AZVT REGIONAL CONFERENCE PRESENTER GUIDE

Dear Regional Conference 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 topic. This includes the title of your presentation, the RACE category your submission falls under, and an objective statement.

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/kXQwjTQRRzMvv33H8). 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 RACE Program Administrator
(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/kXQwjTQRRzMvv33H8

Title of Presentation, Poster, or Workshop:

Objective Statement *(Requirement for RACE. <u>Only ONE statement please.</u>)*

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

<u>**You MUST include an Objective Statement in order to meet the requirements of the AZVT RACE application.**</u>

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)
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)

For specifics about the Conference, please contact the Conference Organizer.

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