


Call for Proposals

WORK, STRESS, AND HEALTH 2009: GLOBAL CONCERNS AND APPROACHES



**The 8th International Conference
on Occupational Stress and Health
November 5-8, 2009**

Caribe Hilton Hotel, San Juan, Puerto Rico

Convened by

American Psychological Association
National Institute for Occupational Safety and Health
Society for Occupational Health Psychology
University of Puerto Rico

**Proposal Deadline for Posters, Papers, Symposia, and Roundtable Discussions:
March 16, 2009**

For online submissions
Por versión en español

<http://www.apa.org/pi/work/wsh.html>

The 8th International Conference on Occupational Stress and Health November 5–8, 2009

Join us for our eighth international conference on occupational stress and health. “**Work, Stress, and Health 2009: Global Concerns and Approaches**” will be held at the Caribe Hilton Hotel, San Juan, Puerto Rico, on November 5–8, 2009, with Preconference Workshops on November 5. This conference is convened by the American Psychological Association, the National Institute for Occupational Safety and Health, and the Society for Occupational Health Psychology.

The Work, Stress, and Health conference series is designed to address the constantly changing nature of work and the implications of these changes for the health, safety, and well-being of workers. This year the conference will highlight work, stress, and health as a subject of global concern affecting developed and developing countries alike. Numerous topics of interest to labor, management, practitioners, and researchers are covered in the series, such as work and family issues, workplace violence, long hours of work, the aging workforce, and best practices for preventing stress and improving the health of workers and their organizations. Expert presentations, panel discussions, and informal get-togethers with leading scientists and practitioners will provide an exciting forum for learning about the latest developments on an impressive range of topics (listed on pages 2–3).

We invite researchers, business and organizational representatives, labor leaders, and medical and social science professionals from all disciplines who are involved in research or practice in areas related to occupational safety and health to submit proposals for poster presentations, papers, symposia, and roundtable discussions that address the major topics listed below. **In keeping with our conference theme of global concerns and approaches, we are especially interested in receiving submissions that examine occupational stress, safety, and health research issues and prevention policies and programs from globally diverse perspectives.**

Relevant topics include but are not limited to studies of job stress, risk factors, and interventions in developing countries; emergent concerns in developed regions; prevention and educational initiatives by governmental agencies and NGOs around the world; national policies and guidelines affecting work, stress, and health; actions by national and international corporations and labor organizations; and international cooperation and networks to prevent stress. The conference will provide a venue for learning about issues that affect workers worldwide and will present unique opportunities for the exchange of knowledge and network building that could lead to new global partnerships.

Conference Topics

Use the two-digit topic number when completing the Proposal Cover Sheet (on page 11)

01 GLOBAL ISSUES AND CONCERNS

Job stress, risk factors, and interventions in developing countries; emergent risk factors in developed regions; government and NGO initiatives; national policies and guidelines; international networks and collaborations

02 BEST PRACTICES IN CREATING HEALTHY WORKPLACES

Organizational, individual, and multilevel interventions; policy and legislative developments; organizational learning; corporate social responsibility; program evaluation studies; model programs; practitioner toolkits; evidence-based practice; challenges for small businesses

03 COLLABORATIVE AND PARTICIPATORY APPROACHES

Labor–management initiatives; government–labor–business–university community partnerships; national and international collaborations

04 WORKPLACE DIVERSITY, MINORITY AND IMMIGRANT WORKERS, HEALTH DISPARITIES

Differential exposures and susceptibilities; race/ethnicity–related stressors; stress and immigrant status; workplace multiculturalism; culturally tailored prevention and intervention programs; discrimination (e.g., gender, age, race/ethnicity, disability); cultural competencies

05 WORKPLACE MISTREATMENT

Sexual harassment; violence by customers, clients, patients, coworkers, etc.; incivility; violence prevention programs; personal and organizational responses; characteristics of perpetrators and victims

06 CHANGING EMPLOYMENT ARRANGEMENTS

Contract and temporary work; self-employment; under- and over-employment; job insecurity; psychological contracts; part-time work

07 HUMAN RESOURCE MANAGEMENT AND BENEFITS

Health, pension, and other benefits; FMLA [Family Medical Leave Act] issues, disability benefits; pay equity and discrimination; workers' compensation programs; return to work; job accommodations

08 WORK SCHEDULES

Shift work; overtime/extended hours of work; flexible/compressed schedules; schedule design; telecommuting

09 WORK AND FAMILY

Work–family balance; work–family conflict; dependent care; formal and informal family supports; positive and negative spillover

10 WORK DESIGN AND WORKER HEALTH

Increased work pace; lean production; downsizing and resizing; globalization; outsourcing; continuous improvement; process reengineering; emerging technologies; job and task design

11 PSYCHOSOCIAL WORK ENVIRONMENT

Worker control; work pace and work overload; physical demands; organizational climate and culture; social support; supervision and leadership; participative programs

12 HIGH-RISK JOBS AND POPULATIONS

Younger and older workers; lower income workers; high-risk occupations (e.g., agriculture, construction, emergency responders, health care, manufacturing, military, mining, transportation)

13 TRAUMATIC STRESS AND RESILIENCE FOR WORKERS IN HAZARDOUS OCCUPATIONS AND DISASTER RELIEF OPERATIONS

Strategies for assessment, prevention, mitigation, and treatment of traumatic stress; assessing constructs of resilience applied to behavior and decision making under duress

14 PSYCHOLOGICAL AND BIOLOGICAL EFFECTS OF JOB STRESS

Depression and stress; musculoskeletal, cardiovascular, and immune system function; women's health concerns; obesity; alcohol and substance abuse; physiological and psychological pathways to health outcomes

15 SLEEP, FATIGUE, AND WORK

Effects of work schedules on sleep; sleep disorders and medications; health and productivity implications of sleep disruptions

16 AGING AND WORK STRESS

Job design for aging workers; work capabilities and limitations; attitudes toward aging workers; implications of an aging workforce; job retention and retraining; disability management and accommodations; health benefit implications

17 HEALTH SERVICES AND HEALTH AND PRODUCTIVITY MANAGEMENT

Health promotion; EAPs [Employee Assistance Programs]; vocational rehabilitation; career and work adjustment counseling; return to work; presenteeism; absenteeism; disability management; stress management; integrated prevention models

18 BUILDING A BUSINESS CASE FOR WORKPLACE SAFETY & HEALTH

Social and economic costs of safety and health; stress effects on performance, retention, and withdrawal; productivity costs of poor workplace health and design

19 SAFETY CLIMATE, MANAGEMENT, & TRAINING

Management commitment to safety; safety motivation and leadership; errors, near misses, and micro-accidents; hazard identification and elimination; barriers to eliminating or mitigating workplace hazards

20 PROFESSIONAL AND EDUCATIONAL DEVELOPMENT

Graduate and undergraduate training in occupational health psychology; teaching innovations; employee training programs; career development programs

21 THEORETICAL AND CONCEPTUAL ISSUES IN JOB STRESS

Personal, organizational, and cultural antecedents of stress; moderators of stress-outcome relationships; measurement of stress; theoretical developments

22 RESEARCH METHODOLOGY

Innovative research designs; mixed-method research; multidisciplinary research; measure development; case studies; econometric analysis; culturally competent methods

23 IMPROVING INTERVENTION METHODS AND PROCESSES

Field intervention design; engaging organizations in safety and health issues; barriers to safety and health initiatives; gaining access to organizations; disseminating research findings to organizations

24 NATIONAL AND INTERNATIONAL SURVEILLANCE (TRACKING)

Hazard surveillance strategies, methods, and programs; surveillance of stress and health; current trends

25 POSITIVE PSYCHOLOGY AND THE WORKPLACE

26 EMERGING RISKS, OPPORTUNITIES, AND ISSUES IN WORK, STRESS, AND HEALTH

Call for Proposals

Please submit proposals for the following sessions:

POSTER SESSIONS

Poster sessions provide for the direct interaction of authors/presenters with the participants. Posters will be grouped by content area. Each author/presenter will have the opportunity to discuss his or her work and to respond to questions. No paper sessions or symposia will be scheduled during the presentation of posters.

Poster presentations accepted for delivery will be bound by the same review process used for paper sessions. Detailed instructions on preparing a poster will be sent to authors whose proposals have been accepted.

PAPER SESSIONS

Papers will be grouped together by content area. Each presenter will be allotted 10 minutes in which to present his or her work. Each session will have 4 to 5 participants and will conclude with a discussion period. Paper sessions will be 75 minutes long. Those who submit proposals for papers are strongly encouraged to select “paper or poster” as an alternative to “papers only” to increase the probability of acceptance.

SYMPOSIA

A symposium is a focused session in which participants present papers with a common theme, issue, or question. The papers are submitted together by the chairperson or one of the authors. As a rule, the symposium should be limited to no more than four presenters. The format of a symposium consists of an introduction of the topic by the chairperson; each participant then presents his or her paper, followed by an interchange among participants and then between the audience and participants. Symposia sessions will be 75 minutes long. This year, continuing education (CE) credits may be offered for a select group of symposia that include material relevant to professional development.

ROUNDTABLE DISCUSSIONS

A roundtable discussion is a participative session that provides in-depth discussion of a specified topic. The format consists of a brief introduction by 2 to 4 presenters, followed by open discussion between the audience and presenters. Roundtable discussion sessions will be 75 minutes long. The

specific discussion format is up to the session organizers; however, it is recommended that they speak for no more than 5 minutes each to introduce the topic of discussion. Thereafter, the session should be informal and interactive.

Roundtable proposals may address any of the 26 conference topics described on pages 2–3. However, we are especially interested in receiving submissions addressing (a) global concerns and approaches in work, stress, and health; (b) making the business case for workplace safety and health; (c) collaboration with industry and labor; and (d) simple solutions (workplace stress interventions or solutions that are readily implemented and have broad application across a range of settings).

Continuing Education

The Work, Stress, and Health Conference Planning Committee is dedicated to improving its educational offerings to practitioners. Workshops, paper sessions, and symposia that meet the standards of the APA Continuing Education Committee may be eligible for CE credits. (CE credits will not be offered for posters and roundtable discussions.) This year, CE credits for other professional organizations may also be offered depending on the content of the submission and the CE guidelines for a given professional organization. Therefore, authors are encouraged to complete the form to request CE credits. Abstracts submitted with a completed CE form and a strong set of learning objectives will be given scheduling priority over similarly ranked abstracts with no CE content.

To request that a paper presentation or symposium be considered for CE credits, please complete the Continuing Education Form (on page 13) and return it with the other submission materials.

Please refer to page 8 for information about award competitions.

What to Submit

Please note that you may submit your proposal online at <http://www.apa.org/pi/work/wsh.html>

Proposals not submitted electronically must be placed on 8 ½ x 11-inch paper, single-sided, double-spaced, and attached to the Proposal Cover Sheet.

ABSTRACTS

Please submit a 600–800-word abstract of the proposed presentation in a poster session, paper session, symposium, or roundtable discussion. The text of the abstract should include a description of the problem and, if appropriate, the procedures, results, and conclusions of your work.

BRIEF SUMMARY (NEW TO WORK, STRESS, AND HEALTH 2009)

In addition to the abstract, please prepare a 3–4-sentence summary of each proposed presentation, which should include a brief description of the problem and, as appropriate, the procedures, results, and conclusions of your work. The brief summary will be used to assist with the planning of the conference program. If you are submitting your proposal in printed form, the brief summary must be on a separate page from the abstract.

PAPERS AND POSTERS

The Proposal Cover Sheet provided must be submitted with the abstract and brief summary of the presentation as described immediately above. The presenting author must also indicate whether the paper presentations should be considered for CE credits. (CE credits cannot be offered for posters.) If the paper presentation should be considered for CE credits, the presenting author should complete the Continuing Education Form on page 13.

SYMPOSIA

The chairperson and each presenter of a symposium must submit a Proposal Cover Sheet with the abstract and brief summary of each presentation as described previously. These materials should be submitted as one complete package. The symposium chairperson should list the order of presentations in his or her proposal and indicate whether the symposium should be considered for CE credits. If so, the chairperson should complete the Continuing Education Form on page 13.

ROUNDTABLE DISCUSSIONS

The chairperson of a roundtable discussion must submit a Proposal Cover Sheet with the abstract and brief summary of the presentation as described previously. These materials should be submitted as one complete package. The chairperson should list all presenters, describe what will be presented to the audience, and identify the purpose of the discussions (i.e., what you hope to achieve/learn/disseminate within the time allotted). Submission proposals should also describe the discussion format.

PUBLICATION OF ABSTRACTS

Abstracts may be posted electronically on the APA Web site and accessed through a keyword search. In addition, abstracts will be published in CD-ROM format. Authors of accepted proposals will have an opportunity to (a) revise their abstracts prior to publication and/or (b) submit Spanish translations of any abstracts they wish to have published in both English and Spanish. Detailed instructions for the publication process will follow.

Please refer to page 8 for information about award competitions.

Please note: If submitting in print form, include a full copy of the abstract (including author/contact information) and an anonymous copy of the abstract (with no author/contact information).

Additional Instructions

Be certain to include the following information on the Proposal Cover Sheet where appropriate.

TYPE OF PROGRAM

Choose your preference for submission type: poster only, poster or paper, paper only, symposium only, or roundtable discussion only.

TITLE

Titles must not exceed 15 words.

CONFERENCE TOPIC

Presenters should select up to three (3) two-digit topics from the Conference Topic list (see pages 2–3) that best fit the topic of the presentation and enter them on the Proposal Cover Sheet. Each presenter in a symposium must categorize his or her own presentation with one or two topics from the list that best fit his or her primary theme.

PROPOSALS WITH MULTIPLE AUTHORS

Proposals for presentations with multiple authors must clearly identify the author who will deliver the presentation (presenting author) and who will receive all correspondence (contact author—this may or may not be the same person). List name and highest educational degree and provide the mailing address, telephone number, fax number, and e-mail address.

COAUTHORS

For database purposes, please list the names of your presentation's coauthors and each coauthor's highest

educational degree, affiliation, and e-mail address on the Proposal Cover Sheet.

SCHEDULING OF PRESENTATIONS

Persons whose proposals have been accepted must participate at the presentation time scheduled or arrange to have the presentation delivered by an appropriate substitute. Persons with time constraints for religious or other reasons must bring this information to the attention of the Program Committee when submitting presentation proposals.

SCIENTIFIC PEER REVIEW

All proposals will undergo an anonymous scientific peer review by a panel of experts.

NOTIFICATION OF PROPOSAL STATUS

Proposals e-mailed or submitted online via the conference Web site will receive notification of the committee's decision via e-mail. For proposals submitted via regular mail, please indicate on the submission form whether you prefer to receive notification via e-mail or regular mail. **If you elect to receive notification via regular mail, you must enclose two prestamped, self-addressed envelopes: one for notification of receipt of the proposal and one for notification of the decision by the program committee.**

Proposal Deadline for Posters, Papers, Symposia, and Roundtable Discussions: March 16, 2009

CONFERENCE LANGUAGE

All proposals must be submitted only in English.

Efforts are being made to provide simultaneous translation for oral presentations, workshops, and tutorials.

Oral presentations may be made in Spanish or English.

Posters must be printed in English; however, translators will be available to facilitate discussions during poster sessions.

All written materials for tutorials and workshops will be provided only in English.

Special Events

The following sessions will be prearranged by the planning committee:

LUNCH WITH THE EXPERTS

New to this conference, these informal sessions—offered during the lunch hours on November 6 and 7—will give attendees the chance to meet and network with recognized experts in a given area. When registering at the conference, interested attendees can sign up and reserve a time to speak with the experts. This is your opportunity to ask about practically anything (i.e., career advice, feedback on research ideas) and to exchange knowledge, make connections, and talk with the experts in a relaxed, informal setting.

TUTORIALS

Tutorials are 60–75-minute seminars that educate audience members on a specific topic such as the state of science in a specified area, procedures to perform a statistical procedure, or how science can be applied to a stress and health problem in the workplace. To update and educate participants on specific topics in work, stress, and health, two types of tutorials will be presented: (a) state-of-the-art seminars that are designed mainly for researchers who want to gain a better understanding of scientific developments in specific research areas and (b) more general seminars designed mainly for students and practitioners who want to gain a broader understanding of the job stress field. Further details will be distributed as speakers and tutorial sessions are confirmed.

WORKSHOPS

Workshops are educational activities at the professional level, in which specific learning objectives are achieved through the active—not passive—involvement of participants. Workshops will be offered on **November 5**. Most, if not all, workshops will be eligible for CE credits. Information about workshop topics, instructors, fees, and registration procedures will follow.

SESSIONS FOR STUDENTS AND JUNIOR FACULTY

The conference will feature several events specifically devoted to students and faculty new to occupational health psychology:

- Professional development sessions addressing such topics as finding jobs in the field of stress and health; early career development; and identifying funding sources, writing grant proposals, and gaining organizational support for research
- A social networking event to promote interactions among students and among junior faculty
- “Lunch With the Experts,” where students and junior faculty will be able to interact with senior researchers
- Awards for early career achievement by junior faculty and for exemplary student research (see page 8 for more information)
- On-site job and internship postings

Conference Awards

Acknowledging Excellence!

In an effort to recognize accomplishments both at the conference and in the field of occupational health psychology, several awards will be presented at the conference, including:

- Lifetime Career Achievement Award
- Early Career Achievement Award
- Best JOHP Article (2008)

Nomination materials for the **Early Career Achievement Award** can be found on the conference Web site and are **due September 1, 2009**. Those nominations that acknowledge outstanding career achievements from young scientists and practitioners from around the world are particularly encouraged.

Additionally, two competitions for **Best Paper Awards**, based on papers accepted for the conference, will be conducted:

- The **Best Practices Intervention Evaluation Competition** will recognize outstanding evaluations of “best practices” interventions that partner researchers with industry and/or labor to prevent occupational injuries and illnesses and to promote safety and health at work. This evaluation may be of any type of best practice intervention in a program, study, or other activity relevant to occupational health psychology.
- The **Best Student Research Competition** will recognize and draw attention to the outstanding student research that is being conducted in occupational health psychology.

If you would like your submission to be considered for either of these competitions, please mark the appropriate check box(es) on the Proposal Cover Sheet. Essential information is available on the conference Web site regarding the procedures and timeline for both competitions.

- **Abstracts due March 16, 2009**
- **Full manuscripts** (based on conference-accepted abstracts) due to respective award committees:
 - **Best Practices: June 22, 2009**
 - **Best Student Research: August 1, 2009**

QUESTIONS?

For questions regarding the **Best Practices Intervention Evaluation Competition**, contact Julia Limanowski (jlimanowski@cdc.gov)

For questions regarding the **Best Student Research Competition**, contact Vicki Magley (vicki.magley@uconn.edu)

Registration Fees

Please read the submission instructions carefully. Incomplete or incorrect submissions will be returned. Submission of a proposal implies a commitment to present at the meeting.

All presenters, participants, and speakers are expected to register and pay the registration fee:

Early (through 10/10/09): \$330

Early Student (through 10/10/09): \$100

Late/On-Site (after 10/10/09): \$375

Late/On-Site Student (after 10/10/09): \$150

Society for Occupational Health Psychology (SOHP) Discount Rates

New/Renewing SOHP Member for 2010

Early (through 10/10/09): \$350

Late/On-Site (after 10/10/09): \$395

These rates apply to new and renewing SOHP members for 2010. The fees include conference registration and a 2010 membership to SOHP, including a one-year subscription to the *Journal of Occupational Health Psychology* and all other benefits of SOHP membership. Attendees interested in this rate should submit a completed SOHP new or renewing member application and mail it to:

Attn: Prof. Mo Wang
Department of Psychology
University of Maryland
College Park, MD 20742

SOHP membership applications will also be available at the conference for on-site registrants.

2010 SOHP Member

Early (through 10/10/09): \$310

Late/On-Site (after 10/10/09): \$355

These rates apply to SOHP members who have already renewed their membership for 2010.

To learn more about SOHP and obtain a membership application form, please visit <http://www.sohp-online.org>

Be sure to use the special WSH-SOHP 2010 membership application/renewal form posted on the SOHP Web site.

Registration and hotel reservation information available summer 2009.

Direct submission and all conference-related questions to:

Wesley Baker
Conference Coordinator
American Psychological Association
Public Interest Directorate
750 First Street, NE
Washington, DC 20002-4242

Phone: 202.336.6033
Fax: 202.336.6117
E-mail: WSHConference@apa.org

Reminder for printed submissions:

For notification of receipt of your printed submissions, include two stamped, self-addressed envelopes for each submission or indicate notification via e-mail on the Proposal Cover Sheet.

All submissions must be received by March 16, 2009 (Posters, Papers, Symposia, and Roundtable Discussions)

PRESENTATION PROPOSAL COVER SHEET

WORK, STRESS, AND HEALTH 2009: GLOBAL CONCERNS AND APPROACHES

Proposal Deadline for Posters, Papers, Symposia, and Roundtable Discussions: **March 16, 2009**

Type of Presentation

- Symposium Paper Only
 Poster Only Paper or Poster
 Roundtable Discussion

Topic/Subtopic Number

(3 selections, rank-ordered, from Conference Topic list)

- (1) _____/_____
(2) _____/_____
(3) _____/_____

Title of Presentation or Symposium (15 words maximum)

Award Competitions (Please check if you also wish to have your proposal considered for one of the competitions. See the conference Web site for further submission details and schedule.)

- Best Practices Intervention Evaluation Competition
 Best Student Research Competition

Name: _____

First name M.I. Last name Degree

Please check all that apply

- Presenting author
 Symposium chair (For symposia, please complete entire Proposal Cover Sheet for each presenter.)
 Participant in a symposium: _____ (Order of presentation)
 Discussant (Note: A discussant is not required, and in the case of a symposium, a discussant may or may not be the chair.)
 Contact author (responsible for all communication with APA, and in the case of a symposium, responsible for dissemination of all APA information to all symposium participants.)

Institution/Organization

Complete Mailing Address

Street _____

City _____ State/Province _____

Zip code _____ Country _____

E-mail: _____

Telephone numbers:

Office: _____

Home: _____

FAX: _____

Nature of Submission (check all that apply)

- Empirical study or research program
 Literature review
 Policy
 Proposal for an empirical study
 Secondary analysis
 Theoretical exposition or development
 Other (please specify) _____

Focus of Research (check all that apply)

- Applied research Basic research
 Evaluation Intervention
 Research-to-practice Surveillance
 Training
 Other (please specify) _____

Timing/Schedule of Data Collection and Analysis

1. Data collection (check one)
 Not yet concluded Completed
 Not applicable
 Other (please specify) _____
2. Results for the conference (check one)
 No results will be ready by the time of the conference
 Preliminary results will be available for the conference
 Results will be completed for the conference
 Not applicable
 Other (please specify) _____

Population/Sample/Study Participants

1. Primary nation or country where the study was conducted
Primary nation/country (please specify) _____

Population/Sample/Study Participants (continued)

Other nations/countries study was conducted in
(please specify) _____

Submission not applicable to a particular nation or country

2. Occupation/industry categories (check all that apply)

- Agriculture, forestry, fishing
- Construction
- Health care and social assistance
- Manufacturing
- Mining, including oil and gas extraction
- Services, including government and public services
- Transportation, warehousing, and utilities
- Wholesale and retail trade
- Specific occupation(s) or industry(ies) (please specify)

- Applicable to all occupations/industries
- Submission does not consider occupation(s) or industry(ies)

Summary Keywords

(Please indicate in the space provided the keywords that best describe your study)

Please check your professional area

- Administration Advocacy Consumer service
- Education Public policy Research
- Service organization Other (please specify)

Please check your professional discipline

- Consumer EAP specialist
- Epidemiologist Higher education
- Labor-affiliated professional Lawyer
- Management specialist Nurse
- Occupational medicine Physician (nonpsychiatrist)
- Policymaker Psychiatrist
- Psychologist Public health specialist
- Social worker Other (please specify)

Please check your primary affiliation

- Government agency
- Hospital/health care industry
- Labor organization
- Nonprofit organization
- Private industry
- Private practice
- Public health agency
- University
- Other (please specify) _____

Coauthors (List the names, degrees, affiliations, and e-mail addresses for ALL coauthors. If no list is enclosed, we will assume that there is only one author.)

Consider This Proposal for CE Credit? (paper and symposia only)

- Yes No

(if yes, please complete the CE Form on page 13)

Presentation Language

- My presentation will be in English
 - I am only able to present in Spanish
- (Note: All posters must be printed in English)

Audiovisual Equipment Needed

- Overhead projector PowerPoint

Notification

- I have enclosed two stamped, self-addressed envelopes
- I prefer to be notified via e-mail (indicate e-mail address to use): _____

Enclosure Checklist

- Presentation Proposal Cover Sheet (one for each presenter)
- Copy of full abstract for each presenter
- Copy of brief summary for each presenter
- Copy of anonymous abstract for each presenter
- Copy of anonymous brief summary for each presenter
- Continuing Education Form (if presentation is to be considered for CE credits)
- Two self-addressed, stamped envelopes (if necessary)

If submitting a symposium, also include

- Presentation Proposal Cover Sheet (one for each participant)
- Copy of abstract of full symposium
- Copy of brief summary of full symposium
- Copy of anonymous symposium abstract
- Copy of anonymous brief summary of symposium

Continuing Education Form

In order to consider a paper presentation or symposium for CE credits, information about the learning objectives and the proposed audience for the symposium is required. If you are submitting online, please e-mail this form to WSHConference@apa.org, or send by mail to

Wesley Baker
Conference Coordinator
American Psychological Association
750 First Street, NE
Washington, DC 20002-4242

Paper title: _____

Presenting author: _____

Symposium title: _____

Symposium chair: _____

Learning Objectives

Every session offered for CE credits must have predetermined learning objectives. Rather than a description of topics to be covered, learning objectives should clearly define what the participant will know or be able to do as a result of having attended the session. Learning objectives must be observable and measurable. Learning objectives should (a) focus on the learner and (b) contain action verbs that describe measurable behaviors.

Verbs to consider when writing learning objectives include the following: *list, describe, recite, write, compute, discuss, explain, predict, apply, demonstrate, prepare, use, analyze, design, select, utilize, compile, create, plan, revise, assess, compare, rate, and critique.*

Verbs to avoid when writing learning objectives include the following: *know, understand, learn, appreciate, become aware of, or become familiar with.*

Examples of well-written learning objectives include the following:

1. Identify the primary characteristics that define an incident as “workplace violence.”
2. List the antecedents and consequences of workplace violence.
3. Design a workplace violence prevention plan.
4. Describe how an epidemiological surveillance system can be used in organizational settings for workplace violence prevention.
5. Develop a list of variables to be included in a surveillance system for workplace violence prevention.
6. Assess the effectiveness of the workplace violence prevention plan by using specific evaluation criteria.

Please write the 2–6 learning objectives to be accomplished during the paper presentation or symposium:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Audience

Please check the discipline(s) for which the symposium is most relevant:

- Industrial hygiene
- Law
- Management
- Medicine
- Nursing
- Occupational safety
- Psychology
- Social work
- Other (please specify) _____

Once the peer-review process has been completed, the chairpersons of the symposia that have been accepted may be contacted to complete the remaining requirements necessary for certification through APA’s Continuing Education system or other relevant professional organizations.

For online submissions, please visit <http://www.apa.org/pi/work/wsh.html>

**Direct submission and all
conference-related questions to:**

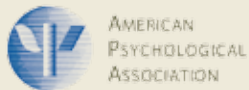
Wesley Baker
Conference Coordinator
American Psychological Association
Public Interest Directorate
750 First Street, NE
Washington, DC 20002-4242

Phone: 202.336.6033
Fax: 202.336.6117
E-mail: WSHConference@apa.org

REMINDER FOR PRINTED SUBMISSIONS:

For notification of receipt of your printed submissions, include two stamped, self-addressed envelopes for each submission or indicate notification via e-mail on the Proposal Cover Sheet.

**All submissions must be received
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PSYCHOLOGICAL
ASSOCIATION**

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Washington, DC 20002-4242

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