How to Submit for AMTC
Air Medical Transport Conference

A HANDY GUIDE FOR ASPIRING SPEAKERS

PRESENTED BY: AAMS
Getting Started: What will I need?

You will need the following ready for your submission:

- Session Title
- 3-5 Learning Objectives
- Brief Outline
- Session Description
- Speaker Information** (Name, company, email, etc.)
- Speaker Educational History (degrees, certifications & years obtained)
- Speaker Experience (what qualifies you to speak on the topic)

**ALL speakers must be listed, even if you are the submitter too! The Lead Speaker should always be listed first.**
You will need to create a login account. Keep the information on-hand for future AMTCs!
Speaker or Abstract?

- If you are submitting an AMTC Education Session, choose Speaker Submission.
- If you are submitting for Scientific Assembly, choose Abstract Submission.
Submitter vs Speaker

If you are one of the speakers, but also submitting, you need to fill out BOTH fields.

The Primary Speaker must be listed in Order 1.
### What about the title?

**Do’s**
- If you can, make it catchy or a teaser for your description.
- Think of what would make you want to read the description.

**Don’ts**
- Don’t spell out your entire presentation. Lengthy titles don’t get attendee attention.

**Be aware of the 110 character limit for titles when submitting; this includes spaces.**
Learning Objectives

These statements should define what the attendee will get out of your lecture, such as skills, or knowledge of concepts or methods spoken about.

- **Examples:**
  - Remember: “The attendee will be able to identify the three most common reasons why insurance claims are denied.”
  - Apply: “The attendee will be able to determine which method of treatment is best for this type of patient.”

Need further help? Check out the Bloom’s Taxonomy page from University of Arkansas Teaching Innovation & Pedagogical Support
Descriptions, what NOT to do.

Keep descriptions short and sweet. Don’t summarize every detail of your session. Too much information or too little information may turn attendees away.

What would make you want to attend?

**Be aware of the 1000 character limit for descriptions; this includes spaces!**
Why an Outline?

Outlines not only help you plan out your lecture, but help the Education Committee understand what you really want to talk about!

- It does not have to be timed.
- Don’t try to carve out every detail of your talk.
Proofreading your submission, or having a colleague/collaborator look it over is always important.

Questions to ask:
- Are there any typos?
- Can someone new or with basic knowledge of the topic follow along?
- Does the flow of your presentation make sense?
The Time to Submit is NOW!

As always thank you for your submissions for AMTC!

The AMTC Education Subcommittee