



2016 PDW and RPS Residency Education Symposium

Call for Proposal FAQ

Who Should Submit a Proposal?

- Any one in family medicine residency education:
 - Program Directors and Associate Program Directors
 - Faculty
 - Administrators and Coordinators
 - Nurses
 - Residency Program Teams (limited to 3 presenters)

What are the CME Requirements?

- All presentations must address needs-based topic areas identified by experts, be supported by evidence, and support professional practice changes by attendees.
- The CME [Conflict of Interest Disclosure](#) must be completed by the primary presenter and all co-presenters at the time the proposal is submitted.
 - A conflict of interest does NOT prevent a proposal from being selected but the conflicts may need to be mitigated.
 - On the Conflict of Interest Disclosure form, you will be asked to indicate your role as related to your proposal. Please indicate all roles you will fill for these presentations. These roles may include but are not limited to:
 - Author
 - Content Developer
 - Editor
 - Peer Reviewer
 - Presentation Faculty
 - Do NOT select Staff unless you are employed by the AAFP

What is the Selection Process?

- The PDW and RPS Residency Education Symposium Planning Committee, made up of your peers, selects workshops to create a well-rounded symposium.
- The Planning Committee:
 - Will consider proposals received by email between now and Friday, August 14, 2015.
 - Email all proposal submissions to pdw-rps@aafp.org.
 - Will pay close attention to the Topic, Audience Type/Experience Level, Amount/Type of Interactivity, and Institution Type selected on the proposal form to ensure impactful conference content and placement.
 - **Most** of the time, workshops are placed at PDW or RPS based on the following:
 - **RPS Workshops**
 - Designed to address issues faced by:
 - Administrators and Coordinators.
 - Nurses.
 - Faculty.
 - The whole residency team.
 - On issues like:
 - Curricular Challenges and Innovations
 - Resident Mentoring
 - Accreditation Compliance
 - **PDW Workshops**
 - Designed to address specific issues faced by:
 - Program Directors.
 - Associate Program Directors.
 - Other program leadership.
 - On issues like:
 - Administration and Finance of the residency program
 - Accreditation Requirements

- Will assign selected workshops to specific days and times from April 1 – 5, 2016.
- May select workshops to be presented more than once.
- Will determine the duration of the session. Session may be allotted:
 - 60 minutes to include interactive activities and discussion.
 - 20 minutes paired with another 20 minute presentation followed by a joint 20-minute Q&A period.
 - May ask two or more submitters to work together to create one 60-minute presentation to include interactive activities and discussion.
- Expected selection timeline:
 - Proposals accepted between now and Friday, August 14, 2015.
 - Proposal notification emailed to primary presenters in October 2015.
 - Acceptance documents due from primary presenters in November 2015.
 - Final documents and presentations due February 5, 2016.

What is Specific Information for Workshops?

- Will be a total of 60 minutes in length.
 - All workshops should include interactive activities and discussion.
 - Some workshops may have two 20-minute presentations followed by a joint 20-minute Q&A.
- May be presented anytime from Friday, April 1, 2016, through Tuesday, April 5, 2016.
- May be presented more than once.
- May have up to three total presenters.
- Are encouraged to actively engage the audience in the workshop.

What is Specific Information for the Innovation Showcase?

- This session is a rapid-fire presentation of six residency program innovations followed by a question and answer period.
- The Innovation Showcase will take place during Shared Programming.
- Each presenter will have 10 minutes to describe the innovation.
- The speakers will be allowed one slide for the presentation plus an electronic handout. Both will be made available in conference materials.

What is Specific Information for the Administrator/Nurse Showcase?

- This session is a rapid-fire presentation of six ideas of interest to residency program administrators, coordinators, or nurses. A Q&A period will follow the presentations.
- The Adminstrator/Nurse Showcase will take place during Shared Programming.
- Each presenter will have 10 minutes to describe the idea.
- The presenters will be allowed one slide for the presentation plus an electronic handout. Both will be made available in conference materials.

What is Specific Information for Posters?

- Posters will be displayed from Saturday, April 2, 2016 through Sunday, April 3, 2016.
- There will be dedicated time for staffed posters during the reception on Saturday evening.
- An electronic file of your Poster is required meeting the following specifications:
 - The art files should be created and submitted to size at 36"x48" or 48"x36"
 - Submit the file as either a:
 - 1. single-layer 150ppi .tif file or
 - 2. pdf saved to 36"x48" or 48"x36".
- AAFP will print all posters for display to a size of 3 feet by 4 feet.

Additional Questions?

We are happy to help.

Susan Quigg
1-800-274-2237, ext.6705
[Email Susan](#)

Cristin Estes
1-800-274-2237, ext.6708
[Email Cristin](#)