

CALL FOR PROPOSAL



Session Proposals must be submitted by **February 1, 2021**

Presenting a session during the annual National Wellness Conference (NWC) provides an opportunity to build your professional network and share your wellness knowledge, experiences, and ideas. The conference's program will showcase future directions and leading-edge techniques, best practices, and stories of successful collaborations and program implementations. Through the NWC's engaging and interactive sessions, participants gain new skills, tools, and relationships to grow their professional wellness promotion competencies.

ABOUT NWC SESSIONS

Sessions are scheduled for 75-minute time blocks throughout the Main Conference or as 60- to 70-minute pre-recorded sessions available to registrants on-demand. Proposals for sessions that are highly interactive are encouraged, as are sessions that align with the 2021 theme: "Be Curious. Be Intentional. Be Well." Sessions focus on multiple dimensions of wellness and attract professionals from a variety of disciplines, including but not limited to worksite wellness, HR/benefits, health and wellness coaching, higher education, health education and community wellness, and integrative health.

Note to Previous NWC Presenters: All proposals go through a blind peer-review process; having presented at the NWC previously does not increase the likelihood of proposal acceptance. NWC also reserves the right to take into account your past NWC session evaluations during the final proposal selection process. **Proposals for identical sessions that have been presented at previous National Wellness Conferences will not be considered.**

PRESENTER BENEFITS & MATERIALS

ALL presenters who will be part of the session must be included in the proposal and will be listed in program materials, if accepted. Maximum of two presenters (main presenter and one additional presenter). Session presenters may not be substituted or added once the proposal has been reviewed.

Registration: All accepted presenters are responsible for registering for the conference and securing and paying for travel and lodging. Please plan and budget accordingly before

submitting your proposal. ONE (1) complimentary *non-transferable* full Main Conference registration is provided per accepted session. **If a session has more than one presenter, the additional presenter must pay the conference registration fee for the day of their session** and any additional days of attendance.

Marketing during presentations: Presenters are prohibited from using their sessions as an opportunity to promote their products or services. Non-compliance will result in declination of future proposals.

Sharing Resources: Accepted presenters will be asked to upload related resources (documents or links) *prior* to their presentation. These resources provide support for the presentation and then become a part of the conference proceedings so that your valuable information is accessible beyond your session. If your proposal is selected, you will be provided with instructions on uploading your presentation materials. Providing attendees with printed materials is at your discretion and expense.

SELECTION PROCESS

Proposals are selected to ensure the conference offers a comprehensive, nonpromotional, objective, and diverse program. Attention will be given to diversity of topic, institutions/organizations, presenters, and geographic location.

All Proposals are evaluated through a blind peer-review process on these criteria:

- Practical methods and techniques that others can use and apply
- Clear learning goals and key takeaways
- Relevance to the field of wellness
- Relevance to Conference theme: Be Curious. Be Intentional. Be Well.
- Depth of knowledge conveyed related to wellness promotion
- Inclusion of evaluation data and/or established theoretical models
- Focus on established or emerging trends, practices, data, and knowledge
- Evidence of successful outcomes or lessons learned

PROPOSAL SUBMISSION CHECKLIST

The following information should be submitted for EACH proposed session. Individuals may submit a maximum of three session proposals; however, having more than one proposal accepted is rare. Please adhere to all word-count limitations. Incomplete submissions will not be considered.

PRESENTER PROFILE

(The person submitting the proposal, Main Contact, receives all communication related to the proposal.)

Provide the following information for the Main Contact/Presenter of this session. If applicable, provide the name and email of an additional presenter (1 maximum) for this session, who will then receive an email requiring them to also provide the following:

- Presenter contact information.
- Curriculum vitae/résumé to be uploaded as a PDF or Word document (include all degrees earned and name, city/state of institution).
- Brief presenter bio (50-75 words) to be used in program materials.

SESSION PROPOSAL INFORMATION

No identifying information—including presenter name(s) or organization(s)—should appear within information provided in, or documents upload for, the proposal to ensure the impartiality of the blind-review committee. If a proposal is a collaborative submission, all identifying information from all contributors must be excluded from the proposal.

- Title of proposed presentation (15 words max)
- Type of Session. Select if you are willing to present the session in-person only, virtually on-demand only, or either.
- Brief description (50-100 words) to support your qualifications as an effective presenter and what qualifies you as a content expert in the material to be presented.
- Proposal/Long Description (250-500 words). Provide a very detailed description of your proposed session so the review committee has as much information as possible to best evaluate the program. The description must not only address what will be shared, but also include evidence-informed methods and best/promising practices; what the participants are expected to gain through attendance; instructional methods and presentation techniques to be used (e.g., lecture, discussion, experiential learning); and any tools/resources/handouts participants will likely receive in the session.
- Brief (50-75 words) session description for program guide. Be concise and accurate; describe the

program in a way that conveys its value and creates a desire to attend your presentation.

- Overall Learning Outcome (25 words max). What will attendees be able to do as a result of participating in the educational activity? The learning outcome must be observable and measurable.
- Three learning objectives written in behavioral terms to complete this statement: “To support the achievement of the overall outcome, following this session, participants will be able to [identify, define, outline, assess, etc.] _____” (15 words max).
- Brief Description of Target Audience (50 words max). Who will find the most value in this session? Include specific disciplines, content level (beginner, intermediate, advanced), and any other information to describe the subset of NWC attendees for which the content is intended.
- List of current evidence-based references (published within the last 5 years) used to develop the content of the session/ support the material being presented, uploaded as a PDF or Word document.
 - Proposals submitted with no references, or with outdated references only, will not be considered.
 - References should be from multiple sources (and not be solely the presenter’s own published work).
 - References from peer-reviewed journals are highly encouraged.
 - It is preferred that references be formatted in APA style.
 - Do NOT include your name on the uploaded document.

IMPORTANT DATES

Late submissions or requests will not be accepted nor acknowledged.

February 1, 2021: Session proposals must be submitted online on or before this date.

February 24, 2021: NWI will begin notifying session applicants via e-mail of proposal acceptance status.

July 28 – July 30, 2021: Sessions take place at the 46th Annual National Wellness Conference (or may be offered virtually online).

Visit NationalWellness.org/NWC to submit all proposals by February 1, 2021.

E-mail nwc@nationalwellness.org or call 715.342.2969 with questions.