ACCME 2020 Meeting
Call for Proposals Information Sheet

New for ACCME's 2020 Meeting, there will be several ways for educators to participate actively throughout the conference. One way to participate is to submit a proposal to our "Call for Proposals," which has three unique submission options:

OPTION 1: Share Your CME Story!

You have a CME story to share. How are you changing practice and healthcare through accredited CME? What challenges have you overcome? What have you learned? What inspires you and brings meaning to your work as an educator?

Selected submissions will be shared in the meeting app, and participant engagement with the CME Stories will be encouraged throughout the ACCME 2020 Meeting. Stories that receive the most in-app participant engagement will have the opportunity to present their stories during the meeting.

OPTION 2: Inspire and Teach! Propose a Session

Share your expertise and experience as an educational leader. Submit your proposal for an educational session and help to improve the skills and performance of your colleagues.

Selected presentation proposals will be featured as breakout sessions on Wednesday and Thursday afternoon of the ACCME 2020 Meeting. Additionally, session facilitators *(up to two per session)* will receive a 30% discount on meeting registration.

OPTION 3: CME Effectiveness & Best Practices: Engaging in CME Research

Share your scholarship: What makes CME effective or ineffective in catalyzing learner change and healthcare improvement? Help mentor your colleagues as we pursue together critical questions about CME.

Selected research project submissions will display a poster of their work throughout the ACCME 2020 Meeting and will present a short oral summary of their project during the **Research Exchange**, a special research session that will take place on Thursday afternoon of the ACCME 2020 Meeting. The primary author for each selected poster will receive a 20% discount on registration for the ACCME 2020 Meeting.

Rules for Submission

1. Submissions will be accepted from Monday, July 15 through midnight Central Time on Friday, September 13, 2019.

2. Your submission(s) must be your own/your group's work. All authors/presenters must have had a role in the research, best practice example, or in the planning of the proposed session.

3. For **"Inspire and Teach!"** submissions: should your entry be selected, you agree to attend the ACCME 2020 Meeting in Chicago on May 6-8, 2020 to teach the selected session. A maximum of two facilitators for each selected entry will receive a 30% discount on registration for the ACCME 2020 Meeting. You will be responsible for all travel expenses related to your attendance.

For **"CME Effectiveness & Best Practices"** submissions: should your entry be selected, you agree to attend the ACCME 2020 Meeting in Chicago on May 6-8, 2020 to present your research. The primary author for each selected entry will receive a 20% discount on registration for the ACCME 2020 Meeting. You will be responsible for all travel and other expenses related to your attendance.

For **"Share Your CME Story!"** submissions: should your entry be selected, you agree to attend the ACCME 2020 Meeting in Chicago on May 6-8, 2020. You also agree to allow the ACCME to share your story with other participants and encourage their feedback. You also agree to prepare a brief (4-5 minute) oral presentation of your story; you may have the opportunity to share the story orally during the meeting based on participant engagement via the meeting app.

4. By submitting any entry, you give ACCME permission to publish the content you have shared.

5. All entries will be blindly reviewed and scored by the ACCME 2020 Meeting Steering Committee. Selection notification will occur prior to the opening of registration for the ACCME 2020 Meeting.

Submission Details

To participate please visit www.accmemeeting.org for links to each submission option. The following is the information that you will be asked to provide for each submission type. All information marked with an asterisk (*) is required.

Contact Information *(for all three submission types)*

Author/Facilitator Information for all authors/facilitator listed in the submission:

1. Full Name:*
2. Degree(s):
3. Organization:*
4. Title:*
5. Email address:*
6. Phone:*
7. Topics:*
   Select the topics that most accurately describe your proposal's overall theme:

   ☐ Identifying Professional Practice Gaps and Educational Needs

   ☐ Designing for and Assessing Change

   ☐ Improving Educational Methods

   ☐ Ensuring Independence

   ☐ Commendation – Promoting Team-Based Education

   ☐ Commendation – Addressing Public Health Priorities

   ☐ Commendation – Enhancing Skills

   ☐ Commendation – Demonstrating Educational Leadership

   ☐ Commendation – Achieving Outcomes

   ☐ Other
   Please describe:

Field	Notes/Description
1. Your CME Story Title:*	95 characters max. Please do not use special punctuation, special characters, ALL CAPS, or website links in your title.
2. Keywords:	Optional, up to 5
3. Story Summary:*	400 characters max
4. What issue(s) did you seek to address?*	800 characters max
5. What did you do?*	800 characters max
6. What was the result?*	800 characters max
7. What did you learn?*	800 characters max
8. If you would also like to share your story via video, please include a YouTube or Vimeo link here.	Videos should be no more than 2 minutes in length.
9. Has this work been previously presented or published? If so, where was it shared?	Yes/No *(NOTE: Responding "Yes" **will not** disqualify your entry.)*
10. I understand that, if accepted, I will be prepared to share my CME story via a short (4-5 minute) presentation at the ACCME 2020 Meeting should it be selected for oral presentation.*	I confirm.

OPTION 2: Inspire and Teach! Propose a Session

Field	Notes/Description
1. Session Title:*	95 characters max. Please do not use special punctuation, special characters, ALL CAPS, or website links in your title.
2. Keywords:	Optional, up to 5
3. Please provide a description of the session. If selected, this will serve as your session's listed description. *	2500 characters max
4. What skills/strategies will learners take away from this session?*	500 characters max
5. Please provide a brief outline for how you will use the hour provided to achieve these learning outcomes.*	1000 characters max
6. What approaches will you use to engage participants and facilitate learning?*	500 characters max
7. Please describe how your experience(s) will support this session's impact.*	500 characters max
8. Has this work been previously presented or published? If so, where was it shared?	Yes/No *(NOTE: Responding "Yes" **will not** disqualify your entry.)*

OPTION 3: CME Effectiveness & Best Practices: Engaging in CME Research

Field	Notes/Description
1. Research Project Title:*	95 characters max. Please do not use special punctuation, special characters, ALL CAPS, or website links in your title.
2. Keywords:	Optional, up to 5
3. Summarize your research project:*	1000 characters max
4. Objectives/Rationale: What problem did you aim to address? What were you trying to determine?*	500 characters max
5. Methods: What did you do?*	500 characters max
6. Results: What did you find?*	1000 characters max
7. Conclusion: What did you learn? What is the relevance to CME?	500 characters max
8. Has this work been previously presented or published? If so, where was it shared?	Yes/No *(NOTE: Responding "Yes" **will not** disqualify your entry.)*
9. I understand that, if accepted, I will share my research project via a short (4-5 minute) presentation at the ACCME 2020 Meeting's Research Exchange session.*	I confirm.