



IACP conducts a call for proposals each year for its Officer Safety and Wellness (OSW) Conference educational program. All completed submissions will be peer-reviewed. Below are a series of frequently asked questions regarding the call for proposals, the review process, and speaking at the 2024 OSW Conference.

## Call for Proposals

### **Q: When does the call for proposals open for the 2024 OSW Conference?**

**A:** June 14, 2023

### **Q: What is the deadline to complete a submission?**

**A:** August 15, 2023 at 11:59 p.m. (ET)

### **Q: What topic should I submit for consideration for the 2024 OSW Conference?**

**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. Presenters should share practical examples of effective strategies, focusing on the “how” behind different approaches. Topics of interest include, but are not limited to:

- Behavioral Health
- Critical Incident Support
- Family Wellness/Programs
- Financial Wellness/Retirement
- Injury Reduction
- Leadership
- Medical Health
- Mental Health
- Nutrition
- Organizational Services
- Partnerships/Community-Police Engagement
- Peer Support
- Physical Fitness
- Resilience/Mindfulness
- Sleep/Fatigue
- Stress Management
- Substance Abuse/Misuse
- Suicide Prevention
- Tactical Safety
- Traffic Safety
- Trauma
- Wellness Programming
- Work-Life Balance

### **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 workshops. 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. For sponsorship/exhibitor speaking opportunities at the OSW Conference, please reach out to [sponsorship@theIACP.org](mailto:sponsorship@theIACP.org).

**Q: What information is required?**

**A:** The following information is required to submit a presentation proposal and to be considered for the 2024 OSW Conference program:

- Title of Presentation (100 characters)
- Presentation Description (800 characters)
- Three Learning Objectives (300 characters each)
- Methodology (800 characters)
- Topic (options listed below)
- Skill Level (i.e., beginner, intermediate, advanced)
- Speaker(s) 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 reviewers' 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 key takeaways, 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
- Leadership
- Occupational/Tactical Safety
- Organizational Wellness
- Mental Health/Resiliency
- Peer Support
- 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 do the skill levels mean?**

**A:** Workshops will be listed in the program with an affiliated skill level to better assist audience members in finding the content that fits their needs. Select which audience skill level your presentation would best resonate with:

- Beginner: an audience at the beginning of their wellness journey; early stages/fundamentals of wellness program development.
- Intermediate: an audience looking to build upon existing wellness knowledge; incorporating new ideas into established wellness programming.
- Advanced: an audience looking to enhance expertise on a specific wellness topic; expanding upon complex and detailed wellness strategies.

**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 2024 OSW Conference. You will receive an email confirmation once you have completed submission.

**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. If you have trouble accessing the platform, please contact [OSWConference@theIACP.org](mailto:OSWConference@theIACP.org).

**Q: Do I have to have an email address to submit online?**

**A:** Yes, confirmation and notification will be sent 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 and saved 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.*”

**Q: Where can I learn more about mental health and wellness messaging considerations?**

**A:** Research has shown that messaging about suicide can increase the risk of suicide and undermine prevention efforts when not delivered effectively. You can learn more about effective messaging from the National Consortium on Preventing Law Enforcement Suicide's [Messaging About Suicide Prevention in Law Enforcement: Strategies for Safe and Positive Messaging](#). Visit the [IACP OSW Resource Page](#) for other safety and wellness tools and information.

## 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 agencies of various types/sizes and a diverse audience?
- Is the language used in the proposal consistent with IACP mental health and wellness messaging?
- 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 tangible for audience members?
- Can the information be shared and learning objectives realistically be met in the allotted 60 minutes?
- Does the content include practical, actionable take-aways for audience members?
- 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? Is their connection to/experience with law enforcement evident?

For information on IACP mental health and wellness policies, resources, and language, please visit [www.theIACP.org/topics/officer-safety-wellness](http://www.theIACP.org/topics/officer-safety-wellness) or email [OSW@theIACP.org](mailto:OSW@theIACP.org) for guidance.

### **Q: How is the review process conducted?**

**A:** Reviewers represent a broad range of law enforcement practitioners and OSW subject matter experts. 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 comprehensive and well-balanced.

### **Q: When will submitters be notified of the selections?**

**A:** All submitters will be notified via email whether their proposal has been accepted or declined by September 29, 2023.

## Speaking at the 2024 OSW Conference

### **Q: If accepted, how much time will speakers be given to present?**

**A:** Workshops are 60 minutes long (this includes presentation time and Q&A). Recorded workshops must not exceed the 60-minute presentation length.

### **Q: What presentation format(s) are required for accepted proposals?**

**A:** Accepted workshops will be required to present in person at the event in Louisville, Kentucky, at an assigned time between March 1-3, 2024. Additionally, speakers are expected to record and submit a virtual presentation through the speaker portal by December 20, 2023, to be shared on demand on the virtual event platform for online attendees.

### **Q: If my proposal is accepted, will I receive any compensation for presenting at the 2024 OSW Conference?**

**A:** IACP does *not* pay speakers or reimburse for travel or hotel expenses. Speakers are responsible for coordinating their own travel and hotel logistics.

**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 for their assigned presentation day or a reduced rate full conference registration. Speakers will receive a unique code to register and must complete registration on their own.

**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 and will be set theater style to maximize seating. A podium and head table(s) for a panel presentation are standard in each room for presenters. Additionally, the following A/V equipment will be available:

- (1) computer at the podium (with audio)
- (1) wireless presentation mouse/clicker
- (1) podium microphone and (1-2) wireless table-top microphone for panelists
- (1) wired audience microphone with stand for Q&A
- (1) screen and (1) LCD projector

Any additional requests will be considered at the discretion of the OSW Conference 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. To minimize technical issues, speakers should only use the provided laptop to present and should not attempt to connect their own laptop.

**Q: What is expected of the presentation?**

**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 Conference team and prepare for their event prior to arrival.
- Presenters will meet the deadlines for assigned tasks through the speaker portal to ensure accurate program information is shared with potential and registered attendees.
- Presenters have significant knowledge and expertise of the subject area and sufficient presentation skills to effectively communicate.
- Presenters will utilize language consistent with IACP mental health and wellness policies/resources and prioritize safe messaging around sensitive topics.
- Presenters will arrive in their assigned workshop room 15 minutes prior to their presentation time.
- Presenters will not engage in commercial or sales presentations of their organization.
- Presenters will be conscious of the time limit of their presentation to be respectful of other programmatic events throughout the conference.
- Presenters will not simply read directly from written statements or PowerPoint presentations.
- Presenters understand that materials provided for an IACP event become the property of the IACP (for placement on [www.theiacp.org](http://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](mailto:OSWConference@theIACP.org).