NATIONAL HEALTH OUTREACH CONFERENCE
PRESENTATION GUIDELINES | 2019

The guidelines outline the details for preparation and submission for a presentation at the National Health Outreach Conference (NHOC).

May 1-3, 2019
Omni Fort Worth
1300 Houston St., Fort Worth, Texas 76102
agrilifeextension.tamu.edu/nhoc/

I.   SUBMISSION DEADLINE

All presentation submissions must be received no later than **December 14, 2018**.
Late or incomplete submissions will be ineligible for review.

howdyhealth.org/programs/nhoc-submit

II.   SUBMISSION TYPE

A. **Category:** You will be asked to designate your presentation to one of the following:

☐ **Research**
Presentations must be focused on research that you have conducted, including the discovery of new knowledge, efficacy and effectiveness trials, or rigorous evaluation of programs or interventions. The goal is to bring new knowledge and understanding of at least one of the conference themes for attendees' own application within research- or evidence-based practice.

▪ Please note that there are <u>no</u> poster presentations at this conference.

☐ **Practice**
Presentations must be focused on implementation of knowledge-, research- or evidence-based practice, such as initiatives, processes, projects, programs, education and/or interventions. The goal is to bring novel application of practice for attendees within one of the conference themes. Each presenter must provide attendees with a take-home application, such as a tool, a worksheet, an assessment or a program implementation plan.

B. **Session:** You will be asked to choose your preference of the following concurrent (breakout) session formats. The review committee will score each submission to determine fit and availability of session assignment.

☐ **Ignite** | *To arouse an interest and overview understanding of a topic*
A 60-min session for 6 to 8 presentations. Each presentation is 5-minutes, with 20 slides that automatically advance every 15 seconds. The goal is for each presentation to be a concise, engaging and entertaining overview of the *Research* or *Practice* topic focused on at least one of the conference themes. The last 10-15 minutes of each session will allow for interaction with presenters and attendees.

▪ General examples of 'Ignite' presentations: www.ignitetalks.io

☐ **Insight** | *To gain an accurate and deeper understanding of a topic*
A 60-min session for 1 to 2 presentations dedicated to a more in-depth sharing of the *Research* or *Practice* topic focused on at least one of the conference themes.

III. SUBMISSION THEME

Presenters will be asked to designate their *Research* or *Practice* submission into one of the following conference themes.

- ☐ Translating research to real-world practice to address emerging health issues
- ☐ Achieving health equity and eliminating health disparities
- ☐ Improving health and quality of life across the life span
- ☐ Engaging communities and cross-sector collaborations to impact systems change
- ☐ Transforming space and place to create healthy environments

IV. SUBMISSION PREPARATION

In addition to the above designations, each submission will require the following information.

- ☐ **Title:** The should be brief, concise and informative to the viewer (≤ 150 characters).
- ☐ **Presenter(s):** Include all names, contact information and institutions.
- ☐ **'Research' Summary:** (300 word max)
  - ▪ The *Research* abstract must be informative, including a statement of the study's specific PURPOSE, and include a brief BACKGROUND, METHODS, summary of RESULTS, and CONCLUSION. Please, use these headings in your submission.
  - ▪ Abstracts must include relevant data to substantiate all conclusions being drawn, or will result in rejection. Do not simply describe what was found (such as, "the education intervention group reduced their risk more than the control group"), or only present the statistical results with no other data (such as, "associations were significant at $p < .05$").
- ☐ **'Practice' Summary:** (300 word max)
  - ▪ The *Practice* summary must be informative, including a statement of the program/initiative's PURPOSE, and include a brief BACKGROUND, including any theoretical or research- and/or evidence-based underpinnings, an OVERVIEW of the practice/program details, and PRACTICAL APPLICATION. Please use these headings in your submission.
  - ▪ Presenters must include what tangible take-home application will be left with the attendees (e.g., a tool, a worksheet, an assessment or a program implementation plan) to implement back in their own efforts.
- ☐ **Learning Objectives:** Provide three (3) learning objectives based on Bloom's Taxonomy (create, evaluate, analyze, apply, understand), and written in the proper format. For example:
  - ▪ *"By the end of this presentation, the attendee will be able to identify the five key components to an effective environmental assessment of physical activity."*
- ☐ **Funding:** Report the source of any funding received for the research or project. If no funding was received, please put "N/A".
- ☐ **Conflicts of Interest:** Any conflicts of interest, including affiliations and/or financial interests that have a bearing on your abstract subject matter must be reported. If none, put "The authors report no conflicts of interest related to this presentation."

☐ **Commitment:** By submitting your presentation proposal, you are agreeing to attend the conference at your own expense.

V.   REVIEW PROCESS

Upon the deadline, a dedicated committee will review all submissions for acceptance to and placement within the conference schedule. Each proposed presenter will be notified of (1) whether or not the submission was accepted or not, and (2) the designated session type, day and time.

The rubric the committee will use to review and score each submission (Research and Practice, respectively) are provided on the following pages.

For Submission-Related Questions:
Mark D. Faries, Ph.D.
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'RESEARCH' SUBMISSION

	Poor	Below Standards	Meets Standards	Very Good	Outstanding
Significance ▪ Does the abstract exhibit mastery of the subject, independence, and creativity? ▪ Does the abstract show dedication to scholarly impact?	1	2	3	4	5
Background/Rationale/Purpose ▪ Is the purpose of the project clearly stated? ▪ Is the rationale for the project made clear?	1	2	3	4	5
Methods/Approach to the Question ▪ Does the abstract clearly outline the research or other methods used in the project?	1	2	3	4	5
Results ▪ Does the abstract describe the results observed?	1	2	3	4	5
Summary/Conclusion ▪ Does the abstract provide a summary of the results? [*The data summary should be quantitative versus qualitative.*] ▪ Does the abstract describe the conclusions drawn from the project?	1	2	3	4	5
Relevance ▪ Does the abstract content align with the designated conference theme?	1	2	3	4	5

'PRACTICE' SUBMISSION

	Poor	Below Standards	Meets Standards	Very Good	Outstanding
Significance • Does the abstract represent an innovative initiative, process, practice or project?	1	2	3	4	5
Background/Rationale/Purpose • Does the abstract explain a path rom research- and/or evidence-based practice to real-world application? • Is the rationale for the project made clear?	1	2	3	4	5
Overview • Does the abstract clearly outline and concisely detail the initiative, process, practice or project?	1	2	3	4	5
Application • Does the abstract describe a skill, strategy or tool that will be shared with the participants?	1	2	3	4	5
Relevance Does the abstract content align with the designated conference theme?	1	2	3	4	5