



2027 BIAPA ANNUAL CONFERENCE CALL FOR PRESENTATIONS OPTIONAL PROPOSAL PREPARATION WORKSHEET

Use this optional worksheet to prepare your proposal before completing the electronic BIAPA Call for Presentations submission form.

You may type in this document and save it or print it and write your answers by hand. This worksheet is for **preparation only** and is not a proposal submission. You must still complete the electronic submission form and upload all required supporting materials.

BEFORE YOU BEGIN

Before beginning the electronic form, have the following information and supporting materials prepared:

- Presentation title, session description, and three specific, measurable learning objectives written in accordance with [APA Guidance on Writing Behavioral and Learning Objectives](#)
- Information for each presenter
- A 150–250 word biographical sketch for each presenter
- A current résumé/CV for each presenter
- A one-page session outline
- At least three recent references
- A professional headshot for each presenter
- Conflict of interest/disclosure information, if applicable

Important: For continuing education approval, the three learning objectives must be specific, measurable, and written in accordance with APA Guidance for Writing Behavioral Learning Objectives. Additional instructions and examples are provided in the Session Objectives section.

1. PRESENTATION PROPOSAL

Presentation Type

- ☐ Educational Session/Workshop
☐ Panel Presentation

Presenter Limits

Educational Session/Workshop: Maximum of 2 presenters
Panel Presentation: Maximum of 3 individuals

Title of Presentation

Presentation Date(s) I Am Available

- ☐ Monday, June 21, 2027 ☐ Tuesday, June 22, 2027

My Proposed Session Is Intended For

- ☐ Professionals ☐ Survivors/Caregivers ☐ Both

Session Description (100 words)

2. SESSION OBJECTIVES & SUPPORTING MATERIALS

Please provide three specific, measurable learning objectives. For continuing education approval, objectives must be written in accordance with [APA Guidance for Writing Behavioral Learning Objectives](#). At the conclusion of this session, the participant should be able to:

Learning Objective 1

Learning Objective 2

Learning Objective 3

Have ready for upload: One-page session outline that supports the three learning objectives.

Session References

Please provide citations for at least three references from relevant literature (e.g., book chapters or peer-reviewed journal articles) that support the content of your presentation.

References must have been published within the five years immediately preceding the conference and must have a publication date of June 21, 2022, or later. References should follow APA citation guidelines.

Reference 1

Reference 2

Reference 3

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3. PRESENTER 1 INFORMATION

Complete this section for Presenter 1.

Is Presenter 1 the primary contact for this presentation proposal?

☐ Yes ☐ No

Presenter 1 - Full Name and Credentials

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Presenter 1 - Agency/Employer

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Presenter 1 - Current Job Title

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Presenter 1 - Email Address

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Presenter 1 - Phone Number

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Presenter 1 - Mailing Address

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Presenter 1 - City / State / ZIP Code

City:	State:	ZIP Code:
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Presenter 1 - Biographical Sketch (150–250 words)

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Have ready for upload: Presenter 1 current résumé/CV and professional headshot.

4. PRESENTER 2 INFORMATION (IF APPLICABLE)

Complete this section only if Presenter 2 is included in the proposal.

Is Presenter 2 the primary contact for this presentation proposal?

☐ Yes ☐ No

Presenter 2 - Full Name and Credentials

Presenter 2 - Agency/Employer

Presenter 2 - Current Job Title

Presenter 2 - Email Address

Presenter 2 - Phone Number

Presenter 2 - Mailing Address

Presenter 2 - City / State / ZIP Code

City:	State:	ZIP Code:
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Presenter 2 - Biographical Sketch (150–250 words)

Have ready for upload: Presenter 2 current résumé/CV and professional headshot.

5. PRESENTER 3 INFORMATION (**FOR PANEL ONLY - IF APPLICABLE**)

Complete this section only for a Panel Presentation that includes a third presenter.

Is Presenter 3 the primary contact for this presentation proposal?

☐ Yes ☐ No

Presenter 3 - Full Name and Credentials

Presenter 3 - Agency/Employer

Presenter 3 - Current Job Title

Presenter 3 - Email Address

Presenter 3 - Phone Number

Presenter 3 - Mailing Address

Presenter 3 - City / State / ZIP Code

City:	State:	ZIP Code:
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Presenter 3 - Biographical Sketch (150–250 words)

Have ready for upload: Presenter 3 current résumé/CV and professional headshot.

6. PRESENTER AGREEMENTS & DISCLOSURES

Required Presentation Materials & Authorization

☐ I understand that finalized slides and any other materials for accepted sessions must be submitted electronically as required by BIAPA.

Is there an actual, potential, or perceived conflict of interest for you or your spouse/partner?

☐ Yes ☐ No

If yes, prepare the following information:

Relationship with (Name of Company)

Nature of Relationship

Additional Conflicts of Interest, if applicable

Will the content of your presentation or presentation materials include discussion of unapproved or investigational uses of products or devices?

☐ No ☐ Yes

If yes, describe the unapproved or investigational use(s) that will be discussed

7. FINAL CERTIFICATION & SUBMISSION

Before You Submit Online

Review your proposal and presenter information carefully. The electronic submission form will ask you to certify that the information provided is complete and accurate to the best of your knowledge and that the presenters included in the proposal are aware of and agree to the information and requirements provided.

Name of Person Submitting Proposal

READY TO COMPLETE THE ONLINE SUBMISSION?

Use the electronic Call for Presentations form to submit your completed proposal and upload all required materials.

Do not send this worksheet to BIAPA.

Questions about the Call for Presentations?

admin@biapa.org