COURSE SUBMISSION – FAQ

Call for courses 2021 opened Aug. 28, 2020.

Q: What is the deadline for complete submission?
A: The call for courses will close on Nov. 1, 2020.

Q: What topics should I submit for consideration?
A: AOA is accepting all topics for doctors of optometry, paraoptometrics, technicians and optometric staff.

The American Optometric Association is placing an emphasis on the following:

Doctor Education:
- Systemic Disease. Categories of topics: autoimmune, cardiovascular, diabetes, genetic diseases, hypertension, neurodegenerative disorders, thyroid dysfunction, and high-risk medications (however, submissions need not be limited to these suggested topics). These courses could be two or more individual presentations that range from overview to deep dive into variants, management, clinical and staff directives, technology and EHR integration.

  We welcome innovative courses that would bring inter-professional collaboration for the sake of better understanding and learning; for example, an doctor of optometry paired with an endocrinologist detailing diabetes and or thyroid dysfunction; an doctor of optometry paired with a neurologist for an in depth review of neurological conditions; or an doctor of optometry speaking with a cardiologist for the review of ocular findings associated with cardiac conditions. We also encourage speakers to consider more interactive lecture techniques such as: case study small group rotations, practical demonstrations, and problem-based learning. Additionally, courses that integrate cultural and social themes in public health and communication techniques necessary to effectively assist all optometric patients are encouraged.

Doctor-Para Joint Courses;
- Systemic diseases (with ocular manifestations), patient education regarding nutritional and healthy choices for the hypertensive and diabetic patient, OCT/Angio workshop, and billing and coding for diagnostic testing. With an increased demand for more information on public health disparity, we would welcome courses involving social determinants of health. Additionally, we are seeking courses that focus on full conversion to EHR.

Paraoptometric Assistant/Technician;
- History taking in EHR, triage, office management, chair-side assisting (YAG & SLT), pediatric eye exams, billing and coding (especially ICD changes and procedures), hands-on workshops TBI/low vision, vision therapy tools, corneal topography and specular microscope, fundus photo, dissecting lab, scribing terminology and data entry in EHR, and new equipment training.

Q: What information is required?
A: Complete the online submission form:
Title of course
Speaker contact Information (name, email, phone)
*If this course has multiple speakers/panelists, all names must be listed at the time of submission. They will not be added after course decision.*
Speaker current CV
Speaker brief biography
Course outline: The outline must provide enough detail to allow the Education Center Committee to determine if the course is suitable for presentation and to submit to COPE for approval. Follow the COPE outline guidelines.

- Course outlines should conform to the following guidelines:
- The outline should constitute 1.5—2 pages per hour of presentation.
- The first page of the outline should include each instructor’s name, address, phone number, email address and a clearly identified course title.
- The outline should be in sufficient detail so as to permit either the participant or an observer the ability to clearly follow along throughout the presentation. An outline can be considered sufficiently detailed if an observer is able to enter the presentation and after 5-10 minutes be able to identify where the presenter is in the outline. If the course is for Paraoptometric the outline should be timed. There should be enough detail in the outline such that course participants may use the document as a reference tool after the lecture.
- General reading references that guide course participants in further exploration of the presentation topic are strongly encouraged.
- If the presentation features a post-course test, the course outline should reflect the relative importance of key issues, and test question distribution should match these emphases. However, the outline should not carry direct references to test questions, or similar markers that inordinately alert course participants to test questions.

PowerPoint presentation submissions are acceptable in lieu of course outline submissions. However, text notes are required and are necessary to permit a participant the ability to follow the presentation and reference it after the conclusion of the course. A minimum of 10 slides per lecture hour is required.

Course description: Short description of course topic in measurable terms to evaluate if topic is relevant

3 Objectives: What this course should accomplish.
Length of course: Minimum of one to two hours for presentation course, two to three hours for hands on workshops.
Topic category
Audience

**Q: What should I write for the course description?**
**A:** Please provide a short description for the presentation/course and use measurable terms which can be evaluated and are relevant to the suggested topic.

**Q: What should I write for learning objectives?**
**A:** Well-developed learning outcomes are participant-oriented, observable, and measurable. Three learning objectives are required per CE hour. Describe the skills, knowledge, and/or learning outcomes attendees will be able to demonstrate as a result of this activity. (For example: “At the conclusion of this session, attendees will be able to…”) It is best to describe your learning outcomes using action verbs.

**Q: What are the audiences?**
**A:** The audiences are for whom the material is best suited. For example, the topic of business management (PM) can be discussed and adapted to many audiences.
When submitting a presentation, select one primary audience for whom the material
is best suited. Multiple secondary audiences can be selected if the presentation is applicable across many different positions in an optometric practice.

- Doctors of optometry
- Paraoptometrics
- Ophthalmic technicians
- Opticians
- Practice administrators

IF YOUR COURSE IS SELECTED:

What will be required:

The portal completion before or by the due dates is listed as the following:

- **Confirmation form:** Your agreement to present the course at the time(s) scheduled by the Education Center Committee. If you have scheduling conflicts, please indicate them in the comments box on the submission form. Once scheduled, course times cannot be changed.
- **Disclosure form:** All lecturers are required to fully disclose any financial or other relationships related to this course and/or organizations that they have a financial relationship in or with from 2018-2020.
  
  For purposes of disclosure, a known financial relationship is defined as any financial gain or expectancy of financial gain brought to the lecturer or lecturer’s immediate family by:
  
  - Direct or indirect compensation;
  - Ownership of stock or other equity in the company; or
  - Financial support or funding to the lecturer for research support or presentation creation.

  All lecturers with financial interests/relationships are required to display a financial interest slide at the beginning of their course.

- **Complete course outline:** Doctor courses may be submitted to COPE for Approval. All Paraoptometric/Technician/Staff courses will be submitted to CPC and may be submitted to ABO/NCLE for approval.

- **Course outlines should conform to the following guidelines:**
  
  - The outline should constitute 1.5—2 pages per hour of presentation;
  - The first page of the outline should include each instructor’s name, address, phone number, email address and a clearly identified course title;
  - The outline should be in sufficient detail so as to permit either the participant or an observer the ability to clearly follow along throughout the presentation. An outline can be considered sufficiently detailed if an observer is able to enter the presentation and after 5-10 minutes be able to identify where the presenter is in the outline. If the course is for Paraoptometric the outline should be timed. There should be enough detail in the outline such that course participants may use the document as a reference tool after the lecture;
  - General reading references that guide course participants in further exploration of the presentation topic are strongly encouraged.
  - If the presentation features a post-course test, the course outline should reflect the relative importance of key issues, and test question distribution should match these emphases. However, the outline should not carry direct references to test
questions, or similar markers that inordinately alert course participants to test questions.
PowerPoint presentation submissions are acceptable in lieu of course outline submissions. However, a sequence of images is not enough. Text notes are required and are necessary to permit a participant the ability to follow the presentation and reference it after the conclusion of the course. A minimum of 10 slides per lecture hour is required.

- If you have designated your course is TQ–CEE (Certified Education by Exam) you will need to submit a 20 question multiple choice exam with answer key. Only two-hour courses will be considered for TQ-CEE.
- Speaker Agreement: This document has the speaker guidelines that must be inhered to and the honorarium, travel per diem stipend agreed upon.
- W-9: A current W-9 must be completed and submitted to the Education Center.
- Handout: All courses are required to have a handout available to the attendees before course presentation.
- You agree to submit five multiple choice questions if your course falls under a research grant supported category.

If you have any other questions or concerns please contact Keegan Palzkill, Education Program Analyst, kpalzkill@aoa.org.

Q: If accepted, how much time will I be given to present?
A: All ABO/NCLE courses are either 60 or 120 minutes in duration, and COPE, CPC are 50-100 minutes in duration (excluding reviews/learning labs.). In the Call for Courses process, you must submit the length of your presentation. This is purely for planning purposes.

Q: Can I promote any products or services during my presentation?
A: No, the AOA does not allow the promotion of products and services during educational sessions. Lecturers can talk about products and services that have been used to solve a problem or address the presentation topic. Whenever possible presenters should suggest alternative products and services as well, no product names or companies (including logo) can be listed on presentations or handouts, no exceptions.

Q: When will I know if my presentation has been accepted for Optometry’s Meeting® 2021?
A: The submitter will receive notification from the continuing education team no later than Dec. 4, 2020.

Q: If my course is accepted, will I receive any compensation (honorarium, travel and/or housing) for presenting at Optometry’s Meeting 2021?
A: AOA speaker reimbursement, stipend and registration policy:

- Honorarium standard courses—Up to $350/hour/per instructor that is selected/invited by the AOA Education Center Committee.
- Honorarium labs—Up to $350/hour (per instructor, maximum of three instructors), or $350/hour solo lab.
- Honorarium panels—Up to $350/hour. Will be split among all panelists.
• Speakers will receive complimentary full registration for Optometry’s Meeting; speakers must register during early-bird registration time frame.

<table>
<thead>
<tr>
<th># of Hours Speaking</th>
<th>Registration Fee</th>
<th>Hotel Accommodations</th>
<th>Ground Travel</th>
<th>Airfare</th>
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<td>2</td>
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<td>$350 for one-night stay</td>
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<td>3</td>
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<td>$350 for hotel stay each day</td>
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<tr>
<td>4+</td>
<td>Yes</td>
<td>$350 for hotel stay each day</td>
<td>For arrival and departure days</td>
<td>One estimated round trip coach airfare based on current average airfare from speaker’s home address to Optometry’s Meeting®</td>
</tr>
</tbody>
</table>

Q: How are session rooms set up? What audio-visual equipment will be available for my presentation?

A: All session rooms are typically set theater style to maximize seating. There may be a few rooms with limited classroom seating and set as classroom or u-shape. A podium is standard in each room for lecturers. Additionally, the following AV equipment will be set in each room:
- (1) laptop computer at the podium, with final presentation pre-loaded.
- (1) audio connection from computer (to play video).
- (1) wireless slide advancer for presentation.
- (1) podium microphone / (1) wireless lavalier microphone, and additional mics may be necessary based on the number of lecturers.
- (1) screen, and depending on the size of room, two screens may be necessary.
- (1) LCD projector.

Facilitated/panel presentations may require additional audiovisual and will be determined by the AOA Education Center Committee. Any additional requests will be considered at the discretion of the continuing education program manager and the availability of such resources.

Learning labs equipment (workshops/hands-on) –

All lecturers selected to participate in a learning lab session will receive a form to complete, listing the standard items provided by AOA and the items required for the session.

Learning labs:
- Should clearly indicate that all attendees will be provided with hands-on experiences in techniques and procedures.
- May be scheduled for two or three hours.
- Learning labs size is restricted to a maximum of 40 attendees.
- The course must indicate whether learning lab participants will have to sit as subjects for other attendees.
- A Continuing Education Workshop Equipment/Supply Request form will need to be submitted to the AOA by March 27, 2021. The AOA will supply basic supplies;
however, you are expected to assist with the acquisition of any equipment and special supplies for your workshop. This may require you to bring your own supplies or provide vendor contact information with your request form to help coordinate the necessary equipment and supplies.

- AOA must be notified of any additional equipment requiring power that will be utilized during your learning lab.
- AOA will provide audio-visual equipment, as requested by the lecturer and the equipment must be requested in advance.

Additional guidelines and requirements regarding the lecturer’s PowerPoint presentation will be included in the lecturer contract.