Central Group on Educational Affairs (CGEA)
Association of American Medical Colleges (AAMC)

Innovation and Impact: Modern Medical Education
CGEA Spring Conference 2017

March 29-31, 2017

NOTE: Thursday and Friday, with pre-conference activities on Wednesday

Hosted by: Northwestern University Feinberg School of Medicine
at the Hyatt Chicago Magnificent Mile
Chicago, IL

If link above does not work, simply copy and paste the link into a browser.
Note: The submission site is now open!

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.

Submission Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Call for Proposals opens</td>
<td>Early September</td>
</tr>
<tr>
<td>Submission site opens</td>
<td>Early October</td>
</tr>
<tr>
<td>Submission deadline</td>
<td>November 4, 2016 2:00 pm CDT</td>
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<tr>
<td>Note: Deadline EXTENDED!</td>
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<tr>
<td>Peer review of submissions</td>
<td>November</td>
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<tr>
<td>Accept/reject decisions sent to authors</td>
<td>Early January</td>
</tr>
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<td>(Accepted submissions will also be notified of their scheduled times in the final program)</td>
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<tr>
<td>Posters, slides, handouts due for inclusion in NEW meeting app</td>
<td>March 22, 2017</td>
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<tr>
<td>(1 week prior to meeting)</td>
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<tr>
<td>Meeting dates</td>
<td>March 29-31, 2017</td>
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Program Agenda

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Session</th>
</tr>
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<tbody>
<tr>
<td>Wednesday 3/29/17</td>
<td>Morning</td>
<td>Pre-course*</td>
</tr>
<tr>
<td></td>
<td>Afternoon</td>
<td>Pre-course*</td>
</tr>
<tr>
<td>Thursday 3/30/17</td>
<td>7:45 am</td>
<td>Welcome and Key Note Address</td>
</tr>
<tr>
<td></td>
<td>Morning</td>
<td>Workshops and Oral Presentations</td>
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<tr>
<td></td>
<td>Lunchtime</td>
<td>Boxed lunches and SIG Meetings</td>
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<tr>
<td></td>
<td>Afternoon</td>
<td>Workshops and Oral Presentations</td>
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<td></td>
<td>Late afternoon/evening</td>
<td>Poster Session and Reception</td>
</tr>
<tr>
<td>Friday 3/31/17</td>
<td>7:30 am</td>
<td>Section Meetings: UME, GME, CME/CEI, MESRE</td>
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<td></td>
<td>Morning</td>
<td>Workshops and Oral Presentations</td>
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<tr>
<td></td>
<td>Lunchtime</td>
<td>Luncheon, Awards and Business Meeting</td>
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<tr>
<td></td>
<td>Afternoon</td>
<td>Workshops and Oral Presentations</td>
</tr>
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<td></td>
<td>4:00 pm</td>
<td>Adjourn</td>
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*Pre-courses may require an additional registration fee

Call for Proposals OVERVIEW

The CGEA is calling for proposals in the following formats:
- Innovations in Medical Education poster and oral abstract presentation
- Medical Education Scholarship, Research and Evaluation (MESRE) poster and oral abstract presentation
- Small group discussion
- Workshop
- Panel discussion
- Medical Education Resource Exchange (MERE) session
- Medical Education Scholarship, Research and Evaluation (MESRE) consultation

NOTE: With the exception of posters and oral abstracts, all submissions and sessions should be interactive with learner engagement during > 50% of time.
GENERAL INSTRUCTIONS

1. All submissions must be submitted no later than **November 4, 2016 at 2:00 pm CDT**.

2. All proposals must be submitted online using ScholarOne at: [https://aamccgea.abstractcentral.com](https://aamccgea.abstractcentral.com)
   (Note: the submission site will begin accepting proposals in early October)

3. Each author may participate in a total of three (3) small group discussions, workshops, or panel discussions. Authors may participate in as many poster or oral abstract presentations as they choose.

4. Each submission will be reviewed by at least three peers.

5. Notification of the outcome of the review will be sent to the first author in January 2017.

6. **Presenter(s) of accepted proposals must register for and attend the conference.** For oral abstracts and posters, presentation is contingent upon the presenting member (usually the first author) registering for the CGEA conference. For workshops, panels, and small groups, all authors/presenters should be registered for and attend the conference.

7. **Students, residents and fellows** are strongly encouraged to submit their work. Top rated student and resident/fellow submissions will be recognized with **travel awards of $600** each. You will be asked to indicate whether the presenting author is a student, resident or fellow at the time of submission.

8. **New investigators** are also strongly encouraged to submit their work. One presenter, who is at an academic rank below the level of Associate Professor and who is presenting at CGEA for the first time, will receive the Outstanding New Investigator Award (non-monetary). You will be asked to indicate whether you are a new investigator at the time of submission.

9. Selection criteria:

   Proposals submitted for **Innovations in Medical Education (IME)** will be evaluated and selected for poster or oral presentation based on:
   - Interest to CGEA membership
   - Current relevance and importance
   - Originality and innovation
   - Clarity of project description
   - Program implementation and impact

   Proposals in the **Medical Education Research, Scholarship and Evaluation (MESRE)** category 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
Proposals for small group discussions, workshops, panel discussions, and Medical Education Resource Exchange (MERE) sessions will be evaluated and selected for presentation based on:

- Interest to CGEA membership
- Current relevance and importance
- Appropriateness of session methods
- Quality of session content
- Opportunities for participant engagement

Proposals for Medical Education Scholarship, Research and Evaluation (MESRE) Consultation sessions will be evaluated and selected based on:

- Clarity of research question(s)
- Clarity of initial progress statement
- Clarity of consultation request

INSTRUCTIONS FOR PROPOSALS

Innovations in Medical Education (IME) poster or oral presentation

Purpose: To promote dissemination and discussion of educational innovations.

Time/Format: Submissions will be selected for either oral presentation or poster format, based upon strength of reviews. Oral presentations will be 15 minutes. Poster presentations are on Thursday afternoon/evening. Presenters are expected to be available at the poster session to discuss their innovation with session attendees.

Proposal Requirements for IME submissions: Abstract (maximum 4000 characters) 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
Medical Education Scholarship, Research and Evaluation (MESRE) 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 oral presentation or poster format, based upon strength of reviews. Oral presentations will be 15 minutes. Poster presentations are on Thursday afternoon/evening. Presenters are expected to be available at the poster session to discuss their research with session attendees. Please note that all MESRE submissions require attestation of IRB approval.

**Proposal Requirements for MESRE presentations:** Research abstract (maximum 4000 characters) 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 brief presentation by 1 or more presenters, with ample time for questions and comments from the audience, and responses by the presenters. Please allow at least 25 minutes for discussion activities.

**Proposal Requirements for Small Group Discussions:** A detailed proposal (maximum 7500 characters) 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 that 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. Please plan for at least 45 minutes of participant activities.

Proposal Requirements for Workshops: A detailed proposal (maximum 7500 characters) 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. Please allow for at least 45 minutes of dialogue with audience or between panelists.

Proposal Requirements for Panel Discussions: A detailed proposal (maximum 7500 characters) 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 several individuals, small groups or a Special Interest Group (SIG) to share innovations and resources in a related area. With up to 4 individuals or groups presenting, each individual or group will have 5 minutes to present and distribute her/his resource, followed by 5 minutes to answer questions from the other participants. One individual should be identified as moderator to manage time and facilitate discussion after each presentation, then revisit common issues at the end.

**Time/Format:** 45 minutes devoted to one or more related topics, led by a moderator. Each presenter must bring 20 copies of his/her materials in hard copy or electronic format (e.g. web-based, cloud based, USB memory stick) to distribute to other participants.

**Proposal Requirements for MERE sessions:** A detailed proposal (maximum 7500 characters) 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 Scholarship, Research and Evaluation (MESRE) 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 an ongoing 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:** Research abstract (maximum 4000 characters) clearly outlining the following:

- Background including purpose and significance of the study
- Research question(s)
- Initial progress
- Consultation request including challenges and questions for the consultant