

2027 PALTmed Call for Educational Content Submission Guidelines

PALTmed is excited to release its Call for Educational Content, providing members and others working in PALTC an opportunity to present at the Association's events throughout the year. Submitters will be asked to identify which annual educational events they would like their submissions to be considered for. **NOTE: For the Annual Meeting, all speakers must present in person.**

Please use the list below to ensure you are including all required elements for a successful proposal submission. Once logged into the submission portal, you will see the following on your Home page:

1. Click on "Click here to begin new proposal"
2. Enter "Session Title"
3. Select "Submission Type"
 - a. Session – 60 minutes: presentation or panel discussion on a specific topic. (1 - 2 speakers recommended)
 - b. Session – 90 minutes: presentation or panel discussion on a specific topic. (2 - 3 speakers recommended)
 - c. Workshop – 3 hours: Speakers provide intensive discussion and interactive, hands-on activities to engage attendees on a particular subject. (2 - 5 speakers recommended)
 - d. Workshop – Pre-Conference Hands-on (Ex. Wound care; point-of-care ultrasound; skin biopsies.)
NOTE: Presenters will be responsible for providing any non-consumable Equipment. PALTmed will provide other needed supplies such as bandages, syringes, alcohol wipes, etc. Speakers provide intensive discussion and interactive, hands-on activities to engage attendees on a particular subject. (2 - 5 speakers recommended)
4. Click the "Submit" button
5. You will then see a "Task List", which you are required to complete before your proposal can be submitted. The following instructions are provided:
 - a. Provide the details of your submission. DO NOT use names of speakers or organizations.
 - b. Please fill in the required information below. The Association conducts a blind review, so please do not include speaker names, organizations or any other information that would identify a speaker or institution/facility.

Task 1 - Speakers

List speakers in the order they should appear in the session summary, starting with Lead Speaker. Name and email address is required. Once the submitter adds a speaker's name and email address, they can hit a button to invite that speaker to the portal to complete required forms.

Note: It is the responsibility of the Lead Speaker to:

- Serve as the main contact person for the presentation and session
- Ensure the final presentation is well balanced and free from commercial bias
- Ensure the final presentation is submitted in a timely manner.

Task 2 - Submission Details

1. **Session Title (max of 12 words/200 characters)** – A submission must have a specific title that indicates the nature of the proposal. Title should not contain abbreviations. View "[Tips for Titles](#)" for quick tips to keep in mind when crafting a title for your presentation.
2. **Topic Category** - Select a topic that best fits your proposal. Examples of priority subjects are included with some topics. You may also select a secondary topic for Clinical Updates & Disease Management proposals.
 - Artificial Intelligence (AI) & Technology: Practical demonstrations of AI tools, implementation strategies, digital health, documentation technology, EHR/EMR optimization, and workflow improvements.

- Clinical Updates & Disease Management: Antibiotic Stewardship, Chronic Kidney Disease, COPD, Dementia, Diabetes, Falls, Heart Failure, Infections Diseases, Osteoporosis, Pain Management, Peripheral Artery Disease (PAD), Stroke, Substance Use Disorder (SUD), Wound Care, Other
 - Dementia & Behavioral Health: Dementia management, behavioral interventions, psychotropic medication management, neuropsychiatric symptoms, delirium, and challenging behaviors in PALTC settings.
 - Leadership & Interdisciplinary Team Development: Leadership skills, communication, conflict resolution, interdisciplinary collaboration, team effectiveness, physician leadership, and management development.
 - Medical Direction: The role of the medical director, medical care coordination, implementing resident care policies, regulatory compliance, interdisciplinary leadership, surveys, quality improvement.
 - Palliative Care, Hospice & Complex Care: Education on palliative care, hospice integration, serious illness conversations, goals of care, and management of medically complex residents.
 - Practice Management Issues: APP utilization, physician-APP collaboration, independent practice models, documentation, audits, denials, and evolving practice structures.
 - Practice Standards & Clinical Guidance: Applying Clinical Practice Guidelines (CPGs), standardized care processes, quality improvement, and evidence-based practice standards for PALTC.
 - Regulatory, CMS & Reimbursement: CMS regulations, reimbursement, value-based care, survey readiness, litigation, Medicare policy changes, and emerging payment models.
 - Other – type it in the text box
3. **PALTmed Educational Activities (select all that apply)** – Please select the PALTmed educational activities for which you would like your submission to be considered.
- 2027 Annual Meeting – (in person for speakers) Albuquerque, NM: March 18 – 20, 2027
 - 2027 Business of Medicine Symposium (online) – June 2, 2027
 - Continuum of Care Symposium (online) – focus on CCRCs (continuing care retirement communities): Jan 2027
 - Chapter annual meeting sessions – throughout the year for various state and regional chapters
 - Topic-focused virtual education sessions – throughout the year
4. **Type of education (select all that apply)** -- Please choose which of the following would best describe the overall content of your presentation to help ensure we select a variety of presentation types.
- Practical strategies to implement clinical evidence (i.e., what can you start doing when you return to your facility next week?)
 - Review and discussion of recent research on a particular topic
 - Sharing of case study or personal experience to illustrate a clinical, management or leadership strategy
 - Discussion of a specific program initiative and how to replicate and implement in another practice/community
 - Other: Please describe
5. **International Submission** – Yes/No

6. **Student/Fellow/Resident Involvement** – Yes/No

PALTmed strongly supports students studying the field of post-acute and long-term care. Please describe student/fellow involvement without providing names.

7. **Education Need (max 700 characters)** – The educational need describes a specific gap of knowledge, competence, or performance of the potential learner and addresses what learners need to know and/or skill(s) they need to attain to close that gap.

8. **Session Summary (max 800 characters)** – Brief overview of the session to clearly convey what you plan to accomplish. This summary will be used in promotional materials.

Be sure to use inclusive terms for all professions by using these terms:

- Nurse Practitioner or Physician Assistant, or specific profession
- Primary care provider
- Health care provider
- Health professional
- Healthcare professional
- Advanced practice provider
- Advanced practice clinician
- Prescriber
- Practitioner

Do NOT use these terms:

- Mid-level provider
- Physician-extender
- Non-physician provider

9. **Nursing Pharmacology Contact Hours** - Does your proposal cover pharmacotherapeutic content at any point in the presentation? If so, please indicate below how many minutes your presentation will focus on pharmacology. (Type “None” if it does not apply.)

Pharmacology CE is designed to enhance the learner’s ability to prescribe and monitor patients on pharmacotherapy. It includes topics such as pharmacokinetics and clinical applications of drugs. Pharmacology credit must be supported by an activity’s objectives and detailed content. The incidental mention of drugs or a pharmacological treatment does not qualify for pharmacology credit.

10. **Bibliography/References to Support Evidence-Based Education**

Sample Formats - Author(s). Published work (Edition). (Year) Publisher location: Publisher Author(s). Date published if available; n.d. (no date) if not. Title of article. Title of web site. Retrieved date. URL address.

11. **Advances Health Equity** - Please describe how your presentation will advance health equity. Consider the following best practices when developing your presentation:

- Avoid references to gender, sexual orientation, race, nationality, or age in case examples unless it provides necessary context.
- Use inclusive language.
- Refer to patients first, before the disease. For example, use “Patients/people with diabetes” instead of “diabetic patients”.
- Make sure the content addresses social determinants of health, root causes of health disparities, factors that impact patient wellness, and any mitigating factors to improve patient outcomes.

12. **Inclusion of the Interprofessional Team** - Please describe how you will incorporate perspectives from the Interprofessional Team into your presentation, and how your presentation will be applicable to a wide variety of interdisciplinary team members.
13. **Speaker Discipline/Role** - Indicate each speaker's discipline and their role in the presentation. If the speaker's role is presenting, please include what specifically they will discuss during the presentation. (Examples: Speaker 1 – Physician – Presenter - Will present on...; Speaker 2 – Nurse Practitioner – Moderator) NOTE: PALTmed *conducts a blind review so please do not include speaker names, organizations or any other information that would identify a speaker or institution/facility.*
14. **Federal Government Agency Representation** – Does one or more of the potential speakers represent a federal government agency? Yes/no

Task 3 – Keywords

Select up to 2 keywords that best describe the overall topic of your proposal. If your keyword is not listed, type it in to add it.

Task 4 - Learning Objectives (80 words max for each)

Provide up to 3 learning objectives that are clear, measurable, and achievable. Learning objectives should describe the intended educational outcome of this session to address a change in knowledge (knowing how to change), competence (the ability to implement change) or performance (incorporating skills, abilities and strategies to implement change). Use action words to begin a learning objective, such as list, describe, define, demonstrate, conduct, etc. These objectives will be utilized by attendees to evaluate the effectiveness of the session.

Resources to help you write learning objectives:

<https://www.conferenceabstracts.com/uploads/documents/15065/LearningObjectivesGuidelines.pdf>

[https://www.conferenceabstracts.com/uploads/documents/15065/BloomsTaxonomyActionVerbs\(1\).pdf](https://www.conferenceabstracts.com/uploads/documents/15065/BloomsTaxonomyActionVerbs(1).pdf)

Verbs to Avoid: Learn, Become, Grow, Know, Believe, Appreciate and Understand

Example:

By the end of the session, participants will be able to:

- *Analyze the need for trauma-informed care in the PALTC setting, including the regulatory requirements and ways to maintain compliance.*
- *Differentiate trauma screening and appropriate responses by generalists from trauma assessment and treatment.*
- *Develop a plan for incorporating a trauma informed approach to residents' expressions of trauma-related distress.*

Task 5 - Presentation Details - Provide details about your presentation.

1. **Learning Level** – Please select the learning level of your presentation.
 - **Introductory** – focuses heavily on terminology and introducing individuals to concepts. Attendees are most likely new to the PALTC setting.
 - **General Audience** – Spends most of the session discussing the subject material directly. Attendees have likely worked in the PALTC setting for some time and are looking for a deeper level of knowledge.
 - **Advanced** – Assumes that attendees have an intimate knowledge of definitions and concepts, and delves into best practices, innovative new practices and complex health issues that affect the PALTC setting.

2. **Teaching Methods & Activities** – Describe the teaching methods that would be used in your session. This could include, but is not limited to: Lecture and Q&A, Panel Discussions, Case Studies, Small Group Work, Role Play etc. Workshops require hands-on activities and must be described in detail.
3. **Target Audience** – This session is intended for the following audience: Select all that apply. Administrator; Advanced Practitioner; Attending Physician; Consultant Pharmacist; Dietician; Fellow; Nurse; Nurse Practitioner; IDT; PACE; Part-time Medical Director; Physician Assistant; Physician Medical Director; Practice Manager; Researcher; Social Worker; Medical Students/Residents/Fellows; OT/PT/Speech therapy
4. **Practice Setting** – Select all that apply. Nursing Home; Assisted Living; CCRC; Community Based Practice; Home Care; Hospice; Hospital; LTC Hospital; Subacute/Post-acute; Other Practice Setting (type in text box)
5. **Audience Engagement Tools** you plan to use: Audience Polling; Brainstorming; Buzz Groups; Case Study Techniques; Debate/Point-Counterpoint Presentations; Props; Role Playing; Story Telling; Think, Pair, and Share; Videos/Audio Visuals; Other (type in text box).

Task 6 - Speaker Experience

List relevant speaking experience for all proposed speakers, including PALTmed speaking engagements. PALTmed conducts a blind review, so DO NOT include information that would identify a speaker or institution/facility. Please list as follows: Speaker 1: insert speaking experience Speaker 2: insert speaking experience.

Task 7 - Financial Relationship Disclosure

All submitters must complete the disclosure form.

Anyone engaged in content development, planning and presentation must complete the Financial Relationship Disclosure Form. This task serves as a reminder for submitters to complete the Form. It is not connected to the PALTmed system, so it will not auto-populate if you have already filled out the form for a different event.

Click to login and complete the Form: [Disclosure Form Link](#)

I have completed the Disclosure Form – Y/N

Task 8 - Acknowledgement of Proposal Submission Guidelines

Click here to acknowledge the Speaker Guidelines. All speakers must read and sign.

Important: Once all tasks have been completed, click the “Save Submission” button at the bottom of the page, then click the “Submit” button.