



Session Proposal Submission Guidelines

The AAA 2025 Program Committee invites clinicians and researchers from around the world to submit an abstract for presentation in New Orleans, LA, March 26-29, 2025. All abstracts will be peer-reviewed in a blind review process. Acceptance of abstracts will be based on the content of the submission, available space, and overall program balance.

The call for abstracts helps the 2025 Program Committee provide AAA attendees with an opportunity to acquire knowledge, advance science, and access technology. The Academy encourages topics within basic science, translational, and/or clinical research in audiology, neurotology, and hearing and balance science.

Ideal Submissions

The Academy is looking for submissions that:

- Interest professionals and students in a variety of practice and work settings
- Offer new, ground-breaking, and innovative research relating to audiology (prevention, assessment, pathophysiology, and treatment)
- Share best practices, knowledge, and research to elevate patient care
- Help shape the future profession of audiology with new ideas and solutions
- Inspire and impact clinical practice in audiology
- Include interactive presentation techniques designed to engage the adult learner
- Cover all instructional levels with an emphasis on advanced content as applicable

Guidelines for You

This document offers guidance on achieving these goals. It includes information regarding:

- Preparing your submission
- # of submissions allowed
- Presenter agreement
- Presenter roles
- Instructional levels
- Learning objectives
- Clinical Takeaway(s)
- Session Submission Types
- Session Categories
- Review Process
- Explanation of Criteria for Submissions

Preparing for Your Submission

The Academy uses an online submission system. Selecting, collecting, and preparing the following information will facilitate the submission process. If your submission is selected, the session summary, abstract, learning objectives, and clinical takeaway(s) are what the attendees will be expecting to experience onsite during the session. Do not stray from what your abstract includes. This information will be published to attendees through the online planner and mobile app. This information must match and be presented onsite.

To be considered, submissions are only accepted through the online submission system, need to contain the listed elements, and must be completed by the deadline!

- Session Details
 - Title (no longer than 85 characters) – should reflect the focus of the content and be interesting.
 - Session type – multiple session types are offered at AAA 2025. Review and select the appropriate session type as noted on page 4.

- Session category – who is your primary audience? Review and select the appropriate category as noted below. Review and select the two most relevant session categories.
- Learner outcomes – one to three learner outcomes are required, depending upon the submission type.
- Instructional level – fundamental, intermediate, or advanced.
- Define knowledge base – in addition to the instructional level, a basic knowledge base description will be required for the submission.
- Abstract (no longer than 100 words) – will be included in the online conference planner and mobile app.
- Summary - limited to 500 words; should include details of the submitted learner objectives. Research submissions should also include rationale, design, results, and conclusions.
 - Presenter information should NOT be included in the abstract or summary.
- List of clinical takeaway(s) attendees will be able to apply to their practice based on the content you deliver onsite at AAA. See page 4 for more information on this required component of your submission. These clinical takeaway(s) will be included in the online conference planner and mobile app used by attendees.
- Required Presenter Information:
 - Name, organization, e-mail address, preferred mailing address, presenter agreement, and disclosures for all presenters. Anyone listed as a lead presenter and presenter is expected to be onsite to present their session. Contributors may be listed but are not considered onsite presenters.

Number of Submitted Proposals

Each submitter is limited to the following number of submissions per category:

| Session Types | Number of Allowed Submissions |
|---|---|
| Learning Modules | 2 submissions per lead presenter |
| Mini Modules | 2 submissions per lead presenter |
| Research Podiums | 2 submissions per lead presenter |
| Research Posters | 2 submissions per lead presenter |
| Clinical Posters | 2 submissions per lead presenter |
| Classroom and Clinical Teaching Posters | 2 submissions per lead presenter |
| Student Research Forum | 1 submission per student lead presenter |
| Industry Updates | limited to exhibiting companies only |

Presenter Agreement

All presenters must electronically agree to the terms of the Presenter Agreement before entering a proposal. A copy of the Presenter Agreement can be found on the AAA 2025 website <https://www.audiology.org/wp-content/uploads/2023/06/AAA-2024-Presenter-Agreement-Sessions.pdf>

- Completion of the presenter disclosure information financial or other is also required of each presenter before the submission may be completed. **The disclosure information is mandatory** so your session may qualify for AAA, ASHA, and other CEU types which is of the utmost importance to attendees. By not submitting this information, your session attendees are at risk of not being able to earn these credits.

Conference Registration Fees:

All Lead Presenters and Presenters are required to register and pay the appropriate conference registration fees (discounts and/or complimentary registration are not offered). These fees can be accessed at www.aaaconference.org.

If you have any questions about the terms of the agreement, please contact us at presenters@audiology.org. Submissions will not be considered without the signed Speaker Agreement and disclosure information. Please allow time to collect this information from all listed presenters.

Presenter Roles

When you submit your session, you MUST identify a **Lead Presenter**. This person will:

- Present and be onsite in New Orleans at AAA 2025+HearTECH Expo
- Serve as the primary point of contact for the submission if approved
- Be responsible for the submission of the presentation
- Manage communication with fellow presenters

Additional roles include:

- **Lead Presenter and Presenter** – present onsite at the conference in conjunction with the lead presenter.
- **Contributor(s)/Co-Author(s)** – anyone you would like to acknowledge who contributed in a significant way to the project but is not presenting at this session at the conference. (Can only enter if accepted)
 - Since this role is not presenting, they are not required to fill out the Presenter Agreement or Disclosure forms.

***Each presenter affiliated with the submission(s), must complete his/her profile by submitting a biography and completing the speaker agreement and disclosure information. Allow time during the submission process for presenters to complete their information before the submission deadline of January 10, 2025. The submission will not be final until all disclosures are complete.**

Instructional Levels

Except for the poster sessions, all submissions require the selection of an instructional level and a description as to why this level was chosen.

- **Fundamental:** Developed for attendees seeking education in basic principles and concepts. Emphasis is placed on developing foundational knowledge, skills, and/or procedures. Previous knowledge of the content area from the attendee is not required.
- **Intermediate:** Developed for attendees seeking review of fundamentals, emphasizing new knowledge in application, skills, and/or procedures. Reviews of current literature and practices for those with working knowledge and experience in the content area.
- **Advanced:** Developed for attendees seeking in-depth discourse on a practice area or topic. Emphasis is placed on the application and review of current techniques, research findings, and future directions. Attendees with substantial experience in the content area will update and expand their current domain knowledge. (Introductory knowledge is not needed, primary assumptions will be listed in the attendee online planner.)

Learning Objectives

All submissions require learning objectives. These are clear statements of the anticipated results to be achieved through an educational activity. The learning objectives should focus primarily on what participants are expected to learn by attending this session and how it relates to the practice of audiology.

| Session Type | Required Learning Objectives |
|---|------------------------------|
| Learning Modules | Three (3) |
| Industry Updates, Research Podiums, Student Research Forum, Mini Modules, and Posters | One (1) |

Each objective should:

- Reflect on what the participant will be able to achieve within the session timeframe.
- Complete the following sentence: “Upon completion of this session, the participant will be able to...”
- Begin with a measurable action verb describing the participant learner's (behavior) performance and the session's instructional level.

- Fundamental level: list, identify, define, etc.
- Intermediate level: apply, describe, analyze, evaluate, assess, choose, or demonstrate, etc.
- Advanced level: examine, solve, analyze, etc.
- Avoid immeasurable action verbs such as understand, learn, or know.
- Reference Bloom Taxonomy to assist with this <https://tips.uark.edu/using-blooms-taxonomy/>

Clinical Takeaway(s)

All submissions require a brief description of clinical takeaways. This will be used by reviewers of your submission to gain a further understanding of how your content will help attendees optimize patient care. In addition, this information will be published for attendees on the AAA online conference planner and mobile app as part of the session summary. If your session is accepted, you will be required to include a slide in your PowerPoint deck specifying the clinical takeaway.

What is a “clinical takeaway?” A clinical takeaway is a concise and actionable message derived from clinical research or practice providing meaningful guidance or insight for audiologists and other hearing and balance care professionals. It focuses on the **implications on patient care**, specifically how the findings can improve patient outcomes, enhance quality of care, or optimize healthcare delivery. It encapsulates the key findings, implications, or recommendations of a study or clinical experience in a way that is directly relevant to patient care.

Here are some key aspects of what a clinical takeaway entails:

1. **Summarization of Findings:** It distills complex data or results into a clear and understandable message. This could include treatment outcomes, diagnostic strategies, prognostic indicators, or healthcare interventions.
2. **Actionable Guidance:** It offers specific guidance or recommendations that audiologists can apply in their clinical settings. This might involve changes in treatment protocols, adjustments in patient management, or the adoption of new diagnostic techniques.
3. **Relevance to Practice:** A clinical takeaway should address how the findings impact real-world clinical practice. It helps bridge the gap between research findings and their application in patient care settings.
4. **Clear Communication:** It is communicated in a straightforward and accessible manner, ensuring that audiologists can easily understand and implement the takeaway in their practice.

In essence, a clinical takeaway serves as a practical tool that translates scientific evidence into actionable insights, guiding audiologists and other hearing and balance care professionals in making informed decisions and improving patient care.

When completing this specific section of your submission online, you should provide no more than 1-2 sentences in the following format: “The clinical takeaway for this session is...”

Session Submission Types

There are six (6) types of sessions:

- Learning Module
- Mini Module
- Research Podium
- Student Research Forum (students only)
- Posters

Industry Update (*Industry-Led Presentations; available only to exhibitors at an additional fee unless otherwise specified as part of a Corporate Partnership agreement. For more information, please reach out to Glenn Feder at gfeder@audiology.org.*)

General considerations:

- You will be asked to select *one* session type best matching your proposal: duplicate submissions under multiple CEU offering categories are *not* permitted unless you are submitting a learning module and a mini-module (note – if you are accepted for both, the mini-module will be dropped, and you will only present the learning module).
- Research Podiums that are not accepted once reviewed may instead be reviewed and potentially accepted as research poster presentations. You must indicate during the submission process if you would like this consideration.
- Presentations on specific products and/or services are acceptable *only* in the industry updates submission type.
- Proposals in each category will be reviewed by the appropriate AAA 2025 Program Subcommittee members in a blind review.
- Featured Sessions, Learning Labs, and Grand Rounds presentations are by *invitation only* and are not included in this submission process.

Learning Modules

Length: 1 hour

Limit: Two (2) submissions per lead presenter

CEUs: 0.1

Guidelines:

- Learner-focused, interactive courses on current topics of interest.
- Provide participants with information applicable to clinical practices and must be evidence-based.
- May cover a wide variety of topics including diagnostic audiology, rehabilitation, basic science, practice management, or a related field.
- Submissions with new or innovative topics are preferred.
- Submissions **cannot** be product-specific or promotional. Any submissions mentioning a product or promotion of a product or business will not be considered. All submitters will be asked to confirm this during the submission.
- Student submissions will not be considered (however, students presenting along with the lead presenter are allowed). Two-part submissions will not be considered.
- In the event your session is not accepted, you can indicate if you would like to have your submission considered as a poster.

Mini Modules

Length: 30 Minutes

Limit: Two (2) submissions per lead presenter

CEUs: 0.05

Guidelines:

- Twenty-minute lecture, with 10 minutes of Q&A.
- Provide participants with information applicable to clinical practices and must be evidence-based.
- May cover a wide variety of topics including diagnostic audiology, rehabilitation, basic science, practice management, or a related field.
- Submissions **cannot** be product-specific or promotional. Any submissions mentioning a product or promotion of a product or business will not be considered. All submitters will be asked to confirm this during the submission. Student submissions will not be considered (students presenting along with the lead presenter are allowed)
- In the event your session is not accepted, you can indicate if you would like to have your submission considered as a poster.

Research Podiums

Length: 30 minutes each

Limit: Two (2) submissions per lead presenter

CEUs: 0.05

Guidelines:

- Twenty-minute lecture, with 10 minutes of Q&A.
- Opportunity for professionals to present current research.
- Must be original research in the areas of audiology, balance, or hearing sciences.
- Only research projects that are currently complete or will be complete by **February 3, 2025**, will be considered.
- Identify the rationale for the study/presentation that is supported by the literature.
- Statement of the purpose should be clear and, if appropriate, hypotheses should be included.
- The study should be appropriate for the specific experimental questions, with methodology and statistical analyses clearly described.
- Results should be supported by the statistical findings, with conclusions supported by results.
- If not selected, research podium submissions may be considered for a Research Poster presentation; be sure to *OPT-IN* by checking the appropriate box in the online system.
- Student submissions will not be considered (however, a student presenting along with the lead presenter is allowed).

Student Research Forum

Length: 20 minutes for each of four presentations within a 1.5-hour session total

Limit: One (1) submission per student lead presenter

CEUs: 0.15

Guidelines:

- Graduate students in audiology and recent audiology graduates are invited to submit proposals for presentation of their original research completed while a graduate student in audiology.
- The American Academy of Audiology Foundation (AAAF) will award \$1,000 to each of the four selected student presenters.
- Award recipients will present a 15-18-minute research summary and then entertain a short question-and-answer period.
- The following qualifications must be met to submit:
 1. Completed data collection while enrolled as a student at an accredited university.
 2. Be currently enrolled in an academic program or must have received their degree (AuD or PhD) within the past 12 months;
 3. Be the primary investigator of the research.
- Only research projects that are currently complete, or will be complete by **February 3, 2025**, will be considered.
- Identify the strong rationale for the study/presentation that is supported by the literature.
- Statement of the purpose should be clear and, if appropriate, hypotheses should be included.
- The study should be appropriate for the specific experimental questions, with methodology and statistical analyses clearly described.
- Results should be supported by the statistical findings, with conclusions supported by results.
- If not selected, Student Research Forum submissions may be considered for a Research Poster presentation; be sure to *OPT-IN* by checking the appropriate box in the online system.

Poster Submissions

Types:

Research Poster: provides the opportunity to discuss original research.

Classroom and Clinical Teaching Poster: provides the opportunity to discuss teaching practices and strategies. This format may be used to present original research in the area of teaching effectiveness or to share new ideas in teaching.

Clinical Poster: provides the opportunity to discuss unusual clinical examples of complex cases, atypical disorders, or innovative treatment approaches.

Length: Displayed for two days at the conference (Thursday/Friday); 1 hour each day to address questions from attendees.

Limit: Two (2) submissions per lead presenter

CEUs: Four different posters in the same category = 0.1 CEUs; a maximum of 0.6 CEUs can be earned for posters.

Guidelines:

- Identify the rationale for the study/presentation which is supported by the literature.
- Statement of the purpose should be clear and, if appropriate, hypotheses should be included.
- The study should be appropriate for the specific experimental questions, with methodology and statistical analyses clearly described.
- Results should be supported by the statistical findings, with conclusions supported by results.
- Submissions that address an important issue will be given special consideration.
- Identify the potential impact of the research on clinical practice, education of students, the profession, or future research.
- Innovation is worthy of special consideration, such as projects that developed or employed novel concepts, approaches, methodologies, tools, or technologies.
- To be considered for acceptance, all research must be completed by **February 3, 2025**.
- For student posters, please clearly identify the level of student involvement, i.e., if the poster being submitted is heavily student-directed or a student moving a project forward first started by an advisor, etc.
- International poster submitters who speak English as a second language will be given an opportunity to have an Audiology PhD student partner with them to assist in the English editing of the submission to ensure it can be evaluated to the best advantage.
 - A checkbox option will be made available during the submission process. **All submissions that would like to take part will need to be completed by October 28, 2024.**

Industry Updates

Length: 30 Minutes

Limit: Limited to current AAA 2025 exhibiting companies only

Focus: Product training/demonstration/clinical research

CEUs: 0.05

Cost to exhibitor: \$1,650 per session unless otherwise specified as part of a Corp Partnership Agreement.

Guidelines:

- Designed to provide attendees with product training and/or demonstrations to include new or updated clinical research, software, instrumentation, or new hearing aid products and/or features, etc., Product names may appear in the abstract and presentation.

Session Categories

First, select one main category below that best fits your **primary** audience. You may then select up to two additional categories that relate to your content. Attendees will be able to search for sessions based on categories, allowing them to quickly locate sessions that may be of interest to them.

- **(Re)habilitation and Counseling (C):** Auditory training, communication strategies training, speech reading training, and counseling topics such as informational/educational counseling, personal adjustment counseling, genetic counseling, and psychosocial support for all ages.
- **Academic and Clinical Education (ACE):** Academic education may include topics such as faculty development, teaching methods, experiential learning, accreditation, interprofessional education models, online training and simulations, curricular development, and student affairs. Clinical education topics may include precepting, preceptor training, cultural sensitivity, managing different student learning styles, bridging the gap between didactic and experiential learning, student-preceptor relationship, and optimizing learning during externship.
- **Adult Diagnostic (AD):** Behavioral and objective assessment of the auditory system including diagnosis of type, severity, site of lesion, and possible etiologies of auditory disorders as well as communicative impact. Elicitation and interpretation of auditory-evoked potentials OAE, immittance measurements, eCAP and eABR, somatosensory-evoked potentials used in intraoperative monitoring, and neuroimaging.
- **Amplification and Assistive Devices (AAD):** Intervention of hearing loss and timely fitting and monitoring of hearing aids, assistive listening devices, personal amplifiers, t-coils, tele-loops, wireless connectivity, streaming, and/or hearing aid to assistive device coupling.
- **Basic Science and Translational Research (BSTR):** Basic science and translational research in hearing and balance in humans and animals, and impact on clinical practice and public health. Investigation or experimentation aimed at the discovery and interpretation of research design and methodologies, observations, and findings. Revision of accepted theories or laws in light of new evidence, or practical application of information obtained through research.
- **Career/Personal Development (CPD):** Lifestyle advancement, personal development research, and/or best practices including, but not limited to career development, health promotion, mental health and wellbeing, burnout prevention, communication skill enhancement, negotiation strategies (negotiate for what you want at your current or next job), effective ways to communicate with colleagues and supervisors, tips for resume building, interview skills and workplace harassment prevention (including racial, gender, religious, disability, sexual orientation, age, etc.).
- **Hearing Conservation (HC):** National guidelines, development of occupational hearing loss prevention programs, hearing protection, effects of noise exposure, and noise-induced hearing loss.
- **Implantable Devices (ID):** Implantable technology, including topics related to cochlear implants, vestibular implants, bone-anchored auditory implants (or osseointegrated auditory implants), implantable middle-ear devices, and auditory brainstem implants (ABI).
- **Legal, Ethical, and Professional Issues (LEPI):** Ethics, autonomy, legislation, governmental affairs, advocacy, cultural sensitivity, humanitarian audiology, and global audiology.
- **Neuro-Audiology (NA):** Assessment, treatment, and research of neuromaturation and neuroplasticity, central auditory and vestibular pathway space-occupying lesions, auditory processing disorders, auditory neuropathy spectrum disorders, cochlear synaptopathy, auditory cognition, hearing and balance involvement with traumatic brain injury and migraine, and auditory hallucinations, and neurodegenerative diseases, cognitive assessment/screening, and auditory and vestibular visual interaction.
- **Pediatrics (P):** Behavioral and objective assessment, diagnosis, and management for newborns to adolescents, including children with mild hearing loss, unilateral hearing loss, genetic hearing loss, and children with special needs (Down syndrome, autism spectrum disorders), speech perception and development, and multidisciplinary assessment and intervention. Elicitation and interpretation of auditory-evoked potentials, OAE, immittance measurements, eCAP and eABR, somatosensory-evoked potentials used in intraoperative monitoring, and neuroimaging.

- **Practice Management (PM):** Operational and business aspects of all practice settings including but not limited to: private practice themes, staff hiring and supervision, profitability, marketing, implementation of best practices, telehealth, developing protocols, coding and billing, and strategies for improving health outcomes, decreasing healthcare costs, improving the patient experience, improving the provider experience, safety and infection control.
- **Tinnitus and Decreased Sound Tolerance (TH):** Assessment, treatment, and research of tinnitus and decreased sound tolerance, including hyperacusis, phonophobia, and misophonia. Topics related to behavioral assessment (extended high-frequency thresholds, LDL, MCL, residual inhibition testing, pitch, and loudness matching, minimum masking level questionnaires) and objective assessment (OAEs, evoked potentials), etiology and pathophysiology of tinnitus (auditory disorders, TMJ, migraine, ASD, cervical and vascular disorders), and treatment (CBT, TRT, hearing aids).
- **Vestibular (V):** Assessment, treatment, and research of vestibular disorders in all ages, including topics related to ocular and cervical VEMP, VOR, VSR, ENG, VNG, vHIT, and functional balance, and interprofessional intervention.

Review Process

Each submission will be peer-reviewed by at least three (3) separate AAA Program Subcommittee members. The reviews are blind as the reviewers do not see the name or affiliations of the submitters.

Explanation of Criteria for Submissions

Above and beyond looking for a well-written submission that is appropriate for an advanced professional audience, the criteria that will be used by the reviewers during the blind review process are below.

- **Audience and Instructional Level:**
 - Who is the audience for the session and was it explained as to how the submission content will elevate their practice?
 - Does the submission match the instructional level selected? Is there a thorough explanation as to why the instructional level was chosen?
- **Innovation and Significance:**
 - This criterion applies to the content abstract and summary, which are more in-depth, and will be available to reviewers in the reviewing process.
 - Does the topic address an area of inquiry where there is a need for further research or clinical education?
 - Would there be a high level of interest in this session? Does it provide a compelling, cutting-edge, timely topic or issue related to the field of audiology? Would this introduce new ideas, approaches, or concepts?
 - Does the abstract address the significance of the project/research?
 - Does it help lead the field in a new direction or perhaps deepen understanding of current issues with the profession of audiology?
- **Content Organization:**
 - This criterion applies to how your submission content is organized. For research submissions, we are looking for sessions with sound scientific or clinical foundations, clearly stated objectives, solid study design, good methodology, clear presentation of findings, and easily recognized conclusions.
 - Does the description match the title in the content? Is the content well-written with clarity, completeness, and appropriateness for the audience?
 - In addition, clinical-based and practice management submissions should demonstrate the benefit of day-to-day operations and have practical applications.

- **Substance and Concrete Takeaways:**
 - Is the session highly engaging, creative, and interactive?
 - Does the submission offer concrete clinical takeaways for the learner? Are there practical tips, techniques, or intervention plans that an attendee can apply on their return to the workplace?
- **Tier 1 Qualification:** Does the submission qualify for Tier 1? Yes or No?
 - **Note:** For the session to qualify as Tier 1, the session must be intermediate or advanced level content and be one hour in length. The session must incorporate interactive learning activities. Does the speaker look to poll the audience, ask audience questions, have table discussions, or maybe a hands-on activity? The American Board of Audiology (ABA) requires those who are ABA Certified to earn five Tier 1 CE Hours (0.5 AAA/Tier 1 CEUs). ABA Specialty certifications require 15 Tier 1 CE hours (1.5 AAA/Tier 1 CEUs) and 3 Ethics CE Hours every three years.

Accepted Submissions

Should your submission be accepted, all notifications will be sent via email. Please make sure you use an email address you can check frequently. Communications will be sent regarding whether your session has been accepted as part of the AAA 2025 HearTech+Expo to the email you include in your submission. We will continue to send pertinent information to this email address throughout the planning process.

If your session has been accepted, there will be various tasks to complete in the AAA Online Presenter Portal including uploading your bio, and headshot and confirming all the session information displayed on the online planner is correct. All the various tasks in the portal will have assigned deadlines. This is also where you will upload your PowerPoint presentation and other session handouts.

Communications will be sent from presenters@audiology.org regarding these various tasks and deadlines. Due to the increase in security of spam filters at different organizations/institutions, if you choose to utilize your work email, we request and encourage you to make sure this email address is approved so you receive communications regarding the conference and your session. To ensure that you receive these email communications please add presenters@audiology.org to your address book. If you don't start receiving emails, please check your spam folder. You may, of course, choose to use your personal email address instead but please make sure you are checking it regularly.

Adhering to these deadlines will greatly assist in ensuring your session is promoted promptly and displayed correctly on the online planner website and within the conference app.

Closer to the conference, there will be a speaker communication outlining all the items you will need to be aware of on-site to make your presentation and ensure the overall conference experience is successful. All presenters are required to be onsite in New Orleans and pay the appropriate registration and travel fees. The program will be published online. For up-to-date meeting information, please visit the AAA 2025 HearTech+Expo website often. The Online Conference Planner which will include all programming and special events including session details will be available to attendees in mid-January. Your adherence to our deadlines to make the Online Conference Planner as robust as possible when launched is greatly appreciated.

Should you have any questions along the way, please feel free to reach out to presenters@audiology.org for assistance.

Thank you for contributing your learnings, research, and expertise to 2025 AAA+HearTECH Expo.