



## Call for Pre-Conference Workshop Proposals

The Collaborating Across Borders VII (CAB VII) Program Committee is seeking proposals for pre-conference workshops that explore the theme of the conference, “Crossroads of Collaboration”. We encourage a variety of submissions in order to build a portfolio of workshops with diverse representation in topics, nationality, and institutional affiliations. The Collaborating Across Borders Conference will be held on October 20-24, 2019 at the JW Marriott in Indianapolis, Indiana.

Pre-conference workshops will take place on Sunday, October 20, 2019 in 3-hour time slots; four (4) will occur in the morning (8:30-11:30 am) and four (4) will occur in the afternoon (1-4 pm). These interactive sessions offer attendees structured, in-depth, extended opportunities to work together collaboratively to gain new skills and/or interact around an emerging issue related to interprofessional education and/or collaborative practice.

*Note: Collaborating Across Borders will charge an additional registration fee for pre-conference workshops to help cover room rental, audio-visual, internet, administrative, and refreshment costs.*

### Tracks

The following broad tracks have been chosen for CAB VII in order to encourage a wide range of proposals with the focus on improving health outcomes.

- Education
- Leadership
- Practice
- Policy

### Submission Requirements

If you are interested in holding a pre-conference workshop, please submit a detailed proposal (maximum 850 words plus references). The proposal should include a rationale for the submission, theoretical frameworks and empirical methods used, and intended outcomes and/or impact on the field. The proposal must include a timeline that includes a brief description of planned activities and how participants will be engaged. The workshops can include a brief introduction to the content, but the main goal is to connect the participants with the content through structured activities.

Submission should include:

- Title of the pre-conference workshop
- Names, affiliations, postal addresses, phone numbers, and e-mail addresses of workshop speakers (note all speakers must register for the conference)
- Minimum needed / maximum possible number of attendees
- Brief synopsis for publication in the program (maximum 100 words)
- Indicate the primary track. You may also select a secondary track, if applicable.
- Disclosure of commercial interest directly or indirectly related to the workshop contents
- Special set-up needs

- Special technology needs, if applicable – Internet access and standard A/V (screen, podium, projector, microphone) services are available in each room. Please check the boxes below for each of the additional items you would like your workshop to include. **The cost to provide these items will be directly reflected in the registration fee for this workshop.**

- Flip Charts (extra fee applies)
- Additional computer equipment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Note: Titles, authors, number of attendees, track, disclosure, and special set-up and technology needs are not considered part of the 850-word count.*

**Proposal Evaluation**

Proposals will be peer-reviewed according to the following criteria:

- How does the proposal address contemporary issues related to the conference theme/tracks?
- How does the proposal build on existing scholarship in the field?
- Describe the theories and/or conceptual frameworks that will be used.
- Does the proposal contribute to advancing the fields of Interprofessional Education and/or Collaborative Practice?
- Does the proposal include a realistic and well-thought out plan for audience engagement?

**Additional Information**

- Each workshop will occur in a meeting space with tables that can accommodate up to (60) participants.
- Pre-conference workshops will conclude before the opening reception for the conference.
- Pre-conference workshops must have a minimum of fifteen (15) participants registered 30 (thirty) days prior to the conference. Those that do not will be cancelled.
- By submitting a proposal, you commit to attending to the pre-conference workshop.
- ***Note: If your workshop proposal is not selected, you will have notice by December 17<sup>th</sup>. You will have time to submit a proposal under a different category at a later date.***

**Important Dates**

- November 30, 2018: Pre-conference workshop proposals due
- December 17, 2018: Pre-conference workshop notifications

**Instructions to Submit**

Questions and pre-conference submissions should be sent by email to [cabvii@iu.edu](mailto:cabvii@iu.edu) by November 30<sup>th</sup> with “CAB VII Pre-Conference Workshop Proposals” in the subject line. For more information, visit [www.cabvii.org](http://www.cabvii.org).