***Final submission must be completed through Oxford Abstracts* [**[**HERE**](https://auth.oxfordabstracts.com/?redirect=/stages/29070/submitter)**].**

*Please note that this document is provided to assist you in planning your submission and is not an official form for submission.*

**CALL FOR PROPOSALS**Shape

**A Premier Community and Population Health Conference**

It’s Time Texas and The University of Texas System are accepting proposals for the 2024 Healthier Texas Summit, October 10-11, 2024. This year’s theme is “*Uniting to Transform Health in Texas”.* Proposals must be submitted by **Sunday, May 12, 2024 at 5 p.m.** CST.

**ABOUT THIS YEAR’S CONFERENCE**

Texas thought leaders and health champions will gather to connect, share innovative ideas and effective practices, and build cross-sector relationships that are key to building a healthier Texas. The Healthier Texas Summit offers informative sessions, discussions, poster sessions, and interactive workshops, with continuing education credits available for numerous professions.

For general presenter questions, please email [HTS@itstimetexas.org](mailto:HTS@itstimetexas.org)

**Date:** October 10-11, 2024

**Location:** AT&T Hotel and Conference Center, Austin, Texas

**Theme:** *Uniting to Transform Health in Texas*

**Content Tracks** *(detailed descriptions can be found* [*here*](https://healthiertexassummit.com/proposal-submission-guidelines/#tracks)*):*

1. Empowering Quality Health Programs and Strategies Informed by Data and Effective Health Communication
2. Creating Policy, Systems, and Environmental Change Through Cross-Sector Collaboration
3. Advancing Quality Primary Care Through Innovative Strategies
4. Innovative Models for Supporting the Health Workforce

**Healthier Texas Summit Attendees:**

* Public Health Professionals
* NGOs (nonprofit, faith-based, coalitions, etc.)
* Government
* Healthcare
* Academic Research Institutes
* Private sector
* Education (K-12 and Higher Education)

**SESSION TYPES**

We are currently receiving applications for the following session types:

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| **Session Type** | **Skill Building Workshop** | **Panel** | **Presentation Format** | **Poster Session** |
| **Description** | **Provides an in-depth interactive and hands-on training to increase attendees’ knowledge and skills about a topic of interest to target audience. Submissions must show evidence that the workshop will engage attendees in learning and using best practices for adult learners. Attendees will leave with tools and resources.** | **Provides a meaningful environment where subject matter experts can share knowledge and insights on a relevant topic in public health. Panelists are encouraged to represent multiple sectors and bring unique and diverse perspectives to the conversation.** | **Provides an opportunity for attendees to hear the latest information from presenters on current research and/or public health practice. The topic can be a tool or practice, a data source, or method that is important to public health research or practice. Submissions must show evidence that the presentation will engage attendees in learning and using best practices for adult learners. Attendees will leave with tools and resources.** | **Provides an opportunity for presenters to share their work with interested colleagues. Poster presentations allow for shared learning, dialogue, and feedback between presenter(s) and attendees. The topic of the poster must align with one of the above listed content tracks.** |
| **Duration** | * 60 or 90 minutes | * 60 minutes | * 45 minutes | * 3.25 hours |
| **Audience Engagement** | * Highly interactive * At least 2/3 of time should be interactive (i.e. polls, breakout groups, hands-on activity, etc.) * *Presenters are required to provide handouts or other reference materials for attendees to take home to study and practice.* | * Low interaction * At least 15 minutes for Q&A * *Panelists are not required to provide handouts or other reference materials for attendees to take home to study and practice.* | * Medium interaction * At least 15 minutes for Q&A * *Presenters are strongly encouraged to provide handouts or other reference materials for attendees to take home to study and practice.* | * Highly interactive * Presenters will interact and dialogue with attendees throughout poster session time * *Presenters are required to provide their own mounted poster. Easels will be provided.* * *Suggested poster size is 36”x48”. Exceptions will be considered on a case-by-case basis.* |
| **Presenters** | * Maximum of 3 presenters * Diverse representation of sectors and demographics | * 1 moderator * Maximum of 4 panelists * Diverse representation of sectors and demographics | * 45 minutes * Maximum of 3 presenters per session | * 3.25 hour poster session * Maximum of 2 presenters per poster * During the poster session, at least 1 presenter must be present to dialogue with attendees for the duration of the session. |

**PROPOSAL SUBMISSION**

Presentation proposals must be submitted using the required submission form by **Sunday, May 12, 2024 at 5 p.m. CST.** We will not accept late submissions or submissions in another format.

Tip: We recommend developing proposals off-line in Microsoft Word for ease of editing and copying/pasting the final version into the submission form.

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| **Submission Components** | **Criteria** |
| **Session Type** | * Must align with requirements under the session type |
| **Session Title** | * Max of 10 words * Simple, catchy, strong keywords * Review [tips for support](https://speakingaboutpresenting.com/content/presentation-title/) |
| **Session Description** | * Max of 80 words * Use complete sentences (no bullets) and avoid writing in first-person narrative. If accepted, this description will be used in the conference program and on the website. * Note: For a session to be eligible for Continuing Education Credit, each presenter or panelist must provide an abstract free of trade and/or commercial product names |
| **Additional Session Information** | * Max of 200 words * Optional question: If additional space is needed to further elaborate on the session description, use this space. Any information provided here will be used during the committee review process and will not be printed in the program or placed on the website. |
| **Objectives** | * Max of 70 words * 3 clear, measurable learning objectives that reflect the scope of the session and describe learner-oriented outcomes that can be expected by participating in the session. * Note: DO NOT USE the following verbs in your objectives:   + Understand   + Learn   + Appreciate   + Know   + Think critically   + Improve * For a list of measurable verbs, please review [Bloom’s Taxonomy of Measurable Verbs](https://tips.uark.edu/blooms-taxonomy-verb-chart/) |
| **Relevance, significance to theme, and track** | * Max of 200 words * Describe how this session is relevant, groundbreaking and/or significant to the theme and track |
| **Audience Engagement**  ***\*Does not apply to panel presentations*** | * Max of 200 words * Describe how this session will engage your audience. Provide specifics on the use of instructional design best practices and the use of specific interventions (i.e. polls, activities, hands-on activities, breakout groups, etc.) that meet diverse learning styles. |
| **Resources and Tools** | * Attach evidence-based\*, accessible resources and tools (i.e. handouts) that connect to the learning objectives of the session. These resources will be provided to the attendees at the end of the presentation. * Appropriate tools and resources should be those that are currently used within the program, during implementation, or to facilitate practice. Do not submit research that is used to define the work. * The inclusion of resources and tools is *optional* for panels and *highly encouraged* for presentations. If submitting a proposal for a workshop, please note that resources and tools are *not required at the time of proposal submission*. Individuals whose workshop proposal is accepted are *required* to submit resources and tools by **August 18, 2024** (additional guidance will be provided at time of acceptance notification).   *\*include citations* |
| **Primary Audience** | * Select the top 2 audience sectors that would be most likely to attend   + Education (K-12 or Higher Education)   + Government   + NGOs (nonprofit, faith-based, coalition, etc)   + Private Sector   + Public health   + Healthcare   + Academic Research Institutes |
| **Place of project, program, or research** | * Select the primary institution in which the project, program or research occurs.   + Academic or Research Institution   + Business   + Clinical Setting   + Community-based setting (non-healthcare)   + K-12 School   + Other |
| **Speaker Representation** | * Max of 100 words * Describe the diversity by sector and demographics amongst presenter(s) (moderator included) * Please select the Race(s) your proposed speakers identify with (choose all that apply) * White * Black/African American * Asian * American Indian/Alaska Native * Native Hawaiian or other Pacific Islander * Do your speakers identify as Latino/a/e/x? (choose all that apply) * Yes * No * Prefer not to respond * Please enter the geographic location of each speaker (i.e. Austin Texas): \_\_\_\_\_\_\_ * Please select the gender identities of your proposed speakers (choose all that apply) * Male * Female * Transgender * Non-Binary * Prefer not to respond * Please select the sectors of your proposed speakers (choose all that apply) * Government * Healthcare * Non-Government Organization (non-profit, faith-based, coalition, etc.) * Academic Reseach Institution * K-12 Education System * Business/Workplace * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Speaker Details** | * List of Name, Title, Organization, and contact information for each presenter and moderator * Short biography for each speaker (100 words maximum) * Headshot for each speaker * *Note*: For a session to be eligible for Continuing Education Credit, each presenter or panelist must provide a signed Conflict of Interest (Disclosure) form with a relevant Qualification Statement. This form will be emailed to speakers whose submission is accepted. |

**PROPOSAL REVIEW CRITERIA**

The Healthier Texas Summit planning committee will review proposals using the following criteria:

1. Meets criteria of session type
2. Title, description, objectives are clear, significant, and engaging
3. Relevance, significance, and appropriateness to theme and track including policy, systems, and environmental (PSE) change, cross-sector collaboration, scalable strategies, and advancing health equity
4. Engages participants effectively
5. Provides evidence-based resources and tools *(optional for panels, strongly recommended for presentations, mandatory for workshops)*
6. Clear connection to primary audiences
7. Speakers are a diverse representation demographically and by sectors
8. All speaker details were submitted

**POSTER SUBMISSION**

Poster proposals must be submitted using the required submission form by **Sunday, May 12, 2024 at 5 p.m. CST.** We will not accept late submissions or submissions in another format.

Accepted posters must be “mounted” and suitable for display on easels. The suggested poster size is 36”x48”. Exceptions to the poster size suggestion will be considered on a case-by-case basis.

Please be mindful of your poster design so that the main headings are visible from around 3-4 meters away. For example, set the main heading font size to no less than 100pt. Subheadings should be at least 40pt, and actual text should be at least 20pt.

*Tip: We recommend developing proposals offline in Microsoft Word for ease of editing and copying/pasting the final version into the submission form.*

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| **Submission Components** | **Criteria** |
| **Session Type** | * Must align with requirements under the session type |
| **Poster Title** | * Max of 10 words * Simple, catchy, strong keywords * Review [tips for support](https://speakingaboutpresenting.com/content/presentation-title/) |
| **Abstract** | * Max of 200 words * Provide a description of your proposed poster. Abstracts should include the following: 1) background and context of the public health problem, 2) purpose of the work or research questions; 3) methods used to solve the problem; 4) outcomes/results/implications of the work * Use complete sentences (no bullets) and avoid writing in first-person narrative. |
| **Relevance, significance to theme, and track** | * Max of 200 words * Describe how the work featured in this poster is relevant, groundbreaking and/or significant to the theme and tracks |
| **Poster Information** | * Presenters must be able to mount and bring their posters. It’s Time Texas will not print or mount posters for accepted posters. Easels for presentation will be provided at the Healthier Texas Summit, or presenters may choose to bring their own. Suggested poster size is 36”x48”, though exceptions will be considered on a case-by-case basis. * Consider the use of the [Better Research Poster Design](https://www.youtube.com/watch?v=1RwJbhkCA58) for an easy-to-digest poster design. |
| **Primary Audience** | * Select the top 2 audience sectors that this poster would likely be of interest to: * Education (K-12 or Higher Education) * Government * NGOs (nonprofit, faith-based, coalition, etc) * Private Sector * Public health * Healthcare * Academic Research Institutes |
| **Place of project, program, or research** | * Select the primary institution in which the project, program or research occurs. * Academic or Research Institution * Business * Clinical Setting * Community-based setting (non-healthcare) * K-12 School * Other |
| **Poster Presenter Details** | * List of Names, Titles, Organizations, and contact information for each poster presenter (up to 2) |
| **Presenter Representation** | * Max of 100 words * Describe the diversity by sector and demographics amongst poster presenter(s) * Please select the Race(s) your proposed presenters identify with (choose all that apply): * White * Black/African American * Asian * American Indian/Alaska Native * Native Hawaiian or other Pacific Islander * Do your presenters identify as Latino/a/e/x? (choose all that apply) * Yes * No * Prefer not to respond * Please enter the geographic location of each presenter (i.e. Austin Texas): \_\_\_\_\_\_\_ * Please select the gender identities of your proposed presenters (choose all that apply) * Male * Female * Transgender * Non-Binary * Prefer not to respond * Please select the sectors of your proposed presenters (choose all that apply) * Government * Healthcare * Non-Government Organization (non-profit, faith-based, coalition, etc.) * Academic Research Institution * K-12 Education System * Business/Workplace * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**POSTER REVIEW CRITERIA**

The Healthier Texas Summit planning committee will review posters using the following criteria:

1. Meets criteria of session type
2. Title and abstract are clear, significant, and engaging
3. Relevance, significance, and appropriateness to theme and track including policy, systems, and environmental (PSE) change, cross-sector collaboration, scalable strategies, and advancing health equity
4. Engages participants effectively
5. Clear connection to primary audiences
6. Presenters are a diverse representation demographically and by sectors
7. All presenter details were submitted

**IMPORTANT NOTES**

* An author ***may not*** submit more than two proposals and two posters and each proposal or poster must be different.
* Sales or marketing pitches within proposals for any session type are not allowed; these talks take away from the integrity of our event and are rarely well-received by conference attendees.
* Speakers are expected to promote the event via LinkedIn, Twitter and/or other communication channels with their network. The planning team will provide promotional materials.
* Authors submitting proposals are responsible for ensuring that all speakers listed on the proposal have been notified of the submission by **Sunday, May 12, 2024.**
* You may review, modify, or withdraw your proposal or poster submission any time before **Sunday, May 12, 2024 at 5 p.m. CST**.
* We anticipate notifying presenters on the status of their proposal by **Wednesday, June 12, 2024 at 5 p.m. CST**.
* Accepted speakers are required to submit their slides by **Friday, September 6, 2024 at 5 p.m. CST**.
* Accepted poster presenters are required to submit a copy of their poster by **Friday, September 6, 2024 at 5 p.m. CST**. Please submit the poster copy either as a pdf or PowerPoint.
* Accepted workshop proposals are required to submit finalized resources and tools by **Sunday, August 18, 2024 at 5 p.m. CST**.
* Individuals with accepted poster presentations are required to provide their own mounted poster at the Healthier Texas Summit. Easels will be provided, or presenters can opt to provide their own.
* We will provide complimentary Summit registration for accepted primary speakers and co-speakers. Lunch is not included with registration, but can be purchased during registration or on-site at the Summit.