

2017 PDW and RPS Residency Education Symposium Call for Proposal FAQ



How do I submit my proposal?

- Attach the Excel proposal form to an email and send to pdw-rps@aafp.org.

What is the deadline for submitting proposals?

- Friday, July 29, 2016

Who Should Submit a Proposal?

- Any one in family medicine residency education including program directors, associate program directors, faculty, administrators and coordinators, nurses, other team members, etc.

What are the CME Requirements?

- All presentations must address needs-based topics, be supported by evidence, and encourage professional practice changes by attendees.
- The CME [Conflict of Interest Disclosure](#) must be completed by all 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 the role(s) you hold as related to your proposal. Please indicate all roles you will fill for these presentations. These roles may include but are not limited to:
 - Presentation Faculty
 - Author
 - Editor
 - 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 pay close attention to the Topic, Audience, 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:
 - **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
 - **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
 - Will assign selected workshops to specific days and times from March 24-28, 2017.
 - May select workshops to be presented more than once.

What is the expected timeline?

- Proposals accepted between now and Friday, July 29, 2016.
- October 2016
 - Proposal notifications sent via email.
 - Acceptance documents due.
- February 2017
 - Presentations due.

What is Specific Information for Workshops?

- Will be a total of 60 minutes in length.
 - All workshops should include interactive activities and discussion.
- May be presented anytime from Friday, March 24, 2017, through Tuesday, March 28, 2017.
- 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 is a rapid-fire presentation of residency program innovations followed by a question and answer period.
- The Innovation Showcase will take place during Shared Programming.
- Each presenter will have 5 minutes to describe the innovation.
- The presenter will be allowed one slide for the presentation.

What is Specific Information for Posters?

- 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.

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