



# **ACSM Northwest 2024 Annual Meeting**

**February 16 – 17, 2024**

**Moscow, Idaho**

**Symposium Proposal  
Information**

**Deadline:**

**Monday, November 27<sup>th</sup>, 2023**

**11:59 p.m. PDT**

## **2024 ACSM Northwest Annual Meeting Symposium Proposal Information**

The ACSM Northwest Program Committee invites you to submit a symposium proposal for the ACSM Northwest 2024 Annual Meeting scheduled for February 16-17 in Moscow, Idaho.

**Deadline:** Proposals are due **Monday, November 27<sup>th</sup>, 2023 (11:59 p.m. PDT)** and must be submitted electronically via the ACSM Northwest website at the following link:

<https://www.acsm.org/membership/regional-chapters/acsm-chapters/northwest/annual-meeting/symposia-submissions>

**Definition of Session Type:** Symposia (45 minutes) are in-depth, scientific and state-of-the-art talks in areas of fitness, research and clinical practice. Symposia may include up to 3 speakers (no more than one presenter shall be a student) with time allotted for an introduction, overview, discussion, and questions.

**Speaker Remuneration:** All speakers (ACSM and non-ACSM members) invited for symposia **will be responsible for paying their own expenses** in connection with the meeting, which includes paying the registration fee, travel, lodging, food, etc. for the meeting.

**Speaker Notification:** The Program Committee reserves the right to approve or disapprove recommendations for programming. Please do not make a commitment to co-presenters of your proposed symposium until you receive official notification of an invitation. We ask that you have contact with the speakers you propose, assuring their availability to participate in the symposium should your session be approved for placement on the program.

Notifications will be sent electronically in December to the primary presenter of the submitted proposal (not the individual speakers).

**SPECIAL NOTE:** Prior to submitting your proposal, take the time to ***follow the proposal guidelines carefully (e.g., word limits)*** and have all submission information available. ***Only complete proposals and proposals that follow the guidelines*** will be accepted (including word limit). You will be required to submit the names and contact information (full name, highest degree earned, institution, city, state, e-mail address, and ACSM Northwest membership status) for ALL speakers. Additionally, individual presentation titles and allotted speaking time for each presenter will be required.

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**PROPOSED SESSION TITLE:** Please provide a creative, effective, short description title. Limit to 15 words or less.

**SUMMARY SESSION DESCRIPTION:** Provide a brief description summarizing the proposed session. This will be utilized in the review of your proposal and subsequent annual meeting materials if accepted. This description should be no more than three (3) sentences.

### **DETAILED SESSION DESCRIPTION:**

The documentation in this step is paramount in the decision-making process by our program committee.

- A. Include a session description of content (250 words or less). Include PURPOSE, OBJECTIVES, DESCRIPTION, and A NEEDS STATEMENT describing how this lecture will "bridge the gap between science and practice" for professionals and students. Please cite any examples of literature documenting the need for a session on this topic.
- B. Include THREE "TAKE AWAY" POINTS that attendees can put into practice post meeting.
- C. Include a short summary (200 words or less) of the qualifications of the speakers to present on the proposed topic.

**Proposals must be submitted electronically via the ACSM Northwest website at the following link:**

**All proposals are due by November 27<sup>th</sup>, 2023, 11:59 p.m. PDT  
Incomplete or late proposals will not be accepted.**