

Academy of Education CSM Education Session Proposal Guidelines

Purpose: This document was designed to provide information for authors interested in presenting continuing education for the Academy of Education Physical Therapy (AoE) at the APTA's Combined Sections Meeting (CSM).

Minimum Requirements for a CSM proposal for the Academy of Education Physical Therapy

Table 1. Minimum Requirements for CSM proposals to the AoE

SECTION	When you enter the APTA submission portal, you will be asked to enter the "section" you are submitting the proposal to. You can only choose one section and should only choose the most applicable section.
TOPIC	The topic must be related to the interests of the membership of the AoE, which may include clinicians, clinical educators, faculty, and students. Speakers should consider topics that will be of interest to our various Special Interest Groups (SIG's) and the general membership relating to physical therapy education (inclusive of PT and PTA). We recommend that speakers consider language that is inclusive.
SPEAKERS	The speaking team should consist of teams between 2-4 individuals (minimum of 2 speakers) who represent different perspectives, supporting both PT and PTA education and practice. Each speaker should present a minimum of 20 minutes.
	Speaker bios are required and must demonstrate that ALL speakers have speaking experience (state/national/international conferences) and demonstrate experience in the content area of the proposed education session. Bios that do not clearly demonstrate a speaker's experience/expertise in the proposed topic will be downgraded appropriately.
	SPEAKER LISTING ORDER: The first speaker listed in the portal is considered the "primary" or "lead" speaker. All communication will be sent to the lead speaker and it is the responsibility of the lead speaker to forward this information to the entire speaking team. The speaking team may change the order in the portal at any time. See the APTA for assistance if needed.
	Speaking teams MUST include members of the American Physical Therapy Association. No exceptions will be made. At least ONE member should belong to the AoE. The bio of a non-PT/PTA speaker should clearly explain their expertise /contribution to the topic.
OBJECTIVES	The submission portal requires between 1 and 4 learning objectives for the proposed session. Refer to Bloom's Taxonomy when composing your learning objectives. Learning objectives should finish the statement, "Upon completion of this session, attendees will be able to..." and should use measurable verbs such as "explain," "describe," "design," "apply," etc. Each learning objective needs to be addressed by the speakers during the presentation.



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TARGET AUDIENCE	AoE education sessions serve to advance physical therapists, physical therapist assistants and physical therapy students in their roles as educators across settings. Proposals must specifically state an appropriate targeted level of the audiences' baseline knowledge (beginner, intermediate, advanced, etc). Education sessions should not be aimed toward an entry-level audience; however, we DO encourage programming intended for students that will be targeted to the student attendees.
OUTLINE	Provides a detailed, timed outline of the information that will be included in the presentation and which speaker will be covering each content area. Remember that each speaker must lead the presentation for at least 20 minutes. <ul style="list-style-type: none"> - Education sessions are 90 minutes in length. If your team has content exceeding 90 minutes, your team may submit two 90-minute session proposals, designating that they are part 1 and part 2. - Pre-conference proposals should be for a single day only.
REFERENCES	References should reflect the principles of evidence-based practice and includes a list of scientific references to support the content to be presented.
	The AoE values evidence-based medicine and teaching/learning as a combination of best available research, clinical expertise, and patient/student characteristics, culture, and preferences.
	The APTA requires a list of 5-7 references less than 7 years old at time of presentation. Five of these references must be from peer-reviewed or editor-reviewed sources.
	References should be provided in full AMA format, including DOI when able. For websites, the entire URL, publication date, and date of access must be supplied in order to verify that the site is still current. Consumer websites are not acceptable.
CONFLICT OF INTEREST DISCLOSURE	Specifically discloses any potential financial gain on the part of the presenter(s). Potential presenters should err on the side of caution and disclose any possible perceived conflicts. Feel free to explain why a possibly perceived conflict is not a conflict of interest.
	Proposals and education sessions should be devoid of any promotional content. Avoid the use of brand names unless absolutely necessary. Speakers are explicitly prohibited from passing out materials, displaying promotional materials on the screen, or directing individuals to exhibits or promotional events. "When in doubt, leave it out."
PROFESSIONALISM	The proposal is consistent with person first language, as well as the language and content of the <i>Guide to Physical Therapist Practice</i> and the <i>International Classification of Functioning, Disability, and Health</i> .
	The proposal displays excellent spelling, grammar, and overall clarity. It effectively communicates a comprehensive vision for the presentation, outlining the included content clearly and providing a cohesive framework for the discussion.

Special Considerations for Pre-Conference Submissions

Pre-conference courses provide unique learning experiences for the members of the AoE because they have more freedom in layout. At this time, a pre-conference course can only be proposed as a 1-day course or a half-day (4 hour) course. We encourage proposals with hands-on learning opportunities.

Speakers are expected to contribute more substantially during a pre-conference course and are reimbursed accordingly. As you develop your pre-conference course proposal submission, consider a speaking team that is smaller and better able to cover large amounts of content related to the topic rather than a large speaking team that each contributes in a smaller way.

Academy of Education Physical Therapy CSM Education Selection Process

Platform and Poster Presentations are selected through a separate process guided by the Director of Research.

The Pauline Cerasoli Lecture is given by the recipient of the Pauline Cerasoli Award and is selected by the Board of the AoE. The Pauline Cerasoli lecture is designed to acknowledge and honor an individual who has made a significant contribution to physical therapy education. Recipients of the lectureship have distinguished themselves as an esteemed educator whose work has influenced physical therapist education practice.

All education sessions, including 90-minute education sessions and pre-conference education courses, are selected after rigorous review led by the AoE CSM Program Committee under the guidance of the CSM Program Committee Co-Chairs and the Director of Education as outlined below:

Table 2. CSM Education Session Proposal Review Process

STEP 1	PROPOSAL SUBMISSION	Education session proposals are received through the APTA-managed submission portal.
STEP 2	PROPOSAL SCREENING	Education session proposals are screened by a CSM Program Committee Member to ensure that they meet minimum requirements as outlined above. A Program Committee Co-Chair reviews flagged proposals prior to being disqualified.
STEP 3	FULL REVIEW	Full review of each session proposal is completed by 8-12 independent scorers (including the CSM Program Committee members and a representative of each SIG). A standardized rubric is utilized for all scoring and quantifies the quality and details of the proposal, qualifications of the speakers, use of evidence-based resources, and the relevance of the topic. Any reviewers can "flag" a proposal with comments to consider during the selection process.
		Reviewers recuse themselves from scoring any proposal that creates a conflict of interest.
STEP 4	INITIAL RANKING	All sessions are ranked by average rubric score.
STEP 5	IDENTIFICATION OF "TOP RANKED"	Based on the number of education sessions allotted by the APTA, the top scoring education sessions are identified as the "top ranked."



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STEP 6	REVIEW OF FLAGS IN "TOP RANKED"	"Top ranked" education sessions flagged for negative reasons may be removed from the "top ranked" list if Co-Chairs agree with the flag. The co-chairs reach out to appropriate third parties (or SIG committee members) for input if they disagree or need additional input, or if a co-chair was the only one to apply a flag to the course during initial review.
STEP 7	REMOVAL OF REDUNDANCY	Similar presentations within the "top ranked" are compared by rubric score, with the lower scoring session being removed from the "top ranked." When rubric scores are similar, speaker variety across the section and reviewer comments are considered next. When co-chairs disagree, they reach out to an appropriate third party for added perspective. Any newly emptied "top ranked" slots are filled with the next highest ranked courses. All new courses entering the top ranked then go through the steps outlined thus far.
STEP 8	REPRESENTATION	The "top ranked" session proposals are compared to an audience list representative of the AoE membership. Unrepresented audiences are identified, and the remaining education sessions are reviewed in order of rank to determine if a course can be identified that would be of high interest to the unrepresented audience. NOTE: If there is a large difference in ranking of the highest ranked course aimed at a particular audience and lowest currently "accepted" rank, the committee may choose to not offer a course aimed toward a particular audience in order to provide the best possible programming at CSM for the greatest number of participants.
STEP 9	UNIQUE OPPORTUNITIES	All comments and flags written for <i>any</i> course are reviewed by the CSM Program Co-Chairs to ensure that unique opportunities of interest to the membership of the AoE are properly reviewed. Sessions that were below the "top ranked" cut off but flagged by any reviewer as a unique opportunity may be added to the "top ranked" list if the co-chairs agree with the flag. The co-chairs reach out to appropriate third parties for input if they disagree, if additional input is needed, or if a co-chair was the only one to apply a flag to the course during initial review.
STEP 10	AOE FINAL COURSE SELECTS	Courses that are included in the final "top ranked" list are selected for presentation at CSM for the AoE.
STEP 11	COURSE REFERRALS	Unaccepted session proposals are reviewed for possible applicability to other sections and may be referred to the programming committees of other sections for review, as appropriate. Unaccepted session proposals may be referred to the Academy of Education Webinar Committee for potential inclusion in the Academy's yearly webinar series.

Frequently Asked Questions

Q1: How many times can I speak during a single CSM?

The section program chairs from across the components of the APTA agreed to limit the number of sessions that a single speaker (as either a primary or a co-speaker) can present across the entirety of CSM to a maximum of **three times**. (Poster and platform presentations are not counted toward this limit.)

Q2. How many education session proposals does the AoE typically receive?

The number of submissions is steadily trending upward, with 129 education session proposals for CSM 2025.

Q3: How many education sessions are accepted by the AoE?

This varies from year to year depending on the attendance at the AoE educational offerings the prior year and the space available at the conference center for the current year. Typically, the AoE accepts approximately 24 education sessions.

Q4: How many speakers are recommended or accepted for a conference session?

For a 90-minute lecture or panel, a minimum of 2 speakers and a maximum of 4 speakers is preferred.

Q5: How and when will I know if my proposal has been accepted?

Notifications of decisions are handled by the APTA on their timeline. The initial decisions are shared only with the primary speaker (first speaker listed in the submission portal). Historically, these decisions are shared in late June/ early July. The AoE cannot release decisions prior to the official APTA decision release.

After all academies and sections of the APTA make their final course selections, the APTA will notify speakers of the status of their presentation. Speakers may be asked for additional information or to make some changes to the proposal. Following notification by the APTA, the AoE will also send an email confirming this decision. For speakers with an accepted proposal, the AoE's executive office will send or share a link to a speaker agreement that outlines specific payment and reimbursement details (if appropriate) and speaker team expectations.

Q6: Am I required to provide a handout to attendees?

You are not required to provide a handout, but it is highly encouraged as many attendees take notes on the handouts.

Q7: What privacy rights do I have for live or recorded presentations?

The speaker agreement will outline privacy considerations for your presentation. In most cases, you will consent to the photographing of yourself, and the use of these items for advertising and publicity purposes. The term "photograph" encompasses both still photos and motion picture footage.

In addition, you will consent to share your photograph and course materials and verify that such materials are your own original work; that it does not violate any copyright or other proprietary rights of others; that it is to the best of your knowledge factually accurate and contains no libelous matter; and that you grant the AoE and the APTA the right to share these items with course registrants. This assignment of rights will specifically not prevent you from presenting or publishing the same speech or using portions thereof as you choose.



Q8: Can I use my videos in the presentation but not make it available for posting?

Videos and photos are encouraged to illustrate key concepts. Speakers may only use videos they have permission to use. Do not include videos or photos in the handouts when permission has not been granted to do so. Please ensure videos have closed captions for accessibility purposes.

If you would like to share a video with your participants, consider providing a link on the appropriate slide. Otherwise, video will most likely not be included in the posted handout.

Q9: Does presenting an AoE course limit my ability to present or publish information on the same topic?

Absolutely not. APTA and AoE, as professional organizations, want to further the profession by providing valuable evidence-based research to our members, and are not interested in limiting intellectual property. The details of what is allowed are specifically covered in the speaker agreements you sign with APTA and AoE.

Q10: What type of financial support does AoE offer speakers?

The AoE values the contributions of speakers and strives to support them through registration and honorarium. Still, it is the AoE's responsibility to be fiscally responsible to its members and balance the expenses of sponsoring continuing education programs with the value and revenue received to offset costs.

The APTA provides free registration to CSM for all speakers on the day that they present, if the speaking team meets all required deadlines for signing of contracts, provision of handouts, and submission of post-test questions. See the APTA website for more information.

The AoE further supports the speakers of each education session and each pre-conference course, by providing an honorarium that is divided evenly between all speakers. All declined honorariums remain with the AOE and cannot be transferred or redistributed among the remaining speakers. W-9 and signed agreement must be completed to receive honoraria.

Q11 How does On Demand work? What are the additional requirements for on demand presentations?

During the submission process, the primary speaker can opt-in or opt-out of recording. By opting into being recorded, this does not guarantee the session will be selected for CSM On Demand. The AoE Programming team will make the final decision on what sessions are selected for CSM On Demand. If the AoE CSM Programming team selects a presentation for on-demand, and the speaking team completes all speaker agreements to allow their presentation to be recorded and submits the required 10-question posttest, the session will be available to CSM registrants through the CSM On Demand platform.

If the AoE CSM programming team selects a presentation as an On Demand session, and the speaking team has signed their APTA On Demand speaker agreements and the session has submitted their 10-question posttest by the January deadline, they qualify for full conference comp registration (Thurs-Sat). If they do not meet the deadline, they will then only receive complimentary registration for the day(s) they are speaking.