



## Proposal Format Requirements

### *Common Interest Roundtable Discussions*

Common Interest Roundtable Discussions are topic-specific discussion groups. The purpose is to provide an informal mechanism for sharing experiences, ideas, even studies or curricula in progress. Leaders will briefly present the topics for discussion and then facilitate discussion among breakfast table participants. (No audiovisual equipment or flip charts will be provided, but presenters are encouraged to provide handouts.) Common Interest Roundtable Discussions are 60 minutes.

Submit a structured proposal in **800 words** or less that includes the sections described below. To ensure blind review, please do not include any identifying information (persons, institutions, etc.) in the structured proposal field.

#### **Structured proposal**

- **Rationale:** Identify the roundtable discussion topic(s) and explain why these topics are timely and important to medical education
- **Introduction:** Describe the background, literature review, and/or needs assessment of the roundtable discussion topic(s)
- **Outcomes:** Identify the goals of addressing the roundtable discussion topics
- **Discussion Triggers:** Identify main discussion questions that are central to achieving the roundtable outcomes

**Reference List:** List of relevant references used to place the proposed presentation in the context of current thought and practice. This does not count toward the proposal word limit.

**Duration:** 60 minutes

**Abstract:** Provide an abstract of the session in 50 words or less. If accepted, this abstract will be included in the conference program.



## Proposal Format Requirements

### *Descriptive Sessions*

Descriptive Sessions provide overviews or results of projects, programs, or strategies. The Program Committee will identify and group common topics among the selected proposals. A moderator will be chosen to coordinate the presentations and help facilitate discussion and exchange between the audience and presenters. Each Descriptive Session will include several 10-15 minute presentations with time allotted for audience discussion and exchange.

Submit a structured proposal in **800 words** or less that includes the sections described below. To ensure blind review, please do not include any identifying information (persons, institutions, etc.) in the structured proposal field.

#### **Structured proposal**

- **Introduction:** Describe the background, literature review, and/or needs assessment
- **Program:** Describe the methods of the study or the design of your program or project
- **Results:** Display and discuss the results of your data analysis or the evaluation of your project or program
- **Closure:** Conclude with a summary, conclusions, implications, and/or caveats

**Reference List:** List of relevant references used to place the proposed presentation in the context of current thought and practice. This does not count toward the proposal word limit.

**Duration:** 10-15 minutes

**Abstract:** Provide an abstract of the session in 50 words or less. If accepted, this abstract will be included in the conference program.



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## Proposal Format Requirements

### *Digital Poster Sessions*

The purpose of the Digital Poster session type is to have multiple presenters share unique programs, policies, measurement strategies, or projects that focus on medical education and its improvement. Each presenter will make a 5-10 minute presentation with time allotted for audience discussion and exchange. After all presentations are introduced, attendees will be invited to learn more about the projects by joining authors for a roundtable discussion, allowing for a more in-depth examination of the topic. Presenters will be expected to provide handouts to participants. All authors must submit accepted poster slides to the program chair prior to the conference.

Submit a structured proposal in **800 words** or less that includes the sections described below. To ensure blind review, please do not include any identifying information (persons, institutions, etc.) in the structured proposal field.

#### **Structured proposal**

- **Rationale:** Why is this topic of interest to the Generalists?
- **Outcomes:** What are your intended or expected results for this Digital Poster? What do you hope to achieve
- **Discussion Triggers:** After you present your digital poster, participants will have the opportunity to learn more about the projects by joining authors for a roundtable discussion. What open-ended questions will you use to stimulate the discussion for this Digital Poster?

**Reference List:** List of relevant references used to place the proposed presentation in the context of current thought and practice. This does not count toward the proposal word limit.

**Duration:** 10 minutes

**Abstract:** Provide an abstract of the session in 50 words or less. If accepted, this abstract will be included in the conference program.



## Proposal Format Requirements

### *Panel Discussion*

A Panel Discussion features several individuals presenting their ideas regarding a specific issue or topic and responding to questions. A moderator will facilitate panel comments and audience participation. Proposals for Panel Discussions should include identification of all panelists by role/title (not name or institution), an abstract by each panelist to clarify their perspective on the topic, anticipated total session time, and the method by which audience interaction will be facilitated.

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#### **Structured proposal**

- **Rationale/Background:** What is the background for the panel discussion topic?
- **Panelists:** List the participating panelists. Include their titles or professional roles. Explain how each panelist will contribute to the discussion.
- **Session Outline:** In general terms, explain how you propose the panel discussion will proceed. Indicate how much time each panelist will use and how the audience will be involved.

**Reference List:** List of relevant references used to place the proposed presentation in the context of current thought and practice. This does not count toward the proposal word limit.

**Duration:** Select between 60 and 90 minutes

**Abstract:** Provide an abstract of the session in 50 words or less. If accepted, this abstract will be included in the conference program.



## Proposal Format Requirements

### *Pecha Kucha*

Pecha Kucha is a presentation style that allows rapid sharing of rich information. The presentation process compels presenters to provide the most important information efficiently. Each presenter selected will show 20 images, each for 20 seconds. The images advance automatically and the presenter talks along with the images – each presentation lasts for 6 minutes and 40 seconds. Because of this, practicing the presentation at least six times is crucial to giving a good pecha kucha talk. Never heard of Pecha Kucha format? Here's some additional information about it, and about how to get started:

- <http://www.pechakucha.org>
- <http://avoision.com/pechakucha/guide-to-making-a-pecha-kucha-presentation-getting-started>

Submit a structured proposal in **800 words** or less that includes the sections described below. To ensure blind review, please do not include any identifying information (persons, institutions, etc.) in the structured proposal field.

#### **Structured proposal**

- **Introduction:** Describe the background, literature review, and/or needs assessment
- **Program:** Describe the methods of the study or the design of your program or project
- **Results:** Display and discuss the results of your data analysis or the evaluation of your project or program
- **Closure:** Conclude with a summary, conclusions, implications, and/or caveats

**Reference List:** List of relevant references used to place the proposed presentation in the context of current thought and practice. This does not count toward the proposal word limit.

**Duration:** 6 minutes 40 seconds

**Abstract:** Provide an abstract of the session in 50 words or less. If accepted, this abstract will be included in the conference program.



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## **Proposal Format Requirements**

### ***Problem Solving Sessions***

Problem Solving Sessions are designed for intensive, small group discussion focused on a particular issue, theme or problem. The presenter introduces the sessions by providing stimulus material and is also responsible for organizing small group interaction on the topic. A variety of small group formats can be used to explore potential solutions or alternatives. At the end of the small group sessions, the groups share their ideas, and a summary statement is developed.

Submit a structured proposal in **800 words** or less that includes the sections described below. To ensure blind review, please do not include any identifying information (persons, institutions, etc.) in the structured proposal field.

#### **Structured proposal**

- **Rationale/Background:** What is the background of this problem? What is its significance for Generalists?
- **Problem Presentation:** How do you propose to present the problem to the session participants?
- **Small Group Activities:** Exactly how will you involve the participants in seeking solutions for the problem (e.g., role-plays, paper cases, videos, etc.)? How will you facilitate the search for answers? How much time will you allot to each activity?
- **Summarization:** How will you collect and collate the ideas from the participants? How do you propose to achieve consensus? How much time will you use to present summary statements?

**Reference List:** List of relevant references used to place the proposed presentation in the context of current thought and practice. This does not count toward the proposal word limit.

**Duration:** Select between 60 and 90 minutes

**Abstract:** Provide an abstract of the session in 50 words or less. If accepted, this abstract will be included in the conference program.



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## Proposal Format Requirements

### *Skill Acquisition Sessions*

Skill Acquisition Sessions are instructional sessions in which presenters teach particular skills or techniques. The session should accomplish specific learning objectives designed to provide Generalists with increased competence in some area of medical education. The session should include opportunities for practice and feedback. When this is not possible, the sessions must include time to discuss how skills can be applied in the participants' work settings.

Submit a structured proposal in **800 words** or less that includes the sections described below. To ensure blind review, please do not include any identifying information (persons, institutions, etc.) in the structured proposal field.

#### **Structured proposal**

- **Proposed Skill:** Clearly describe the skill you propose that the participants will learn during the session.
- **Rationale/Background:** Why is the proposed skill one that Generalists need? What is the background and significance of your proposal?
- **Learning Activities:** Exactly how will you involve the participants in skill development (e.g., role-plays, paper cases, videos, etc.)? How much time will you allot to each activity of the proposed session?

**Reference List:** List of relevant references used to place the proposed presentation in the context of current thought and practice. This does not count toward the proposal word limit.

**Duration:** Select between 60 and 90 minutes

**Abstract:** Provide an abstract of the session in 50 words or less. If accepted, this abstract will be included in the conference program.