



Submitting a Proposal

When does the call for presentations open for OSW 2025?

The OSW 2025 call for presentations will open in June 2024.

What is the deadline to complete a submission?

The OSW 2025 call for presentations will close August 7, 2024.

What topic should I submit for consideration for the OSW 2025?

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
- Culture and Morale
- Evidence-Informed Policing
- Family Wellness/Programs
- Financial Wellness/Retirement
- Injury Reduction
- Leadership
- Medical Health
- Mental Health
- Nutrition
- Organizational Services
- Partnerships/Community-Police Engagement
- Peer Support
- Physical Fitness
- Post-Traumatic/Post-Incident Growth
- Research
- Resilience/Mindfulness
- Sleep/Fatigue
- Stress Management
- Substance Use
- Suicide Prevention
- Tactical Safety
- Traffic Safety
- Trauma
- Wellness Programming
- Work-Life Balance

What information is required within a proposal?

The following information is required in order to submit a presentation proposal and to be considered for OSW 2025:

- Title of Presentation
- Speaker Information (maximum of four (4) speakers)
- Presentation Description
- Format
- Methodology
- Materials
- Learning Objectives
- Topic
- Audience
- Skill Level
- Agreement to the Submitter Terms and Conditions

What should I provide for learning objectives?

Well-developed learning objectives are 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 proposed workshop. Using a sentence starter such as, “At the culmination of this session, participants will be able to…” you should describe your learning outcomes using action verbs. Learning objectives should be contained to one short sentence.

What are the available topics I can submit my proposal under?

Select the topic that best describes your proposal. This helps reviewers better organize and sort proposals. You may only select one topic for each proposal. The primary topics for this event are:

- Family Wellness
- Leadership
- Occupational/Tactical Safety
- Organizational Wellness
- Mental Health/Resiliency
- Peer Support
- Physical Health
- Suicide Prevention

What are the audiences I should indicate?

The audience should indicate the attendees for whom the material is best suited. Select the applicable audience(s) for whom the material is best suited. Multiple audience selections do not increase chances for selection in the program.

What do the skill levels mean?

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.

What happens if I do not have all the required information to complete my proposal?

You will have the ability to change, edit, or withdraw your presentation proposal until the submission deadline. If you are missing a required piece of information, you can save your work and log back in at a later time to finish prior to the deadline. Please note: all proposals must be completed and submitted in order to be considered. Any proposals left "Incomplete" will not be considered for OSW 2025. A proposal that has all of the required information completed but did not press the "submit" button is *not* considered complete for review. *You will know your workshop is complete by both the status within the submission site as well as receiving a confirmation email.*

How can I be sure the information I type will not be lost?

The submission site is designed to save tasks as they are completed. The submission is broken into multiple tasks. If you complete one task during a work session, you may save that completed task and return at a later date to complete the rest. Please note that the site cannot save a partially completed task. You may also continue to edit a completed task prior to the deadline. Click the 'Continue' button at the bottom of each step to ensure the information is not lost. The speaker step saves automatically as you add speakers. You may also use the "Save Submission" button located on the "Tasks" page to save your progress. You may wish to develop your proposal information first in a word processing document (such as Microsoft Word) prior to completing the online form, then paste the details into the appropriate fields on the submission site.

How will I know if my proposal was submitted successfully?

Once you have finalized your submission, 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.

Do I have to be an IACP member to submit a proposal?

No, any individual eligible to attend OSW 2025 may submit a proposal for an OSW 2025 workshop.

Can I submit a proposal via email or include attachments?

No. The submission portal is the only way to submit a workshop proposal, which allows IACP to keep all proposal submissions consistent during review. Supplemental documents will not be accepted.

Review Process

What are the review criteria for presentations?

All presentations are peer-reviewed by IACP members. Reviewers will consider the following:

- Does the topic address a contemporary safety and wellness issue?
- Is the proposal rooted in evidence-informed policing strategies and research?
- Can the information presented apply to different-sized agencies and a diverse audience?
- Is the topic unique and information not available through other sources?
- Is the course title and description clear and concise? Can attendees easily tell what to expect by reading it?
- Are the learning objectives clear and can be met in the allotted 60-minute presentation time?
- Does the content include practical, actionable take-aways for audience members?
- Does the presentation support IACP's high standards and reputation for the best conference workshops?
- Are the proposed speakers qualified to instruct the workshop topic? Is there a clear public safety connection?
- If the presentation is focused on a specific audience, is there a proposed speaker from that audience?
- Is the language used in the proposal consistent with IACP mental health and wellness guidance?

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

How is the review process conducted?

Reviewers represent a broad range of public safety 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 leadership to ensure the entire educational program is comprehensive and well-balanced.

How will I be notified if my proposal was accepted or declined?

All submitters will be notified via email whether their proposal has been accepted or declined by early October 2024.

If accepted, submitters and speakers will receive notification via email. If declined, only the submitter will receive notification via email. It is the submitter's responsibility to notify speakers of their potential participation in the presentation prior to submission. Submitters should also inform IACP of any speaker changes should they occur during or after the review and selection process.

Speaking at OSW 2025

When do presentations take place?

Educational programming is conducted each day, Tuesday-Thursday (March 11-13) of OSW 2025. While the conference schedule has not been confirmed at this time, workshops may begin as early as 8:00 a.m. and run throughout the day, ending as late as 5:00 p.m. Submission of a proposal is a commitment that the speakers will be available to speak on any conference day and time as assigned by IACP staff. The IACP has limited opportunities to accommodate speaker conflicts.

What presentation format(s) are required for accepted proposals?

Accepted workshops will be required to present in person at the event in Anaheim, California. Additionally, speakers are expected to record and submit a virtual presentation through the speaker portal by December 2024, to be shared on demand on the virtual event platform for online attendees.

If accepted, how much time will I be given to present?

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

Can I promote any products or services during my presentation?

No, IACP does not allow the promotion of products and services during educational sessions. Speakers may 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. Solutions Presentation Theater workshops are available for the promotion of products and services for exhibiting companies.

If my proposal is accepted, will I receive any compensation for presenting at OSW 2025?

The IACP does not pay speakers or reimburse for travel or lodging expenses.

If my proposal is accepted, will I receive complimentary registration for OSW 2025?

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.

How are workshop rooms set up? What audio-visual equipment will be available for my presentation?

All workshop rooms will be set theater style. A podium and head table are standard in each room for presenters. Audio/visual equipment will be provided in each room to include projector, screen, laptop, and handheld/tabletop microphone(s). Any additional requests may be considered at the discretion of the Conference Program Manager and the availability of such resources.

I have never presented at an IACP Conference before. What is expected of me?

IACP members and non-member attendees invest a considerable amount of time and expense to attend the conference. For these reasons, the IACP works hard to ensure each and every event at the conference realizes its full potential. Our members expect:

- Speakers will thoroughly prepare for their presentation prior to arrival.
- Speakers have significant knowledge and expertise of the subject area and have sufficient presentation skills to effectively communicate such knowledge.
- Speakers will engage the audience—the greatest success you can have is to inspire your audience so they come out of the presentation buzzing with thoughts and ideas.
- Speakers will not engage in commercial presentations of their organization or product.
- Speakers will be conscious of the time limitation of their presentation, to respect attendee schedules and other presenters utilizing the same room.
- Speakers will not simply read directly from written statements or presentation slides.
- Speakers will use respectful language and demeanor to create a safe and welcoming environment.

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

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.

Last updated 06/17/2024