IACP conducts a call for proposals each year for its Officer Safety and Wellness (OSW) Symposium educational program. All completed submissions will be peer-reviewed. Below are a series of frequently asked questions regarding the call for proposals process, the review process, and speaking at the 2023 OSW Symposium.

Call for Proposals

Q: When does the call for proposals open for the 2023 OSW Symposium?
A: June 1, 2022

Q: What is the deadline to complete a submission?
A: August 10, 2022 at 11:59 p.m. (PST)

Q: What topic should I submit for consideration for the 2023 OSW Symposium?
A: The IACP is looking for a variety of officer safety and wellness topics that are engaging, inspiring, and informative for law enforcement practitioners from around the world. Proposals should address contemporary or emerging officer safety and wellness issues confronting the law enforcement profession and the leaders of law enforcement agencies worldwide. Topics of interest include, but are not limited to:

- Behavioral Health
- Critical Incident Support
- Family Engagements/Support Groups
- Financial Wellness/Retirement
- Injury Reduction
- Leadership
- Medical Health
- Mental Health
- Nutrition
- Peer Support
- Physical Fitness
- Resilience/Mindfulness
- Sleep
- Stress Management
- Substance Abuse/Misuse
- Suicide Prevention
- Tactical Safety
- Traffic Safety
- Trauma

Q: Can I promote any products or services during my presentation?
A: No, IACP does not allow the promotion of products and services during educational sessions. Speakers can talk about products and services that have been used to solve a problem or address the presentation topic. Whenever possible presenters should suggest alternative products and services as well. Commercial based workshop proposals with no law enforcement practitioners will not be selected.

Q: What information is required?
A: The following information is required in order to submit a presentation proposal and to be considered for the 2023 OSW Symposium:

- Title of Presentation (100 characters)
- Presentation Description (800 characters)

- Three Learning Objectives (300 characters each)
- Methodology (800 characters)
- Topic
- Speaker/Co-Speaker Information (Name, Agency/Organization, Title, Phone Number, and Email) – there is a limit of no more than four (4) speakers, including a moderator if you choose to have one.

Q: What should be in the Presentation Description?
A: Provide a *bottom-line up-front* description that encapsulates exactly what the presentation is about and what participants should expect to take away. This brief description is critical to catching the peer reviewer's attention and will also serve as the conference program description.

Q: What should I write for the Learning Objectives?
A: Well-developed Learning Objectives should be participant-oriented, observable, and measurable. Describe the skills, knowledge, and/or learning outcomes participants will be able to demonstrate as a result of attending the session. (For example: At the culmination of this session, participants will be able to...)

Q: What should be included in the Methodology?
A: The methodology refers to how you will present the information (e.g., single speaker, panel, PowerPoint, exercise, activities). Utilize this area to also explain how your information was formulated and identify the sources used (e.g., case studies, interviews, research).

Q: What are the available topics I can submit my proposal under?
A: Select the topic that best describes your proposal. This helps reviewers better organize and sort proposals. The primary topics for this event are:

- Family Wellness
- Occupational/Tactical Safety
- Officer Mental Health/Resiliency
- Physical Health
- Suicide Prevention

Q: Can I choose more than one topic?

A: You will be able to select one primary topic for your proposal. You will be able to select multiple sub-topics; having more than one sub-topic does not increase your chances of being selected.

Q: What happens if I do not have all the required information to complete my proposal?
A: You will have the ability to change, edit, or withdraw your proposal until the submission deadline. If you are missing required information, you can save your work and log back in at a later time to enter the information prior to the deadline. Please note proposals ***must be complete and submitted*** to be considered – any proposals left "Incomplete" will not be considered for the 2023 OSW Symposium.

Q: How can I be sure the information I type will not be lost?
A: We suggest that you compile and save your proposal information as a word processing document (such as Microsoft Word) prior to beginning the online submission process. Information can then be copied and pasted into the appropriate fields on the web. Click the 'Save' button at the bottom of each step to ensure the information is not lost. The speaker section saves automatically as you add speakers.

Q: Do I have to submit my proposal online? Can I email a proposal?
A: Online submission of proposals is *required*. Proposals will not be accepted via email; all proposals must be submitted through the online portal.

Q: Do I have to have an email address to submit online?
A: Yes, confirmation and notification will be done via email. Please use an email address you check regularly. Ensure all speakers are added to the proposal submission with current email addresses, as well.

Q: How will I know if my proposal was submitted successfully?
A: Once you have finalized your submission and you have selected "Submit" on the final page, an email confirmation will be sent to you confirming receipt of the proposal. Before you submit your proposal, please make sure all steps have been completed, including the last steps of typing your name to finalize your proposal, saving your submission, and pressing "Submit."

Review Process

Q: What are the review criteria for proposals?
A: All proposals are peer-reviewed by officer safety and wellness subject matter experts and IACP staff members. Reviewers will consider the following:

- Does the topic address a contemporary officer safety and wellness issue?
- Can the information apply to different-sized agencies and a diverse audience?
- Is the topic unique and information not available through other sources?
- Is the course description clear and concise? Can attendees easily tell what to expect by reading it?
- Are the learning objectives clear and can they be met in the allotted time?
- Does the proposal support IACP's high standards and reputation for the best conference workshops?
- Are the proposed speakers qualified to instruct the workshop topic?
- If the presentation is focused on a specific audience, is there a proposed speaker from that audience? For example, if the workshop is on nutrition, does the speaker have a background in nutrition or is it more anecdotal? The audience wants to learn from its peers and gain first-hand knowledge from those who have experienced the material or information presented.

Q: How is the review process conducted?
A: Reviewers evaluate the submissions based upon quality and criteria noted above. Top recommendations will then be evaluated by IACP staff to ensure the entire educational program is well-balanced. All submitters will be notified via email whether their proposal has been accepted or declined by September 21, 2022.

Speaking at the 2023 OSW Symposium

Q: If accepted, how much time will I be given to present?
A: Workshops are <u>60 minutes long</u> (this includes presentation time and Q&A).

Q: What format(s) are required for accepted proposals?
A: Accepted workshops will be required to present in person at the event in Anaheim, California, at an assigned time between March 3-5, 2023. Additionally, speakers are expected to record a virtual presentation to be shared on demand on the virtual event platform for online attendees.

Q: When will I know if my proposal has been accepted for the 2023 OSW Symposium?
A: The submitter will receive notification by September 21, 2022.

Q: If my proposal is accepted, will I receive any compensation for presenting at the 2023 OSW Symposium?
A: IACP does *not* pay speakers or reimburse for travel or hotel expenses.

Q: If my proposal is accepted, will I receive complementary registration?
A: Speakers will receive registration options in the form of a complementary 1-day pass or a reduced full conference registration.

Q: How are workshop rooms set up? What audio-visual equipment will be available for my presentation?
A: Workshop rooms will be set up to meet the requirements of the workshop, especially if the room is required for activities. Otherwise, all workshop rooms will be set theater style to maximize seating. A podium, and/or a head table for a panel presentation, is standard in each room for presenters. Additionally, the following A/V equipment will be set in each room:

- (1) computer at the podium (with audio)
- (1) wireless presentation mouse/clicker
- (1) podium microphone
- (1) wireless table-top microphone for panelists
- (1) wired audience microphone with stand for Q&A
- (1) screen
- (1) LCD projector

Any additional requests will be considered at the discretion of the OSW Symposium team and the availability of such resources. Speakers should bring their presentation materials on a flash drive and arrive to their scheduled presentation time 15 minutes prior to ensure compatibility with the A/V equipment.

Q: I have never presented at an IACP conference before. What is expected of me?
A: IACP conference attendees have invested time and expense to attend the conference. For these reasons, IACP works hard to ensure each event during the conference realizes its full potential. Our attendees expect:

- Presenters will actively communicate with the OSW Symposium team and prepare for their event prior to arrival.
- Presenters have significant knowledge and expertise of the subject area and sufficient presentation skills to effectively communicate.
- Presenters will arrive in their assigned workshop room 15 minutes prior to their presentation time.
- Presenters will not engage in commercial presentations of their organization.
- Presenters will be conscious of the time limit of their presentation.
- Presenters will not simply read directly from written statements.
- Presenters understand that materials provided for an IACP event become the property of the IACP (for placement on www.theiacp.org or use in other educational activities of the association).

If you do not see your question answered above, please contact oswconference@theiacp.org.