DC Conference Session Guidance
National Conference Planning Team
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1. Conference Objectives

The DC Conference focuses on the key challenges, opportunities and learning needs facing dietitians in all areas of practice and strives to create an environment of engagement and action.

The Conference objectives are to:

- provide a forum to enrich the dietetic profession through dialogue and learning,
- showcase leading-edge practice and nutrition research,
- address challenges in food, nutrition and health services across all areas of practice and policy,
- highlight innovations in dietetics education and training,
- profile new products and services available in the marketplace, and
- create opportunities for dietitians to forge stronger links amongst themselves for professional and social purposes.

Expected outcomes of the conference are that delegates will:

- come away with new ideas and practical tools to bring to their work settings,
- be better equipped to address practice and workplace transformation,
- leave the event re-energized and re-engaged in the profession, and
- have a stronger network of colleagues, contacts and leaders in the field to draw on when questions arise.

2. Education Program Focus

The Program Planning Team aims to provide a balance of excellent and engaging learning opportunities across all areas of dietetic practice through a variety of session formats.

While DC does not have a specific theme tied to the educational sessions, ideas that consider priorities of the profession and emerging issues in dietetic practice are welcomed.

When developing a session proposal, ask the question: Does my idea:

- introduce an inspirational speaker?
- inform evidence-based practice and promote knowledge transfer?
- highlight emerging issues of significance or impact on dietetic practice, or new practice opportunities?
- take us deeper into emerging research or policy, and related practice applications?
3. Educational Tracks

The education program balances topics across a wide range of subjects using the following categories. To ensure the success of your proposal, be certain that you assign your submission to the category that best defines your topic as described below.

- **Clinical nutrition and primary care** – clinically-focused sessions examining dietetic interventions and nutrition care in acute and chronic disease, critical care, long-term care, home care, digestive health and more, aimed at adult populations.

- **Communications technologies** – topics which profile new technologies and approaches that integrate nutrition knowledge with emerging technology such as electronic medical records, mobile apps, social media, software and hardware tools of benefit to dietetic practice.

- **Entrepreneurism, career development, leadership** – sessions to support career development, business, marketing and leadership skills.

- **Food and culinary** – food trends, food demonstrations, culinary skill development, or culinary explorations such as local food tours.

- **Infants, children and youth** – innovative child-focused topics in clinical assessment and intervention, school and community-based programming where the primary target are those under 18 years of age.

- **Innovation in dietetics education and training** – topics of interest to dietetic educators and preceptors focused on innovations in education or emerging issues in education and training.

- **Management, agriculture, food safety** – both macro- and micro-management topics such as staffing, quality improvement, benchmarking, costing, economics and food production in institutions or in the agricultural sector, and matters that impact food supply such as contamination, recalls, and disaster planning.

- **Population and public health** – policy, population and public health approaches that address nutrients of interest, food labelling, health disparities, food insecurity, and population-specific concerns including Aboriginal, new Canadians and other at-risk communities.

- **Professional practice** – programs that focus on developing excellence in dietetic practice such as counseling or interpersonal communications skill development, as well as cultural competency, inter-generational workplaces, professional diversity and successful inclusion of new members to the profession.
4. Conference Session Formats

To meet the broad range of learning needs at the Conference and to ensure an interesting mix of speakers and conference sessions, submissions in the following formats will be considered:

**Concurrent**

Concurrent sessions are targeted presentations designed to interest subgroups of delegates and run against one another as competing sessions. Concurrent presentations may include up to two speakers addressing a common issue or topic from different perspectives, followed by an interactive discussion.

To be successful, proposed sessions must fit one of the following two formats. **Proposals suggesting more than 2 speakers in one session will not be considered.**

Format #1
- 60 or 75 minutes in length with minimum of 10 minutes for questions and audience interaction.
- One speaker maximum.

Format #2
- 90 minutes in length with minimum of 15 minutes for questions and audience interaction.
- Two speakers maximum.
- If two speakers are proposed, one must be from the Ottawa/ Gatineau region.

**Workshop**

Workshops are topic-specific programs that allow professionals to develop workplace-applicable or hands-on skills. Workshops must emphasize audience participation. Workshops may be scheduled prior to, during or following the conference as determined by the Program Planning Team.

Format
- ½ day or full day session.
- Two facilitators maximum.
- Active engagement of participants via small group activities, simulations, exercises or other participatory learning approaches.

**Tour**

Tours are educational programs at sites away from the main conference venue. Typically, they may be between 1 to 3 hours in length. Tours will be selected based on the unique opportunities available in or near Ottawa.

**Symposia**

Symposia sessions focus on a particular subject, tend toward nutrition research or policy focus, and are presented by speakers of national or international reputation. Symposia delve into a topic in greater detail but still must have a focus that will interest a significant number of delegates. Symposia are generally 60 minutes in length and include one or two speakers. Often two symposia are offered concurrently.
Plenary

Sessions are intended to interest all conference delegates. Topics should resonate regardless of area of practice or be inspirational in nature. Speakers may have a national or international reputation.

Plenary sessions are limited in number, may be 45 or 60 minutes in length and may include one or two speakers. Audience participation may be part of a plenary session depending on the preferences of the speakers.

Research or Experience Sharing

Submissions that focus on a single research study, program or experience sharing are best submitted as CFDR research abstracts. All abstracts must contain original work that has not previously been presented in association with a scientific or professional conference.

Detailed submission information for research, experience-sharing or student abstracts will be available on the DC and CFDR web sites in October.

5. Preparing a Conference Session Submission

Title

Each session must be given a short creative title (limited to 8 words) that summarizes the focus of the session.

Description

This is a concise two to three sentence statement (no bullet points) explaining the intent of the session and should reflect the stated objectives of the session. Other information that will be required:

- Educational Track
- Conference session format: Plenary, Symposia, Concurrent, Workshop, Tour.

Learning Outcomes

- Provide up to three specific objectives describing the outcomes resulting from the presentation.
- A learning objective should complete the following statement with an observable and measurable verb: After this presentation, the attendee should be able to …
- The following verbs are not acceptable when writing learning objectives: know, learn, grasp, enhance, understand, appreciate and improve.
- Learning objectives and program focus should be directed at an informed (not novice) audience.
- Learning objectives should highlight applications of the session to professional practice.

Speaker and Biographical Information

A brief biographical description and current contact information must be provided for each speaker. The biographical statement should highlight the speaker’s research, work experience and expertise related to the topic.

- Briefly describe each speaker's contribution to the session objectives.
- It is strongly encouraged that at least one of the speakers is a DC member.
- DC welcomes “new experts” and those who have not spoken at the DC national conference in the past 2 years.
All speakers must be willing to have their sessions recorded.

6. Speaker Benefits

Selected speakers will be offered a basic package of benefits to offset the main costs of their participation in the conference.

Conference Registration
- Full conference registration if the speaker is a DC member.
- Non-member speakers will be offered one-day registrations for the day they are speaking.

Travel
- Return air, train or ground travel by least expensive method without undue hardship with regard to time.
- Taxi or shuttle service costs, and parking as appropriate.
- Meal allowance (excluding meals served at the conference) to the level of the DC expense policies on the days of travel.

Accommodation and Speaker Fees
- For non-local speakers, a maximum of two nights accommodation at the conference hotel (number of nights dependent on distance and availability of flights).
- No speaker fees or honoraria will be paid.

7. Session Review and Selection Process

The Program Planning Team will review all proposals for plenary, symposia, concurrent, workshops or tours received by September 15. The Program Planning Team is made up of DC member volunteers representing diverse areas of practice and experience.

Research, experience-sharing and student abstracts have different submission deadlines. More details will be available on the DC and CFDR web sites in October.

The Program Planning Team will consider the educational value of each conference session proposal and the extent to which it presents new or significant information. All proposals will be judged on their quality and individual merit using the following criteria by a minimum of 3 independent reviewers:
- clarity of descriptive statements and learning goals
- relevance to dietetic practice or future orientation
- information that has not been previously or recently presented
- proposed speakers (speaking experience, knowledge in the subject area)

Program Planners will be notified by mid-December on the final status of the submission. A proposal is considered accepted only when a formal invitation is issued by DC and written confirmation of acceptance is received.

DC maintains full control over the planning, content and implementation of all programs presented during the conference, including the selection of speakers, moderators and faculty. DC reserves the right to accept or to make recommendations or requirements for revisions prior to acceptance or for promotion and publication.
The intent of the Conference is to provide high quality sessions focused on educational content free from commercial influence or bias. DC prohibits presentations that have as their purpose or effect promotion or advertising. Presentations designed primarily as describing commercially marketed programs, publications, or products will not be accepted.

Questions
For assistance preparing your idea for a plenary, symposium, concurrent, workshop or tour, please contact Corinne Eisenbraun or Karen Boyd. (Corinne.eisenbraun@dietitians.ca and Karen.boyd@dietitians.ca)

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