



AZVT GUEST PRESENTER INFORMATION AND SUBMISSION GUIDE

Thank you for being a Guest Presenter for AZVT.

We greatly value presentations, wet labs/workshops, and other information presented by not only our members, but also experts within the field of veterinary medicine and research. Presentations from our Guests have been very well received and are greatly beneficial to our membership.

Some background information about AZVT, if you are unfamiliar with the Association:

“The Association of Zoo Veterinary Technicians (AZVT) was formed when a group of 13 zoo veterinary technicians and medical technologists met to discuss the need for a forum of continuing education in their highly specialized field. AZVT began with 29 members in 1981 and has grown to almost 400 members from around the world.” (from the Association of Zoo Veterinary Technicians website - <https://azvt.org/about>)

In 2011, AZVT became an approved American Association of Veterinary State Boards (AAVSB) provider of Registry of Approved Continuing Education (RACE) credits. Since then, the Program Chairs have sought RACE approval for the continuing education credits provided at the annual conference, benefiting those technicians that must have RACE-approved CE for their annual licensing requirements.

Below you will find some important information for our Guest Presenters. This information not only helps us provide presentation slots that are agreeable for your schedule, but also allows us to have information that we need in order to apply for RACE-approval for our Conference.

Thank you so much for contributing to our conference!

AZVT Program Committee Co-Chairs



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Dear AZVT Guest Presenter,

In order to provide the RACE Committee with appropriate information regarding your credentials (including degrees and certifications/registry/licensure) and/or special qualifications or experience in the subject area, please **submit a Resume or comprehensive Curriculum Vitae (CV)**. This information will be submitted to AAVSB via CEBroker (<https://cebroker.com/>) and allows the RACE Committee to better evaluate the speakers to award RACE Continuing Education (CE) credits.

In addition, we need information about your presentation / poster / workshop topic. This includes the format of your submission (presentation / poster / workshop), the RACE category your submission falls under, any special needs or requests for your presentation, and an objective statement. If you have an abstract that you would like to upload at the time of your submission, you may do that in the online Submission Form.

Guest Presenter Information: **This document serves as a Guide to the online submission GoogleForm.** Please provide the following information using the following link (<https://forms.gle/kJp2LJpcCLRZqEJ78>). There will be a place to upload your resume or CV directly into the GoogleForm.

Per the RACE Standards, 2021: “When submitting a program application, a CV or resume must be submitted for the program demonstrating a presenter’s qualifications to instruct on the specific subject matter to veterinarians and veterinary technicians.

Evidence of this qualification must be provided with the application by way of:

- a. A CV, or resume with credential information (such as degrees, diplomas, board certification, advanced degrees, current employment, affiliation, and any experience related to the subject matter)
- b. Any other evidence of special knowledge or experience in the subject area being presented, which can be demonstrated by a formal degree or significant time engaged in the field,
- c. Letters of reference (if the Presenter/Author does not meet the RACE Standards for the category submitted) that attest to the suitability of the presenter as a subject matter expert. They must be written within the past two years by two (2) individuals who are board certified specialists or with advanced academic credentials related to the subject matter.”

For further details, see RACE Standards, 2021, Section 7.04, p. 9-10.

Presenter Name

Organization/Affiliation

Contact Information (Phone and Email only)

Relevant Financial Relationships/Conflict of Interest:

Per the RACE Standards, 2021: “While Programs may reference specific products or services and be promotional in nature, they must not be or appear to be primarily for generating sales of a product or service” Section 6.02, p. 9. If you have questions about this, please contact the RACE Program Administrator

Indicate whether or not you need to submit letters of reference (**this is not common**)

Note: If you are **NOT board certified, have advanced degrees and/or demonstrate evidence of special knowledge in the subject area being presented**, RACE requires “...letters of reference that attest to the suitability of the presenter as a subject matter expert. They must be written within that past two years by **two (2)** individuals who are board certified specialists or with advanced academic credentials related to the subject matter.” RACE Standards, 2021, Section 7.04c, p. 10.

Upload your resume or CV directly into the online Submission Form

For questions about the submission form, please contact the Program Committee (conferenceprogram@AZVT.org)



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The following information is provided as a reference when filling out the online submission form. Please complete the online submission form at <https://forms.gle/kJp2LJpcCLRZqEJ78>

Title of Presentation, Poster, or Workshop:

Format (Select ONE):

- | | |
|--------------|-----------------------|
| Presentation | <input type="radio"/> |
| Poster | <input type="radio"/> |
| Workshop | <input type="radio"/> |

If Presenting, Please Indicate the Anticipated Length of Time Needed:

(Please Note: A **minimum of 30 minutes** is required by AZVT for RACE-approved CE)

Please Indicate any Special Needs:

(e.g. DVD player, overhead projector, internet connection, etc.)

Objective Statement (Requirement for RACE. Only ONE statement please.)

Please complete the following statement with measurable outcomes: **“At the conclusion of my presentation/poster, participants will be able to describe / summarize / identify/ etc...”**

You MUST include an Objective Statement in order to meet the requirements of the AZVT RACE application.

RACE Categories (Select ONE in the Submission Form online – this information provided for reference):

Medical Program

From the RACE Standards, 2021, Section 3.01: “Medical Programs include all conventional medical and surgical topics that are evidence-based, including the science of diagnosis, treatment, and prevention of disease as it relates directly to patients. It also includes topics in veterinary science that are not specifically clinical in nature but consider the comprehensive range of the practice of veterinary medicine and veterinary technology. This includes, but is not limited to, topics related to One Health and public veterinary practice, epidemiology, food safety, public health, animal welfare, antimicrobial stewardship, and in-service training for publicly employed veterinary medical professionals.

This category also includes medical and surgical subject matter that is case-based, anecdotal and/or undergoing scientific investigation. This includes some topics considered alternative and/or complementary veterinary medicine. Programs discussing topics considered alternative and/or complementary are acceptable if designed for an audience of veterinary professionals.” (p. 6)

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Non-Medical Program (Practice Management / Professional Development / Professional Wellness)

From the RACE Standards, 2021, Section 3.02: *“Non-Medical programs include those that serve the public interest by helping make veterinary medical professionals more competent and capable in the delivery of veterinary services, but that are not necessarily scientific or clinical in nature. This includes, but is not limited to, practice management, business management, regulatory compliance, jurisprudence, medical records, software management, and the art of veterinary practice, communication, and veterinary ethics. Programs in professional wellness may include, but are not limited to, mental health, depression, compassion fatigue, burnout, and suicide ideation.”* (p. 6)

You may upload an abstract or other document for publication in the AZVT Annual Conference Proceedings to the online Submission Form if you wish.

Please contact the Program Committee (conferenceprogram@AZVT.org):

- With your documentation for publication if you plan to submit it later
- With your preferred day / time for your presentation

For more information about presenting with AZVT, see the Program Committee website - <https://azvt.org/Presentation-Info>

For details about the AZVT Annual Conference, see the Annual Conference website - <https://azvt.org/page-7741>