SOCIETY FOR PUBLIC HEALTH EDUCATION

Global Leadership for Health Education & Health Promotion

Webinar Call for Abstracts

Abstract Submission Deadline: October 31, 2019

Please take the time to review the following detailed information.

The information provided in this user guide offers important insight into how to accurately submit your abstract for the opportunity to present an upcoming SOPHE webinar. We look forward to your submission!

If you have questions, please contact SOPHE Education @ education@sophe.org

Selection notifications will be sent by December 2019.

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Who Should Submit Abstracts?

- Health Education & Promotion Professionals
- School Health Educators/Coordinators
- Behavioral/Social Scientists
- Patient Educators
- Health Education/Promotion Students
- Community Health /Public Health Education Faculty
- Tribes and Tribal Organizations
- Public Health Practitioners
- Mental Health Professionals
- Chronic Disease Directors
- Dental Hygienists/Community Oral Health Coordinators
- Community-Based Organizations and Staff

- Epidemiologists
- Allied Health Professionals
- Social Marketers
- Informatics Professionals
- Health Communication Professionals
- Pharmacists
- Dietitians & Nutritionists
- Health/Social Policy Experts
- Social Workers
- Health Administrators
- Clinicians (Physicians, Nurses, Physician Assistants, Nurse Practitioners, etc.)
- Ethicists

Checklist for preparing abstract submission

Review the checklist below to be sure that you have all the required information prior to submitting your abstract online (the system will NOT allow you to save and return until you click the SUBMIT button. Once submitted no further edits will be possible).

- ☐ Abstract Title
- ☐ Author/Co-Author: For each individual listed as a co-author you will need to have: Name; Title; Organization/University; Email
- ☐ Bio & Qualifications of Primary Presenter/Submitting Author (*900-character limit*) * *(includes spaces)*
- ☐ Session Length: Choose 30 minutes; 60 minutes or 90 minutes #
- ☐ 1-2 Learning Objectives (*500-character limit*) *(includes spaces)*
- ☐ Continuing Education Level – Entry Level or Advanced.
- ☐ You will be required to select at least one Competency and Sub-competencies for Continuing Education purposes (additional information below)
- ☐ Detailed Abstract Description (*3000-character limit*) * *(includes spaces)*
- ☐ Primary/Submitting author will need to agree to a Disclosure Statement on behalf of all co-authors

* Character limits include spaces.

 # See page 5 for expected presentation times for each webinar length.

We recommend that you keep of copy of your submission for your records. You will not be able to get back into the submission system after the submission deadline.

Notification and Communication

Confirmation Emails will be sent to the Submitting Author upon: (1) creation of an abstract; (2) addition of any co-author(s); (3) completed submission of the abstract.

*Submitting authors can expect to receive an email notification, whether their abstract was accepted or declined, on or before **December 31, 2019.***

Disclosure Statements

SOPHE policy 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. You will be asked to agree to both disclosure statements below:

#1: As a condition of submission, SOPHE requires that the Primary/Submitting author acknowledge and agree to the following statement: (*primary intent is that presenters do not sell products or services to attendees*)

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

☐ *I have read and agree to the disclosure statement.*

#2: As a condition of submission, SOPHE also requires that the presenting author acknowledge and agree to the following statement:

I declare that my co-authors and I agree to the following if our abstract submission is accepted for a future SOPHE webinar:

(1) To present the work as described in the submitted abstract and to present the session timeframe/format assigned;

(2) Each author/co-author agrees, if selected, to efficiently work with SOPHE staff to select a date and time, provide any additional information that SOPHE may need for continuing education or promotion purposes, provide presentation slides in a timely manner, and attend webinar in a timely manner as requested. We acknowledge that if any accepted abstract author withdraws with late notice or fails to show, this will impact future opportunities to present;

(3) Acknowledge and accept that our presentation will be video- or audio-taped and made available for online continuing education purposes.

☐   *I have read and agree to the disclosure statement.*

Criteria for Judging Abstract Submissions

Upon submission, abstract submissions will be divided into research and practice (abstract types) and then be reviewed by up to 3 professional reviewers based on the following criteria:

1. **Objectives**: Are the learning objectives clearly stated, measurable, and observable (aka SMART Objectives: Specific, Measurable, Achievable, Relevant and Time-specific)?
2. **Clarity of content**: Is the abstract well-written? Does it clearly outline what the presentation is about? Is it presented in an organized and structured manner? Is the purpose clearly and concisely described? Is the methodology or practice description clearly stated and appropriate for the research or practice?
3. **Topical/Relevance:** Is the webinar topic one that is relevant and valuable for the health education field?
4. **Usefulness/Transferable**: Does the abstract represent usefulness and innovation to the field of health education and health promotion? Is the content and information being presented transferable to other individuals, organizations and communities?

Technology

If you encounter technical difficulties using **Internet Explorer**, we recommend using **Chrome** or **Firefox**.

Please note:

➢   SOPHE will only communicate with Submitting Authors. We ask that Submitting Authors be sure to pass all notifications and updates to co-authors.

Profile Set Up Instructions

You will be REQUIRED to set up an online profile on http://my.sophe.org/ to start an abstract submission. All co-authors will also be required to have or set up an online profile and confirm that name, title, organization/university, degrees, certifications and email are all correct.

If you have a profile set up, click **SIGN IN** at the top right-hand side of the screen. If you do not yet have a profile and need to register, select **REGISTER AND CREATE MY SOPHE PROFILE** link on the bottom left of the page.

Bio/Expertise

Tell SOPHE about your education and working background. Required to tell us why the author(s) are qualified to speak on this topic? (900-character limit)

Continuing Education Requirements

Presenter Objectives: Write objectives that specify learner outcomes to be achieved by the attendee at the event. The presentation will be identified as entry-level or advanced level, but not both. The level of the presentation must correspond with the appropriate competencies – see below.

Suggestion: If you are requesting a 30-minute webinar, you will need to provide one objective. If you are requesting a 60- or 90-minute webinar, you must provide one objective, but no more than two.

In writing a behavioral objective, the first step is to start with the key phrase. Use the following objective template for creating a quality learning objective:

"By the end of the session the participant will (be able to): select verb from the "Writing Objectives" tip sheet (complete the objective with a measurable element and specifics to your session)."

Level of Continuing Education & Associated Competencies

You must designate that your session is either entry-or advanced-level and choose associated competencies. Your selection will not affect the reviewers' rating of your abstract and will be used only by the CE Committee if your abstract is accepted.

If Entry-Level is selected, choose 1 (one) associated competency. Entry-level continuing education contact hours (CECH) for CHES, please select among the competencies for Health Educators that are met by the behavioral/learning objectives for this abstract submission. One competency is required.

If Advanced-Level is selected, choose 1 (one) associated (ADV) competency. Advanced-level continuing education contact hours (CECH) for MCHES, please select among the competencies for Master Health Educators that are met by the behavioral/learning objectives for this abstract submission. They are identified in the competencies list with (ADV) at the start. One competency is required.

Additional information on the competencies and sub-competencies, can be found here:

https://www.speakcdn.com/assets/2251/hespa_competencies_and_sub-competencies.pdf

Session Time Length

SOPHE has the option of webinar length of 30-minutes, 60-minute, or 90-minutes. Please identify what webinar length works best for your webinar presentation. 1 presenter only for a 30-minute webinar; 2-3 presenters may be provided for a 60- or 90-minute webinar.

A 30-minute webinar would consist of a 2-minute introduction, 25-minute abstract delivery, and 3 minutes for Q&A.

A 60-minute webinar would consist of a 3-minute introduction, 50-minute abstract delivery, and 7 minutes for Q&A.

A 90-minute webinar would consist of a 3-minute introduction, 80-minute abstract delivery, and 7 minutes for Q&A.

Target Populations (Select up to 3)

Be sure your choice(s) are reflected in your abstract summary/description.

- ✓ Children & Adolescents
- ✓ Young Adults
- ✓ Older Adults
- ✓ Women
- ✓ Men

- ✓ LGBTQ+
- ✓ Disadvantaged Populations
- ✓ Global/International populations

- ✓ New Professionals
- ✓ Seasoned Professionals
- ✓ Mid-Career Professionals

Topic Areas (required to choose one)

Be sure your choice(s) are reflected in your abstract summary/description.

Behavior Change Theory & Practice	Professional Preparation	Chronic Disease Prevention, Communication & Treatment	Strategic Planning & Systems Thinking
Health Equity/Health Disparities	Health Literacy		Access to Health Care
Social Determinants of Health	Advocacy/Policy	Policy, Systems & Environmental Change	Child & Adolescent Health
Cultural Competence	Community Based Participatory Research		Global Health
Health Communications & Technology	Evaluation	Nutrition and Obesity Reduction	Research Design & Methods
	Mental Health Communications	Program Planning	