

**Central Group on Educational Affairs
Association of American Medical Colleges
Lessons Learned in Medical Education
Spring Conference 2012**

Call for Proposals

March 29-31, 2012

Washington University School of Medicine

St. Louis, Missouri

Proposal Deadline: 11:59 pm CST, December 1, 2011

Use the following link to submit your abstract:

<http://ocrmedev.healthcare.uiowa.edu/cgea2012/>

Using a variety of learning strategies, this conference aims to establish a forum for disseminating best practices in medical education and to equip medical educators with the necessary skills to develop, implement, and maintain successful curricular programs at all levels of training.

General Procedures & Policies

The following procedures and policies must be adhered to. Failure to follow these policies may result in submissions not being reviewed.

- **Submissions Must Be Submitted by the Deadline:** The submission deadline is December 1st at 11:59 PM. No late submissions will be accepted.
- **Participant Attendance Requirement:** All presenting authors of accepted submissions are expected to register at least one month prior to the meeting, attend the CGEA Annual Meeting and be present at the scheduled sessions. Submission is a commitment to do so.
- **Participation Limits:** CGEA members are encouraged to submit as many proposals as they would like. In order to encourage broad participation in the annual meeting, an individual may not appear on the program more than 4 times and accepted proposals will be limited to no more than 2 first author acceptances. This does not include participation in IME/RIME posters, invited sessions or any session connected with the CGEA Executive Committee, such as business meetings, etc.
- **Expectations for Accepted Submissions:** If your submission is accepted, the following apply:
 - All presenting authors of workshops, panels, small group discussions, and MERE sessions must register for the meeting.
 - At least one author for poster sessions and RIME oral presentations (who is familiar with the work and can present findings and answer questions) must register for the meeting.

Submission Instructions

The CGEA is calling for proposals in the following formats:

- Innovations in Medical Education poster
- Research in Medical Education poster or oral abstract presentation
- Small group discussion
- Workshop
- Panel discussion
- Medical Education Resource Exchange (MERE) Session
- Research in Medical Education consultation

1. All submissions must be received via email no later than **December 1, 2011**. Use the link on the first page. Email Kristi Ferguson (Kristi-ferguson@uiowa.edu) if you have difficulties with this site.
2. Each submission will be reviewed by at least three peers.
3. Notification of the outcome of the review will be sent to the first author by the end of January 31, 2012.
4. Presentation is contingent upon the presenting member (usually the first author) registering for the CGEA conference. Presenter(s) of accepted proposals must be registered for the conference one month prior to the conference. Presenters who do not meet this requirement are subject to cancellation of their presentation.

Proposals submitted for **Innovations in Medical Education (IME)** will be evaluated and selected for poster presentation based on:

- Interest to CGEA membership
- Current relevance and importance
- Originality and innovation
- Clarity of project description

Proposals for **Research in Medical Education (RIME)** will be evaluated and selected for poster or oral presentation based on:

- Originality
- Clarity of writing
- Theoretical and practical significance
- Quality of research design and methods
- Relevance and quality of findings and conclusions

FORMATS & INSTRUCTIONS FOR PROPOSALS

Innovations in Medical Education (IME) Poster

Purpose: To promote dissemination and discussion of educational innovations.

Time/Format: Posters will be exhibited on Friday and Saturday. Presenters are expected to be available at the poster session on Friday evening to discuss their innovation with session attendees.

Proposal Requirements for IME posters: A 400-word abstract outlining:

- Objective or purpose of innovation
- Need for innovation
- Instructional methods and materials used
- Educational outcomes
- Innovation's strengths and areas for improvement
- Feasibility of maintaining program, and transfer to other schools or programs

Research in Medical Education (RIME) poster or oral abstract presentation

Purpose: To promote dissemination and discussion of completed research and its application to medical education.

Time/Format: Submissions will be selected for either poster or oral presentation based upon strength of peer reviews. Presenting authors should be familiar enough with the project to discuss relevant literature, present findings and answer questions. Oral presentation is a 15-minute overview of the research. Poster presentations are Friday evening and Saturday morning.

Proposal Requirements for RIME presentations: A 400-word research abstract outlining:

- Background including purpose and significance of the study
- Methods
- Results
- Conclusions

Small Group Discussion

Purpose: To provide a focused presentation on a topic followed by exchange between the presenters and the audience. Small group discussion topics may address administrative issues, curriculum, evaluation, assessment, or professional development. Presentations demonstrating collaborative work from multiple departments or institutions are especially encouraged.

Time/Format: 45 minutes, including a brief (20-30 minutes) presentation by 1 or more presenters, ample time for questions and comments from the audience, and responses by the presenters.

Proposal Requirements for Small Group Discussions: A detailed proposal (2 single-spaced pages or less) is required and must contain the following:

- Title
- Speaker(s)
- Rationale: Why the topic is important and its relevance to medical education
- Objectives: What participants will know or be able to do as a result of this session

- **Methods and Session Format:** Indicate amount of time to be allocated to each speaker or element of the program. Describe the format of the session and the methods that will be used to engage participants.
- **Experience:** In one sentence per speaker, describe the experience of the speaker(s)

Workshop

Purpose: To provide a skill-oriented, interactive experience for learners which will allow them to take home specific knowledge and skills.

Time/Format: 90 minutes for the workshop by 1 or more presenters. It is expected that the workshop activities will include hands-on practice and/or active learning for a good portion of the workshop time.

Proposal Requirements for Workshops: A detailed proposal (2 single-spaced pages or less) is required and must contain the following:

- Title
- Speaker(s)
- **Rationale:** Why the topic is important and its relevance to medical education
- **Objectives:** What participants will know or be able to do as a result of this session
- **Methods and Session Format:** Indicate amount of time to be allocated to each speaker or element of the program. Describe the format of the session and the methods that will be used to engage participants.
- **Experience:** In one sentence per speaker, describe the experience of the speaker(s).

Panel Discussion

Purpose: To examine diverse perspectives and approaches to educational subjects or issues, especially those requiring collaborative work from multiple departments or institutions.

Time/Format: 90 minutes for presentations by 2 or more panelists and a moderator followed by responses from the audience, and exchange between participants.

Proposal Requirements for Panel Discussions: A detailed proposal (2 single-spaced pages or less) is required and must contain the following:

- Title
- Speaker(s)
- **Rationale:** Why the topic is important and its relevance to medical education
- **Objectives:** What participants will know or be able to do as a result of this session
- **Methods and Session Format:** Indicate amount of time to be allocated to each speaker or element of the program. Describe the format of the session and the methods that will be used to engage participants.
- **Experience:** In one sentence per speaker, describe the experience of the speaker(s).

Medical Education Resources Exchange (MERE) Session

Purpose: To provide an opportunity for individuals or small groups to share innovations and resources from their home institution. Each individual or small group will have 5 minutes to present their resource, including distribution and discussion of materials with the session's participants.

Time/Format: 90 minutes on a selected topic, led by a moderator. The number of participants is limited to 20. Each presenter is to bring **20 copies** of their materials or electronic information on a USB memory stick to distribute to other participants.

Proposal Requirements for MERE sessions: A detailed proposal (2 single-spaced pages or less) is required and must contain the following:

- Title
- Speaker(s)
- Rationale: Why the topic is important and its relevance to medical education
- Objectives: What participants will know or be able to do as a result of this session
- Methods and Session Format: Indicate amount of time to be allocated to each speaker or element of the program. Describe the format of the session and the methods that will be used to engage participants.
- Experience: In one sentence per speaker, describe the experience of the speaker(s).

Research in Medical Education (RIME) Consultation

Purpose: To provide opportunity for discussion and consultation about works or ideas in progress. An experienced educational researcher will moderate the discussion and along with roundtable participants, will provide feedback and advice on research project.

Time/Format: 90-minute roundtable discussion in which a presenter will have 15 minutes to describe their research with adequate time for discussion and consultation. The program committee will group presenters and their research topics as appropriate.

Proposal Requirements: A 400-word research abstract outlining:

- Background including purpose and significance of the study
- Methods