

National Ergonomics Conference & ErgoExpo 2021 Program Information & Proposal Requirements

National Ergonomics Conference and ErgoExpo is back and planning an exciting program for 2021. We're eager to bring everyone together to share the tools and ideas that will move our community forward through the challenging times ahead.

Like all of you, we're eager to get face-to-face with our friends and peers again — safely in our Vegas home at the **Paris Hotel, November 2-5**. The National Ergonomics Conference is proud to continue to offer thought-provoking ideas and tangible tools and strategies to help ergonomic and safety professionals improve productivity, product quality and profitability while reducing workplace injuries.

Attendees include professionals interested in building a safer and more productive workplace such as:

- Corporate Executives & Officers
- Ergonomists
- Safety Managers/Engineers
- Ergonomics & Safety Team Members
- Facilities Designers & Managers
- RTW & Workers' Comp Managers
- HR Managers
- Industrial Engineers/Hygienists
- Insurance & Risk Professionals
- Occupational Health Professionals
- Safe Patient Handling/Lift Team Managers
- Physical & Occupational Therapists
- Product Designers
- Risk Managers

We are looking for proposals from speakers interested in presenting at the **27th National Ergonomics Conference and ErgoExpo**. Proposed topics should be of an educational nature. Proposals including new research, case studies with proven results, advanced level knowledge and innovative subject matter are encouraged. All sessions must include specific strategies for attendees.

2021 Educational Program Tracks

We've aligned our session tracks to reflect the scope of the complex issues facing the ergonomics industry now and moving forward. We seek presentations and presenters that will help attendees address the issues and trends they face across these categories.

Program Management

OSHA and other compliance issues; success stories - reducing workers' comp costs, return on investment (ROI), budget management, gaining management/employee buy-in, employee engagement, multiple site and global programs, metrics and benchmarking, communications and team-building, 24/7 operations and shift work, lean and Six Sigma for process optimization, green ergonomics and LEED.

Office Ergonomics

Office and call center design, computer workstation set up, ergonomic seating, office furniture and computer peripheral design, telecommuting/mobile workforce needs, accommodating a diverse workforce, agile working strategies. Open plan office, RTW, employee accommodations.

Advances in Ergonomics Technologies (New for 2021)

Exoskeleton design, evaluation, and implementation, AI/Computer vision technology assisted workplace measurement and analysis, wearable technology implementation and evaluation, online and mobile applications that streamline ergonomics processes.

Industrial Ergonomics & Safety

Work-related musculoskeletal disorders (lower extremity risk, upper extremity risk), manual material handling, workstation and equipment design, hand-tool selection and use, sitting and standing work, fatigue, shift work, occupational vibration — measurement & risk, personal protective equipment, slip and fall prevention, job & task training, incident investigation and return to work strategies.

Healthcare Ergonomics, Aging & Wellness

Special populations and emerging issues including the aging population, multigenerational workforces, obesity, and increased population diversity — specific accommodations and workplace design considerations including telehealth and tele-ergonomics. Lab topic focuses on technology, medical error reduction, pharmaceutical and lab ergonomics, patient-centric and caregiver-centric design, and safe patient handling.

Reviewers will evaluate all proposals based on overall quality, relevance to the industry, defined focus within the educational track structure, practical applications of material for attendees, timeliness of the topic and speakers' qualifications.

National Ergonomics Conference Proposal Requirements & Guidelines

Successful proposals will help the submission review panel envision the presentation and understand the value it will impart to attendees. For proper consideration, each submission should adhere to the following requirements.

Proposal Info

- Give your presentation a descriptive, engaging, and stand-out title. Think about your target audience and the issues that are top of mind for them. For example, the title *How to draft an Ergonomics Program* may be too generic to catch the attention of attendees but the title *How a Company in XYZ Industry Created a Multi-site Ergonomics Program* gives attendees a better idea of what content to expect.
- Make sure your abstract description contains enough detail so the selection panel has a clear grasp of what you're going to talk about, and what attendees will take away from it.
- Give **three** key learning objectives for attendees, clearly articulated, with measurable outcomes where applicable.
- Include the education level of the content: Basic, Intermediate or Advanced. *Note that Intermediate and Advanced sessions will be given selection preference.*
- List any evidenced-based references or supporting documents used for developing the presentation.

Presenter Info

- Explain presenter composition. *Sessions that include professionals directly involved in managing the implementation of ergonomic programs and solutions will be given preference by the selection panel.* Attendees tell us they benefit most from the firsthand experience of their peers facing similar challenges. While we value vendor and provider perspectives, ideal presentations should also include an employer-client engaged with the topic firsthand.
- **Please secure agreement to participate from all presenters before including them in your submission.** Panelist qualifications and connection to the subject matter are a key part of the selection criteria focus. While we understand that speaker changes can occur due to schedule availability, it is our expectation that proposed speakers will be ready and available to participate if the proposal is accepted.
- Proposals should include no more than two speakers unless it is a panel discussion, which should be limited to moderator with a maximum three panelists.
- Include names, full credentials, brief bios and contact information for each presenter.

Important Reminders

- **No selling or self-promotion of any kind.** Don't use your presentation as a platform to market your company or product. The promotion or endorsement of particular products, services or companies is strictly prohibited.
- Presentations from vendors will be considered, but proposals **MUST** include a client case study, presented by an ergonomics, safety or occupational medical professional.
- Make sure all corporate approvals are secured prior to making your speaking submission. Your photo, name, title and company brand will be promoted in our pre-event, onsite and post-event marketing activities.

More Ways to Help Your Proposal Stand Out

Proposal Creation Best Practices

- Feel free to submit up to three proposals. We're looking for diverse approaches across tracks. The more proposals we have to consider, the greater the chance we'll find an ideal fit for your material on the session agenda.
- Be passionate about your chosen topic.
- Avoid using undue amounts of jargon ... draft your proposal in plain language.
- Include specific strategies attendees can implement within their own Ergonomics and Safety programs. The best presentations give attendees a framework to envision how your ideas can be applied to the challenges they face.

- Start with your goal in mind. Consider the key ideas you want attendees to walk away with and develop your proposal around how you'll deliver those ideas and instill attendees with the urgency of your message.
- Keep in mind that participants learn not only from successes, but also from the lessons taken away from failed efforts.

Think Ahead to Your Presentation

- The most memorable session experiences are those that actively engage the audience in more than one way. If you're presenting a session in a traditional lecture style, consider adding a poll or a guess-the-answer question, or questions that attendees can answer by a show of hands.
- Tell a story.
- Don't pack your slides like your luggage. Slides should contain a minimum amount of information. Overloaded slides take the audience focus off of the presenter and are commonly known to be less effective at getting ideas across. You want your slides to help guide attendees through your presentation, rather than merely repeating what you're telling them.
- By all means include "for more information" slides with additional resources for attendees, but don't shortchange your presentation by spending time presenting that content. Refer to it briefly and let them know exactly where to access it.
- Rehearse your presentation before your colleagues and review your abstract to ensure that your presentation aligns with the proposal you've submitted.
- In addition to educational takeaways, we urge presenters to consider tangible resources or tools that attendees can use once they've returned to their employers. Examples include checklists, assessment forms, whitepapers, how-to's, toolkits, templates or worksheets.

Ready to submit a proposal? [Apply now](#).

And visit [National Ergonomics Conference & ErgoExpo](#) website for more information about our 2021 Conference Program.

2021 Important Deadlines

- Application Closes: May 1, 2021
- Final Selection Notification: June 3, 2021

If you have any questions or problems submitting your proposal, email ErgoExpo@theinstitutes.org.