

i-CREATe 2023

Workshop Session Instructions

Workshop Sessions will be held during the 2-Day Conference (10-11 August 2023)

Submission Deadline: 30 April 2023

ABOUT THE i-CREATe CONFERENCE

The i-CREATe Conference creates a forum for teaching and learning about relevant topics and creative approaches to AT service delivery, research, design and public policy. The i-CREATe Conference sessions promote an intimate dialog and easy exchange of resources among AT Professionals, expert through beginner, who have experience and expertise across many special interest areas. The i-CREATe Conference program is organized into three Tracks: Research & Design, Practice & Service Delivery and Public Policy.

ABOUT THE i-CREATe WORKSHOPS

i-CREATe Workshops signify high-caliber education and audience participation. i-CREATe workshops distinguish themselves in the field because the presenters work to make the learning experience: *innovative, interdisciplinary, and informative*. Presenters aim to: 1. deliver current information, 2. have a well-organized structure that stimulates and facilitates learning and 3. hold a tightly moderated discussion period that empowers the participants to drive and direct their own continuing education experience.

The workshop sessions can be conducted in a variety of formats, including: a single speaker, panel of speakers, hands-on demonstrations, audience-driven show & tells and other types of creative methods of information exchange. Each workshop **must include** a visual component (such as a PowerPoint presentation), a hands-on or demonstration component where possible (i.e. in the Practice Track), handouts and at least a 15-minute, well-moderated discussion period. These requirements answer feedback from attendees who report that the most important elements to a good AT conference session are: 1. becoming involved through audience Q/A-discussion and 2. Seeing and experiencing the technology for them.

REVIEW PROCESS:

Proposals will be reviewed by the Program Committee. An individual rating form (100 points possible) will be completed for each proposal. Review scores will reflect missing, incomplete or unclear materials.

REVIEW CRITERIA:

- A. Abstract is clearly written and thoroughly summarizes the session content and learning objectives. (20 points)
- B. Proposal is thorough and at least three (3) concrete, measurable learning objectives are clearly stated. (20 points)
- C. Subject matter is timely and/or presents good opportunity for cross-discipline involvement/interaction. (20 points)
- D. Session structure and organization are clearly defined and time allotted is appropriate to the proposed material. (20 points)
- E. Presenters have sufficient expertise and knowledge of the subject matter. (20 points)

PROPOSAL AND SUBMISSION FORMAT:

Proposals should be arranged in the following order:

1. Cover Page / Session Profile
2. Session Proposal Outline
3. Presenter Information
4. Audio-Visual Form

ALL proposals must be submitted ELECTRONICALLY in RICH TEXT FORMAT (RTF). Send via EMAIL (preferred), DISK, or CD-ROM.

SUBMISSION DEADLINE:

Proposals must be received at the i-CREATe office ON or BEFORE **30 April 2023**. All proposals MUST INCLUDE the attached application materials. Incomplete proposals and those received after the deadline will be returned to the Principal Organizer without being reviewed. Proposals may be SUBMITTED IN ONE OF TWO WAYS:

- **Regular mail:** Send your proposal in RTF format or CD-ROM to i-CREATe 2023, WORKSHOP PROPOSAL, 111 Thailand Science Park, Phahonyothin Road, Khlong Nueng, Khlong Luang, Pathum Thani, Thailand 12120
- **Email:** secretariat.icreate@nstda.or.th Subject Line: WS Proposal 2023 -- Proposals submitted via e-mail MUST follow the attached proposal format and MUST be attached to the e-mail message as an RTF file. Presenters *must* label your email message with "WS Proposal 2023" in order to ensure it is logged it correctly.

PRESENTER NOTIFICATION:

Presenters should receive notification indicating their acceptance or rejection status by **31 May 2023**. Specific reviewer feedback on the Proposal, which may include critique and suggestions for improvement, will also be sent at this time. All notification materials will be sent to the Principal Organizer, who will be responsible for disseminating the information to his / her co-presenters.

WORKSHOP SESSION SCHEDULING:

Accepted Workshops will be scheduled for presentation during the regular 2-day conference program within the designated Tracks. The full Conference schedule will not be completed until the scientific paper submittal and review process has been completed on **15 June 2023**. Presenters of accepted Workshops should expect to receive notification indicating the **DATE** and **TIME** of their session by **15 June 2023**. This allows over time for planning travel accommodations. *If presenters have special scheduling needs or restrictions, please advice us immediately so that we may do our best to accommodate everyone's needs.*

APPEALS:

Presenters may appeal the decision of the Review Committee by contacting the i-CREATe office, secretariat.icreate@nstda.or.th. Subject Line: Appeals. The i-CREATe staff will then coordinate a review with the respective Track Chair. All appeals must be received within 10 days of the presenter receiving the acceptance/rejection notification. Additional reviews, if deemed necessary, will be coordinated at that time.

CONTACT US:

Thank you for your interest in the Workshop session segment of the i-CREATe conference. If you have additional questions, please contact the i-CREATe office at **secretariat.icreate@nstda.or.th**. Subject Line: WS Proposal, or contact: Sarinya Quilitz at (66) 2564 6900 Ext. 72040.

Conference Secretary:

Sarinya Quilitz – National Science and Technology Development Agency, Thailand

Email: secretariat.icreate@nstda.or.th

Tel: (66) 2564 6900 Ext. 72040

Fax: (66) 2564 6876

i-CREATE 2023 TOPIC AREAS

Please choose from the following Topic Areas (not limited to the followings):

<p><u>Assistive Technology</u></p> <ul style="list-style-type: none">❖ Augmentative and Alternative Communication (AAC)❖ Blind / Low Vision❖ Computer, Mobile Device and Web Access❖ Deaf and Hard of Hearing❖ Environmental Control❖ Mobility Aids <p><u>Rehabilitation Technology</u></p> <ul style="list-style-type: none">❖ Cognitive Training and Assessments❖ Brain Computer Interface❖ Mixed Reality System❖ Neurorehabilitation Technology❖ Prostheses and Orthoses❖ Robotics❖ Transcranial Magnetic Stimulation	<p><u>Biomedical Science and Technology</u></p> <ul style="list-style-type: none">❖ Stroke, Spinal cord Injury, Traumatic Brain Injury, Cerebral Palsy, Dementia❖ Musculoskeletal Injury, Amputation, Respiratory Issues, Gait and Balance, Motor Control❖ Geriatric Rehabilitation, Paediatric Rehabilitation <p><u>Social and Lifestyle</u></p> <ul style="list-style-type: none">❖ Building and Public Transport Accessibility❖ Disable Sports and Leisure Activities❖ Employment and Training❖ Inclusive Community❖ Public Policy and Service Delivery❖ Special Education❖ Universal Design
---	---

i-CREATe 2023 Conference Workshop Application

WORKSHOP SESSION PROPOSAL DIRECTIONS

Complete Proposals MUST include all items A-F and follow the format below.

A. Abstract (75-100 words) (20 points)

MUST be completed for publication on the Website, and in the Preliminary & Final Programs.
The Abstract should clearly and succinctly summarize the session content and learning objectives.

B. Cross-discipline Involvement / Interaction (20 points)

MUST be completed for publication on the Website, and in the Preliminary & Final Programs.
Clear and succinct statement about:

1. Breadth of i-CREATe audience
2. Timeliness of topic
3. explanation of how the various AT-related professions and AT-disciplines can gain from this session. This is very important.

C. Learning Objectives (20 points)

MUST be completed for publication on the Website, and in the Preliminary & Final Programs.

List a minimum of 3 Learning Objectives for your session. Learning Objectives tell the participant exactly what skills or new information they can expect to learn from your session; provide structure to your session; create an organized learning experience for your participants and market your session. Objectives that are not written in concrete, measurable terms will be returned to presenter-candidates for re-write. *Learning Objectives are required in order for i-CREATe to provide CEUs for the session.*

The following types of concrete verbs should be used: *Assess, Classify, Compare, Contrast, Define, Demonstrate, Design, Describe, Discuss, Evaluate, Integrate, List, Summarize*

ACCEPTABLE: Concrete and measurable learning objectives name the specific skills (using verbs & quantities) that you expect your participants to acquire:

- The participants will be able to list/name/describe 3 assessment measures that are essential for recommending a seating system; list/name/describe 3 major accessibility issues faced by the wireless industry today;
- The student will be able to compare/contrast the functional features of 3 different augmentative communication devices; name/list/describe/compare-contrast 3 new ways to deliver seating and mobility services.

UNACCEPTABLE: Vague objectives do not specify specific skills that participants will take from the session:

- The participants will learn about/get an overview of assessment measures that are essential for recommending a seating system; become familiar with/discuss accessibility issues faced by the wireless industry today;
- The student will be able to compare/contrast the functional features of 3 different AAC devices; discover/hear about new ways to deliver seating/mobility services.

D. Proposed Handout Materials

List all handout materials. Although they are not required with your proposal submission, session outlines and/or sample handouts can assist Reviewers in appraising the strength of your proposed handouts. Please estimate the number of pages for each handout.

E. Organizational Structure of Session (20 points)

Specifically describe how session time will be allocated and outline what each presenter will contribute, **using the format below**. Please note that presenters are encouraged to use an **interactive format with a 30 minutes discussion period**. You should provide enough detail so that Reviewers will have a clear idea about the session content and its overall organization. If there are multiple presenters for your session, please specify the presenter name and session content for each time allocation.

Total time must not exceed

- a) 3 hours for HALF day workshop
- b) 6 hours for ONE day workshop and
- c) 12 hours for TWO days workshop

EXAMPLE

Time in Minutes	Learning Objective to Be Addressed	Presenter(s)	Instructional Design: Presentation Format, Activities Planned, AV used
10 min	Introductions & Overview	J. Smith	Lecture. PowerPoint
30 min	Objective # 1 List 3 new techniques for switch mounting...	T. Rogers	Lecture. Demonstration. PowerPoint.
30 min	Objective # 2 Describe 3 alternative computer access methods that "didn't work" for x population	C. Brown	Moderator-led audience participation. Overhead comment recording. PowerPoint.
30 min (Required)	Discussion Period (Required)	T. Rogers	Moderator/Speaker-led Q/A.

F. Brief description of presenters experience with this topic area. (20 points)

Please include previous conference presentation or instructional experience. Speaker bio's are REQUIRED in order for i-CREAtE to provide Continuing Education Units (CEUs) for your session. (Approximately 50-100 words)

i-CREATe 2023 Conference Workshop Application SUBMISSION CHECKLIST

Submissions **MUST** be received in electronic format by the i-CREATe office no later than
30 April 2023



Have you:

saved your files in Rich Text (RTF) format

Completed the following forms:

Cover Page / Session Profile

Presenter Information

Audio-Visual & Room Set-Up

Workshop Session Proposal Outline

Prepared to send your proposal ELECTRONICALLY?



Send via Regular mail:

Send CD or disk with file in RTF format to:

i-CREATe 2023 – Workshop Session Proposal

111 Thailand Science Park, Phahonyothin Road, Khlong Nueng, Khlong Luang,
Pathum Thani, Thailand 12120



Send via Email (preferred method):

secretariat.icreate@nstda.or.th. Subject Line: WS Proposal 2023

Proposals submitted via e-mail **MUST** follow the proposal format and **MUST** be attached to an e-mail message as an RTF file.



Questions:

Contact: Sarinya QUILITZ at secretariat.icreate@nstda.or.th
or Call (66) 2564 6900 Ext. 72040

FREQUENTLY ASKED QUESTIONS (FAQ's) about the i-CREATe WORKSHOP SESSIONS:

- **What are Workshop sessions?**

Workshop sessions offer typically 75-minute time slots that can be organized in a variety of formats and activities such as panel presentations, invited speakers, roundtable work groups, live demonstrations, audience-driven 'show & tells' and other hands-on activities. Critical to the Workshop is a discussion period, during which participants can drive their own learning experience through open dialogue between the presenter(s) and fellow participants.

- **Who can submit a proposal for a Workshop session?**

Any individual or group can submit a proposal for consideration. Collaborative proposals involving cross discipline presentations by presenters from a variety of special interest and professional specialty areas, including public policy organizations, Tech Act Projects or research programs are strongly encouraged.

- **I would like to demonstrate a new product during a workshop session, can I submit a proposal?**

i-CREATe strongly discourages workshops aimed at promoting a particular product or company. Vendors interested in discussing a strategy or type of technology are encouraged to team up with other companies, clinicians, researchers or consumers to present their ideas or topics in a broader context that reflects a range of perspectives.

- **I'm confused by the tracks and am not really sure where my proposal fits. What should I do?**

The Conference Committee has made every effort to anticipate potential subject tracks and their relationship to topic areas. Nonetheless, we anticipate that there will be some session ideas that span multiple topic areas. Please feel free to contact the Conference Chair, or contact the i-CREATe office at secretariat.imate@nstda.or.th. Subject Line: WS Proposal in order to determine the best fit for your proposal.

- **Is there reimbursement or payment for Workshops?**

While i-CREATe recognizes the value that the Workshops add to the conference program, honoraria or travel reimbursements will not be provided for presenters of Workshop sessions. Presenters of Workshop sessions must pay the applicable conference registration fees if they wish to attend other conference sessions and events.

***** Thank You! We look forward to seeing you in Thailand, 8-11 August 2023*****