATIONS:
State the poster’s “take home message.”

Preference for display type:
- 3 foot by 6 foot table
- 4 foot high by 6 foot wide display board

Display boards can accommodate expandable pocket folders for handouts.
Will you provide handouts? (Yes/No)
PART SIX

"GREEN" CONFERENCE

Please note that we are making every effort to have a green conference this year. As part of this effort, we ask that all presenters provide any PowerPoint presentations and/or handouts in electronic format to be loaded on OPHA’s website following the conference. We will not be printing any handouts; however, you are welcome to bring your own handouts.

ELECTRONIC PRESENTATIONS AND HANDOUTS

Selected (oral) presenters will be highly encouraged to provide their presentation and/or handouts electronically no later Friday, April 11, so it can be shared with conference attendees.

On behalf of the named presenters in this proposal, I understand and agree that we will submit our electronic presentation no later than Friday, April 11. (Yes/No)

On behalf of the named presenters in this proposal, I understand and agree that our electronic presentation can be posted on the OPHA website. (Yes/No)

COMPENSATION, POSTER ENTRY FEES AND TRAVEL

Selected oral presentation proposals (including every speaker in the proposal) will receive complimentary two-day conference registration. No travel expenses of any kind will be reimbursed.

On behalf of the named presenters in this proposal, if our proposal is selected, I understand and agree that we will receive complimentary two-day conference registration and no travel reimbursement. (Yes/No)

Selected poster presentation proposals must pay a $25 poster entry fee, if not registered for the conference. Poster authors who are registered for the conference can waive the poster entry fee. No travel expenses of any kind will be reimbursed.

On behalf of the named presenters in this proposal, if our proposal is selected, I understand and agree that we will pay the $25 poster entry fee if not already registered for the conference and that no travel reimbursement will be provided. (Yes/No)

PHOTOGRAPHY AND VIDEOGRAPHY

Any photos or videography taken at the conference by OPHA (or agent of OPHA) may be used in future conference collateral, appearing either in printed documents, video productions, or on
the OPHA website. We appreciate your consent to use these photos for the purpose of sharing and promoting the conference.

On behalf of the named presenters in this proposal, I grant permission for the presentation to be audio and/or videotaped. (Yes/No)

DISCLOSURE OF CONFLICTS OF INTEREST

OPHA requires potential presenters to disclose any proprietary, financial, professional or other personal interests in the material to be presented. This includes past employment, serving as a consultant, conducting clinical trials, serving on an advisory committee, inclusion in a speaker’s bureau, owning stock, holding patents, etc. As a condition of submission, SOPHE requires that the presenting author check TRUE or FALSE to the following statement:

* I declare that I – and, to the best of my knowledge, any co-authors – have no proprietary, financial, professional or other personal interest of any nature or kind in any product, service and/or company that could be construed as influencing the position presented in, or the evaluation of, the material proposed for presentation in my/our abstract.

☐ True  ☐ False

If False: Specify conflict:

Selected presenters are additionally requested to make the disclosure again at the time of actually giving your presentation. A slide should be clearly shown in the first slide of the presentation (or the second slide after the slide showing the presentation title and name of the presenters) for disclosure.

On behalf of the named presenters in this proposal, I understand and agree to provide a disclosure slide in the presentation. (Yes/No)

STATEMENT OF LIABILITY WAIVER


The organizers of OPHA’s 75th Annual Conference expressly disclaim liability for acts or omissions of the organizers and for third parties including facilities suppliers and exhibitors in conjunction with the event or for the safety of any attendee while in transit to or from this event. The organizers of this event shall not be liable for any delays or failure in performance or interruption of services resulting directly or indirectly from any cause or circumstance beyond the reasonable control of the organizers including but not limited to, acts of God, war, terrorism, failure of transportation, weather, accidents, fires, electrical failures, strikes, labor disputes, postal delays, explosions, and government orders or regulations.
The organizers reserve the right to cancel this function without liability. Attendees who purchased nonrefundable airline tickets do so at their own risk. **The total amount of any and all liability of the organizers will be limited to a refund of the attendance fee.**

OPHA expressly disclaims any liability arising out of attendee’s consumption of alcoholic beverages in conjunction with the Embassy Suites Hotel and Conference Center’s complimentary evening reception. Persons under the age of 21 will be denied alcoholic beverages. Conference participants are responsible for their own well-being. The organizers expressly disclaim liability for any acts or omissions of attendees resulting from excessive drinking, recklessness or negligence on the part of any conference participant(s).

You also agree not to allow any other individual to participate in your place either at the conference, during the registration process, or any other conference-related activity including acceptance of these terms of registration.

Attendees/Exhibitors/Sponsors at the 2014 Annual Conference agree to indemnify, defend, and hold harmless OPHA, its officers, directors and agents, against all claims arising out of actions or omissions of Attendee/Exhibitor/Sponsor at or in connection with the 2014 Annual Conference except for OPHA’s own gross negligence or willful misconduct. OPHA agrees that it will indemnify and hold harmless Attendee/Exhibitor/Sponsor against all claims arising out of the acts or omissions of OPHA, its officers, directors and agents in connection with the 2014 Annual Conference except for Attendee’s/Exhibitor/Sponsor’s own gross negligence or willful misconduct.

OPHA reserves the right to substitute an equally qualified speaker in case of an emergency or cancellation. OPHA has no duty of due diligence with respect to presenters, exhibitors, or sponsors, and makes no endorsements of any presentation or product. The views, opinions, and presentations of speakers at OPHA’s Conference may not reflect those of OPHA.

**On behalf of the named presenters in this proposal, I acknowledge acceptance of these terms and provisions of registration.** (Yes/No)

**SOCIAL RESPONSIBILITY**

OPHA has a social responsibility to keep the conference attendees safe. According to the American Heart Association, when provided immediately after sudden cardiac arrest, CPR can double or triple a victim's chance of survival. Attendees that indicate a current certification in CPR will receive a red sticker on his or her conference badge. This sticker will help conference and hotel staff identify individuals that are able to assist in this life-threatening situation.

**Will you be Cardio-Pulmonary Resuscitation Certified (CPR) in May 2014?** (Yes/No)