

# Call for Proposals FAQ

## PDW and RPS Residency Education Symposium

March 23-27, 2018 | Kansas City, Missouri

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### How do I submit my proposal?

- Attach the Excel proposal form to an email and send to [pdw-rps@aafp.org](mailto:pdw-rps@aafp.org).

### What is the deadline for submitting proposals?

- Friday, July 28, 2017.

### 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.
- Presenters should have an appreciation for adult learning theory.
  - [6 Top Facts About Adult Learning Theory](#)
  - [8 Important Characteristics of Adult Learners](#)
  - [17 Tips to Motivate Adult Learners](#)

### 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.
- To assist in content selection and placement, the Planning Committee will pay close attention to the Topic, Audience(s), Interactive Methods, and Recommended Practice Changes selected on the proposal form to ensure impactful content and placement.
- Preference is given to solution-focused presentations that will improve work and personal satisfaction in residency for faculty, residents and other staff.
- If selected, workshops are assigned to specific days and times from March 23-27, 2018.
- Some workshops may be selected to present more than once.



- **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

### What is the expected timeline?

- Proposals accepted between now and Friday, July 28, 2017.
- October 2017
  - Proposal notifications sent via email.
  - Acceptance documents due.
- February 2018
  - Presentations due.

### Is there specific information for Workshops?

- Workshops will be a total of 60 minutes in length.
  - All workshops should include interactive activities and discussion.
- Workshops may be presented anytime from Friday, March 23, 2018, through Tuesday, March 27, 2018.
- You may be asked to present more than once.
- The total number of presenters should not exceed three (3).
- Presenters are encouraged to actively engage the audience in the workshop.

### Is there specific information for the Innovation Showcase?

- This is a rapid-fire presentation of residency program innovations followed by a Q&A 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.

### Is there 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 a pdf.
- AAFP will print all posters for display.

#### Additional Questions?

We are happy to help.

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

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