



Guidelines for Proposal Submission: Collaborative Sessions

Collaborative Sessions are highly interactive learning experiences designed to help attendees solve real-world challenges, develop practical resources, share ideas, and apply concepts to their professional practice. Rather than emphasizing traditional presentation, these sessions prioritize discussion, collaboration, and active participation.

Facilitators provide guidance, structure, and expertise while participants work together to analyze challenges, exchange perspectives, develop strategies, and create practical resources or action plans that can be immediately applied in their own settings.

Collaborative Sessions are intended for topics that benefit from group discussion, planning, problem-solving, and resource development. Proposals focused primarily on developing clinical skills or hands-on patient care techniques should be submitted as Learning Labs.

Format:

- 90 minutes total
- Brief introduction and framing of the topic or challenge
- Facilitated individual and/or small-group activities
- Guided discussion and peer learning
- Collaborative development of strategies, resources, plans, or solutions
- Sharing of key takeaways, deliverables, and next steps

Collaborative Sessions are ideal for:

- Addressing professional challenges or emerging issues
- Developing policies, procedures, or protocols
- Creating strategic plans, workflows, templates, or toolkits
- Designing educational programs or resources
- Developing leadership, advocacy, or communication strategies
- Exploring innovative ideas through discussion and collaboration
- Applying concepts to real-world challenges and opportunities

Presenters should design sessions that maximize participant involvement and dedicate the majority of the session to discussion, collaboration, problem-solving, and resource development. Instruction should support the work being completed rather than serve as the primary focus of the session.

What Makes a Strong Collaborative Session?

Successful proposals typically:

- Address a clearly defined challenge, opportunity, or objective
- Focus on practical application rather than content delivery
- Include structured opportunities for participant engagement and collaboration
- Encourage diverse perspectives and peer learning
- Provide tools, templates, frameworks, or guided activities to support participant success
- Result in actionable strategies, resources, or plans attendees can implement in practice
- Clearly articulate what participants will create, develop, solve, or leave with

Participants should leave with practical ideas, tangible resources, actionable strategies, or a clear plan they can immediately apply in their professional practice.

Presenter Guidelines:

- One moderator
- Two-three lead facilitators
- Additional facilitators may be added based on anticipated attendance and session design
- Facilitators should be prepared to guide discussion, provide feedback, and support participant work throughout the session.

Presenter Benefits: Presenter Benefits: For each accepted proposal, up to two (2) presenters will receive complimentary full-convention, in-person registration.