

# iNRRTS SUBMISSION GUIDELINES

## Editorial for DIRECTIONS Magazine and Online Education

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Thank you for agreeing to provide iNRRTS with your Editorial. This editorial will be published in DIRECTIONS Magazine and will also be placed in the resource library on the iNRRTS website.

Here is what you'll need to enter and upload your editorial using the online form. The online form can be found here: <https://nrts.org/application-for-inrrts-editorial/>

- Editorial Title
- The editorial must be a minimum of 500 words with a max of 1,000 words.
- Primary contact information including email address and phone number.
- Contributor name(s), credentials, and short bio for each contributor
- A content contributor agreement and photo of each contributor. Photos should be JPGs with a recommended resolution of 300 dpi. Each photo should be a unique file and should not be embedded into a document.
- Support photos should also be JPGs with a recommended resolution of 300 dpi. Each photo should be a unique file and should not be embedded into a document.
- Support Photos must have signed media releases or faces in the photos will be blurred. A copy of the photo release(s) should be provided to iNRRTS when the article is submitted.
- Caption the support photos on a separate Word document, clearly labeled, i.e..
  - Photo1.jpg: Bobby trying his new gait trainer
  - Photo2.jpg: Training Bobby to use a head array
- Invoice for \$150 must be submitted to Amy Odom ([aodom@nrts.org](mailto:aodom@nrts.org)). The invoice must contain name, address, city, state, email address, telephone number, and must reference this specific article by title.
- The term **CRT Suppliers** should be used when referring to people who provide equipment. Note that iNRRTS registrants use the credential **RRTS**<sup>®</sup> or, if they are also RESNA-certified, **CRTS**<sup>®</sup>.
- iNRRTS is an international registry and iNRRTS articles are available to a global audience. We ask that authors keep this in mind when discussing issues related to practice and funding. While the bulk of participants will be CRT Suppliers, iNRRTS also has participation by other industry related professionals including clinicians, manufacturer representatives, and nonprofit agencies

Please contact Kathy Fisher at [kfisher@nrts.org](mailto:kfisher@nrts.org) with any questions or comments.



# iNRRTS MEDIA RIGHTS RELEASE FORM

## Consent for Use of Photographs, Audio, and Video Recordings

I, \_\_\_\_\_ (Subject) hereby give permission to the International Registry of Rehabilitation Technology Suppliers (iNRRTS) to use photographs and recordings of me in all forms of media for the following permitted uses:

- Educational resources** – Training, professional development, or continuing education.
- Case studies** – Clinical or professional examples in publications or presentations.
- Marketing educational content** – Promoting courses, webinars, or related programs.
- Professional presentations** – Conferences, workshops, or seminars.
- Promotional materials** – Website, social media, or printed outreach.
- Advocacy and awareness** – Promoting access to Complex Rehabilitation Technology (CRT).
- Archival purposes** – Historical or organizational documentation.

**Other**

### Photographs or Recordings – Description or List

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Print Subject's name: \_\_\_\_\_

Subject's signature: \_\_\_\_\_

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### If Subject is a minor or legally incapable to give consent:

Print Representative's Name: \_\_\_\_\_

Representative's signature: \_\_\_\_\_

Relationship to Subject: \_\_\_\_\_

Witness: \_\_\_\_\_

For more information contact Bill Noelting [бноелting@nrts.org](mailto:бноелting@nrts.org) 615.400.8696

This page represents an important part of iNRRTS' Continuing Education Policies.  
A signature is required on the speaker / content contributor agreement page.  
Submit the form with the CEU application.

## Category 6.3

### **iNRRTS Non-discrimination Policy for iNRRTS Continuing Education Program (iNRRTSCE)**

Effective Date: 1 March 2024

**Policy:** Any individual involved in developing or delivering learning events (webinars, classroom learning event, articles for CEU credit) are prohibited from discrimination or making explicit references of a discriminatory nature based on gender, ethnicity, religion, age, disability, socioeconomic status, and/or sexual orientation.

**Purpose:** iNRRTSCE goal is to provide high quality education for anyone involved in the field of Assistive Technology. Any type of discrimination is counter-productive to that goal and thus will not be tolerated in any form.

**RESPONSIBILITY:** It is the responsibility of the iNRRTSCE Staff to monitor and report any violation of this policy to the Executive Director. All speakers and authors involved with iNRRTSCE will be notified of this policy.

**PROCESS:** Speakers and authors will sign the iNRRTSCE Non-discrimination policy prior to CEU approval. Failure to comply with this policy will result in exclusion from any iNRRTSCE Program.

**REFERENCES:** *ANSI/IACET1-2013 Standard for CE/T 6.3*



Andrea Madsen, ATP  
iNRRTS Executive Director

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## Category 6.4

### Disclosure Policy for iNRRTS Continuing Education Program

Effective Date: 1 March 2024

**POLICY:** Disclosure must be made if a speaker or author has proprietary interest in products, instruments, devices, services or materials discussed in any learning event (webinars, classroom learning event, articles for CEU credit). Any source of compensation must be announced and/or identified in print.

**PURPOSE:** Disclosure is necessary to insure balance, independence and objectivity. Being affiliated with or employed by a company does not prevent a learning event from taking place. This disclosure makes the learner aware so as to develop their own opinion of the content.

**RESPONSIBILITIES:** It is the responsibility of the iNRRTSCE Staff to monitor and report any violation of this policy to the Executive Director. All speakers and authors involved with iNRRTSCE Programs will be notified of this policy.

**PROCESS:** Speakers and authors will sign the iNRRTSCE Disclosure Policy prior to CEU approval. Failure to comply with this policy will result in exclusion from any iNRRTSCE Program.

**REFERENCES:** *ANSI/IACET 1-2013 Standard for CE/T 6.4*



Andrea Madsen, ATP  
iNRRTS Executive Director

## Speaker / Content Contributor Agreement

***Please initial and sign this page. You will be asked to upload this document when completing the online application. A photo of this signature page is acceptable.***

\_\_\_\_\_ I have read and agree to comply with the iNRRTSCE Non-discrimination policy

\_\_\_\_\_ I have read and agree to comply with the iNRRTSCE Disclosure Policy

\_\_\_\_\_ I confirm the learning material is original work and that external supporting content will be acknowledged and properly referenced.

\_\_\_\_\_ I confirm that any necessary written permission has been obtained for the use of photos or copyrighted material.

This Speaker's signature represents compliance with the iNRRTS Continuing Education Program Policies outlined in the preceding pages.

### **For iNRRTS:**



Andrea Madsen, ATP  
iNRRTS Executive Director

### **For Speaker / Content Contributor:**

***By my signature below I agree to the terms of this agreement. I further agree that my presentation will be non-commercial in nature and will present a balanced view of the concepts, technology and applications described.***

Name of Speaker: \_\_\_\_\_ Date: \_\_\_\_\_  
(Content Contributor)

Signature: \_\_\_\_\_