



SHORT COURSE GUIDELINES

2013 FOTA Conference “Surf’s Up!” Daytona Beach, Florida

Friday November 8, 2013 at The Shores Resort & Spa
2637 South Atlantic Avenue, Daytona Beach Shores, FL 32118
Saturday November 9, 2013 at Daytona State College
1200 W. International Speedway Blvd. Daytona Beach, Florida 32114

1. Short Courses are one-hour sessions (1 CE hr) designed by experienced and fledgling practitioners on topics with direct relevance to practice. Short Courses will be held on Friday, November 8, 2013 between 2pm-4pm at The Shores Resort & Spa OR on Saturday, November 9, 2013 between 8am-4:30 pm at Daytona State College. DEADLINE FOR PROPOSAL APPLICATIONS IS JUNE 30, 2013.

2. The Conference Education Committee reviews all proposals submitted for educational sessions. Applicants will be informed by email July 30, 2013 whether or not the proposal was accepted. The proposed day and time of your short course will be sent to you shortly after.

3. Submit proposals online at www.flota.org. First you will need a descriptive title. In addition, FOR ALL PRESENTERS, be prepared to submit:

- presenter name, credentials, e-mail and phone contact
- introductory biographical information (max 70 words)
- presenter educational background
- presenter professional experience
- list of presenter publications for the last 10 years

It may be helpful to have resume(s) available so you can easily enter or copy and paste this information into the form. We cannot accept an attached resume or CV.

4. Identify presentation as:

- Basic-Introductory level
- Intermediate: Experienced in subject
- Advanced: Advanced to Expert Level Material

5. You will also need to submit:

- an abstract of up to 70 words. This is an overview of the session for publication in the conference program
- learning objectives of up to 200 words
- References: APA citation of resources used for your presentation.



6. Handouts for conference will not be printed by FOTA. All handout materials will be available online at www.flota.org. If your presentation is accepted, send your handouts to Elena Vizvary at vizvaryot@gmail.com by October 25, 2013 so they may be available to attendees prior to conference. Early posting of handouts can generate interest for your short course.

7. ALL conference presenters, including Short Course presenters, MUST register for conference online at www.flota.org. Conference presenters are eligible for a reduced presenter rate registration fee. FOTA members are eligible for an additional discount. Early bird registration discount deadline is October 25, 2013.

8. Presenters will check-in at the registration desk on the day of the conference to receive a speaker ribbon and conference package.

9. In the presence of multiple presenters, the first presenter listed is the primary presenter and will be the FOTA contact person. The primary presenter will receive the result of the proposal review and other communications from the Conference Education Committee. **THE PRIMARY PRESENTER IS RESPONSIBLE FOR SHARING ALL FOTA CONFERENCE COMMUNICATIONS WITH CONTRIBUTING PRESENTERS.**

10. Projectors and a computer will be available in the classroom at the conference site. Presenters should not bring their own computers.

11. All presentations should be saved on a USB, Flash drive that can be used to run on the provided computers. It is the presenter's responsibility to provide the presentation in this format on the day of the presentation.

12. Short course presentation rooms will be set up in a classroom style with the place for the presenter in the front of the room. The approximate room capacity per short course is between 30-50 participants. Refer to the Conference Program Guide for specific room assignments.

15. If you have any questions, contact Elena Vizvary at vizvaryot@gmail.com or call (941) 724-1287.