ACCME 2021 Meeting
Call for Proposals Information Sheet

For ACCME's 2021 Meeting, which will be held virtually on April 27-29, 2021, there are 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; you are welcome to submit multiple proposals for any option and/or across multiple option types:

OPTION 1 – 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 a breakout session on Wednesday, April 28, 2021, and an archived recording of the session will be posted on the ACCME's annual meeting virtual platform for registrants to access until June 30, 2021.

OPTION 2 – CME Effectiveness & Best Practices: Engaging in CME Research

Share your scholarship: What educational approaches advance learner change and healthcare improvement? Submit your research project to foster collaboration with colleagues as we pursue together critical questions about improving CME.

Selected submissions will create a research poster (PDF format) that details their research project and will also record a 2-3 minute lightning talk that summarizes their project, both of which will be shared on the ACCME's annual meeting virtual platform beginning two weeks prior to the meeting through June 30, 2021. Additionally, the research team from each selected submission will participate in a live Q&A chat session on Tuesday, April 27, 2021 to answer questions from participants about their research project.

OPTION 3 – Better Together: Working Groups

Do you want to provide leadership to address an important issue for accredited continuing education? Leverage the convening power of the ACCME Meeting by proposing a Working Group to address a need you have identified.

Working Groups will meet virtually for up to 90 minutes weekly over the 4 weeks leading up to the ACCME 2021 Meeting to collaborate in the production of a tool or resource that ACCME will help disseminate to the entire continuing education community. Each Working Group will present a summary of its project during the Closing Plenary session on Thursday, April 29, 2021.

Accepted Working Group proposals will be featured during meeting registration in January, where registrants will have the opportunity to join each group *(additional registration fee applies)*. ACCME senior staff will assist Working Group leaders throughout the longitudinal process—providing a convening platform and other support.

Guidelines for Participation

1. Submissions will be accepted from Monday, November 9, 2020 through midnight, Central Time, on Friday, December 11, 2020.

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

3. All entries will be reviewed through a blinded process by the ACCME 2021 Meeting Steering Committee. Selection notification will occur prior to the opening of registration for the ACCME 2021 Meeting.

4. If your proposal is selected…

    a. **Inspire and Teach!** submitters will have the opportunity to present live on **Wednesday, April 28th** in an assigned, 1-hour time slot. Each session will be recorded and made available for registrants to view through June 30, 2021 as well as archived for potential future access. Each faculty member for the session will register for the ACCME 2021 Meeting. The ACCME will provide training for the session faculty to manage the technical aspects of your session via the ACCME's annual meeting virtual platform.

    b. **CME Effectiveness & Best Practices** submitters will have the opportunity to produce a research poster in PDF format and record a 2-3 minute lightning talk with ACCME staff, both of which will be posted on the ACCME annual meeting virtual platform two weeks prior to the meeting for asynchronous viewing by meeting registrants and will be available through June 30, 2021. At least one researcher from each project will register for the ACCME 2021 Meeting and selected researchers/research teams will participate in a live chat session on **Tuesday, April 27th** via ACCME's annual meeting virtual platform, in which meeting participants can engage and ask questions about your research project.

    c. **Better Together: Working Groups** submitters will be encouraged to assemble a leadership team made up of 2-3 members from ACCME or State Medical Society accredited provider(s), ACCME-Recognized Accreditor(s), or Joint Accredited Organization(s) to co-lead the selected Working Group*; the leadership team may all be from one organization or may be a collaboration between multiple organizations*. During open registration for the ACCME 2021 Meeting in January, registrants will have the opportunity to join a Working Group. These Working groups will meet over 4 weekly meetings **between April 1st and April 26th** (exact days and meeting times TBD) to collaborate on the development of a tool or resource for the CE community; the membership of each Working Group will not change over the course of the 4-week project.

    Working Group leaders will: collate background materials that the group participants will use to learn about the Working Group topic, need, and goal; lead the group's meetings; and present a summary of the group's project and end product at the Closing Plenary session on **April 29, 2021**. ACCME looks forward to supporting Working Group leadership teams by recruiting participation, providing a structured approach to facilitate the group, group communication, developing group members' expertise around the group's solution, and supporting the groups in an advisory capacity by making ACCME staff and/or Steering Committee members available for periodic check-ins.

5. ACCME intends to share selected sessions, research projects, and working group outcomes with and for the benefit of the CE community through the means noted above. By participating in the Call for Proposals, you acknowledge that your content will be streamed, recorded, and/or otherwise published for this purpose.

Submission Details

To participate please visit https://accme.org/highlights/call-for-proposals-accme-2021-meeting 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)*

For each facilitator/researcher/leader listed in the submission:
1. Full Name:*
2. Degree(s):
3. Organization:*
4. Position/Title:*
5. Email Address:*
6. Contact Phone

OPTION 1 – 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 2 – 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. Please choose the type of research activity you would like to share: ☐ Literature Review, Case Summaries, or other categories of scholarly work suitable for sharing ☐ Research in Early Stages – *research projects that have identified a research problem, established methods, and are in the early stages of collecting data* ☐ Research with Preliminary Data – *research projects that have collected data and are in the process of analyzing that data against the project's hypothesis or objectives* ☐ Completed Research Study – *research projects that have completed the process of data collection, review, and analysis and have both results and conclusions to share*	Multiple Choice
4. Summarize your research project:*	1000 characters max
5. Objectives/Rationale: What problem did you aim to address? What were you trying to determine?*	500 characters max
6. Methods: What did you do?*	500 characters max

7. Results: What did you find?*	1000 characters max
8. Conclusion: What did you learn? What is the relevance to CME?*	500 characters max
9. Have you identified an opportunity for collaboration through this work? If so, please describe how you would like to collaborate with other colleagues.	Text response, 500 characters max
10. Has this work been previously presented or published?* If so, where was it shared?	Yes/No *(NOTE: Responding "Yes" **will not** disqualify your entry.)*
11. I understand that, if accepted, I will record a short 2-3 minute Lightning Talk presentation that summarizes my/our research project.*	I confirm.

OPTION 3: Better Together: Working Groups

Field	Notes/Description
1. Your Working Group 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. What key issue or problem will this Working Group address?*	800 characters max
4. What do you intend to be the output of this Working Group?*	800 characters max
5. How will the end product (e.g. tool, resources, strategies) from the Working Group benefit the CE community?*	800 characters max

6. Does your project fall within any of the following categories? If you would like to suggest a category of your own, please select "Other" below and enter your own category in the next question:
   ☐ Virtual learning
   ☐ Implementing ACCME's Standards for Integrity and Independence
   ☐ Pursuing Accreditation with Commendation
   ☐ Addressing population health or public health imperatives
   ☐ Engaging patients and the public as partners in accredited CE
   ☐ Fostering well-being for health professionals and educators
   ☐ Addressing equity, diversity and inclusion
   ☐ Improving the performance of interprofessional teams
   ☐ Leveraging accredited CE to address healthcare QI
   ☐ Other (If selected, please briefly describe)
	Multiple Choice