

How to Submit for

AMTC

Air Medical Transport Conference



A HANDY GUIDE FOR ASPIRING SPEAKERS

PRESENTED BY:



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**.**

Submissions: The Site



2019 Air Medical Transport Conference (AMTC)

Welcome, Please Sign In

User Name:

Password:

This account is independent of your membership with an association or organization.

[Sign In](#) ▶

[I forgot my Password](#) ▶

[I forgot my User Name](#) ▶

Create a New Account

If you don't already have an account to sign into the collection / review system:

[Create an Account](#)

Submission Site

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.

Submission Type Submitter/Speakers Submission Information

Next Cancel Save

Submission Type

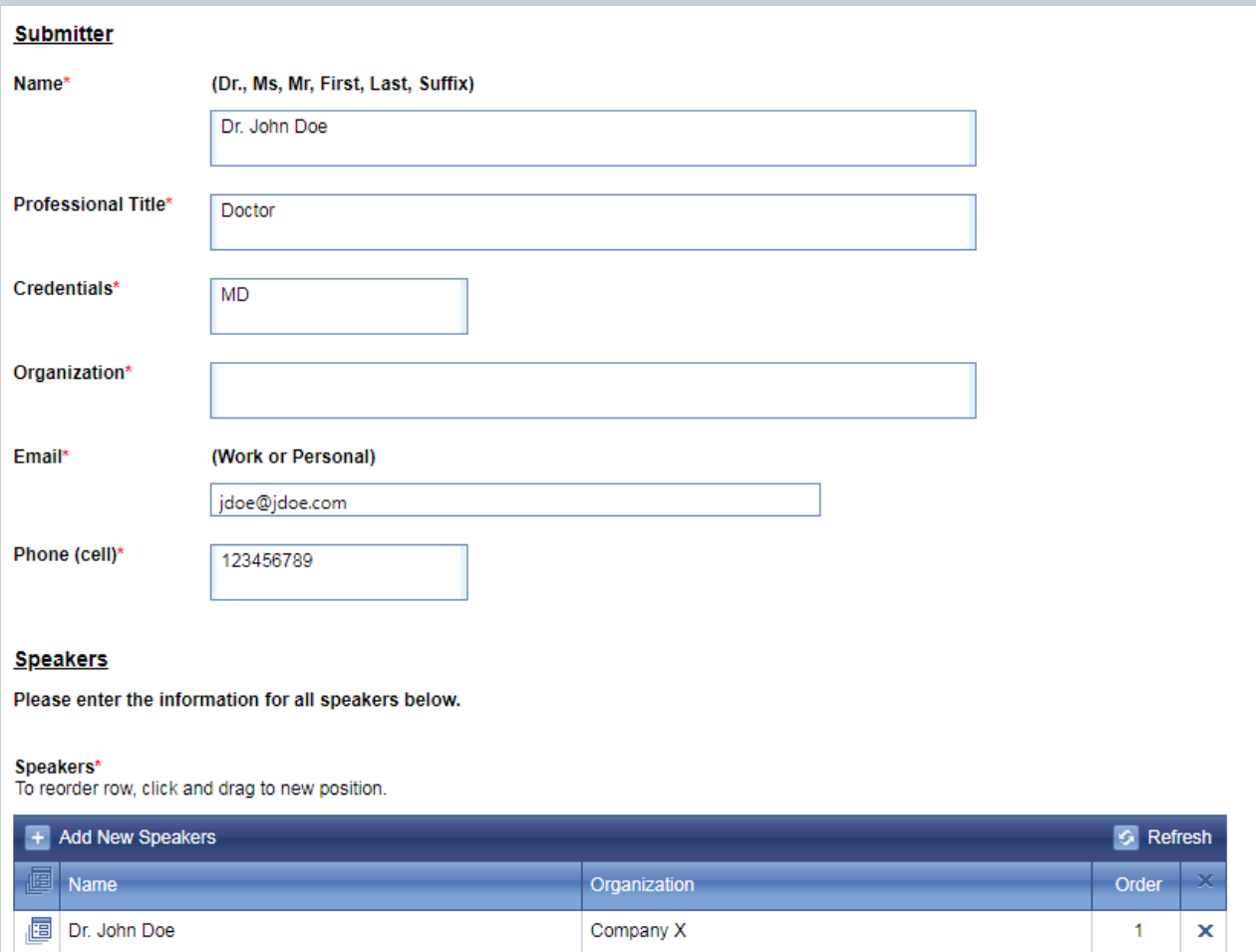
Submission Type* Speaker Submission ▼

Next Cancel Save

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.



Submitter

Name* (Dr., Ms, Mr, First, Last, Suffix)
Dr. John Doe

Professional Title*
Doctor

Credentials*
MD

Organization*

Email* (Work or Personal)
jdoe@jdoe.com

Phone (cell)*
123456789

Speakers

Please enter the information for all speakers below.

Speakers*
To reorder row, click and drag to new position.

+ Add New Speakers		Refresh	
Name	Organization	Order	✕
Dr. John Doe	Company X	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.****

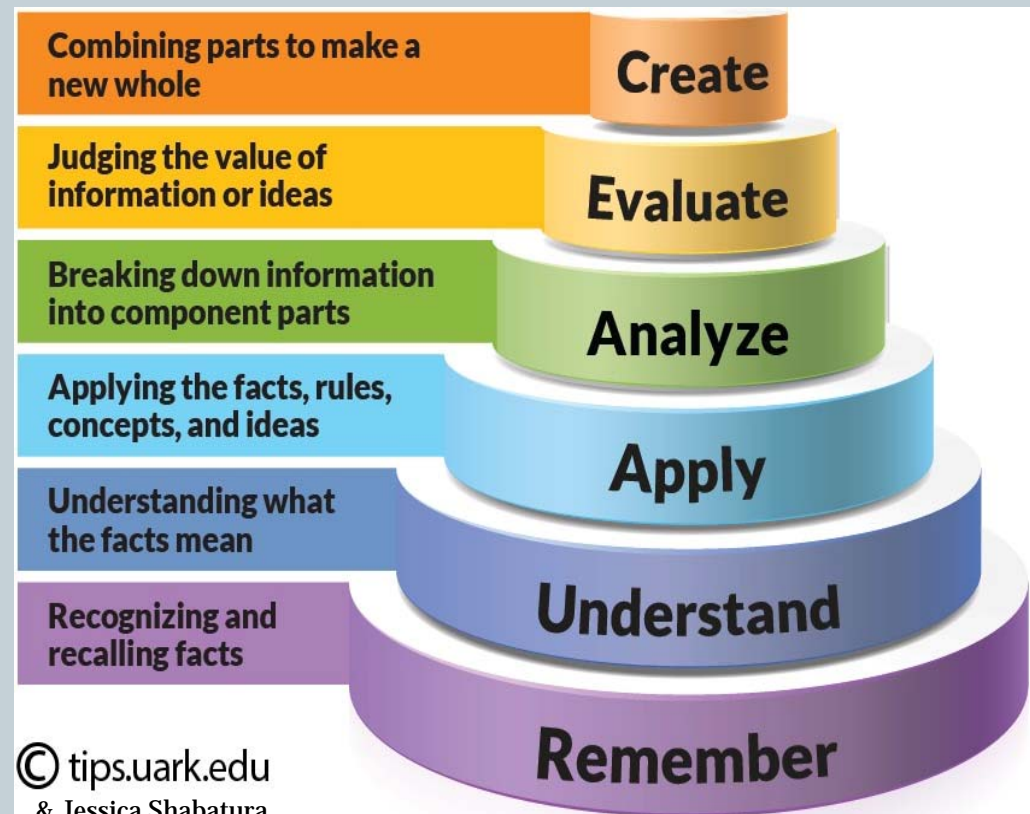
Learning Objectives

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.

Proofread!



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**

