

ACCME 2022 Meeting

Call for Proposals Information Sheet

The ACCME 2022 Meeting, to be held on April 26-28, 2022, will be a *hybrid meeting* offering opportunities for both **in-person** participation in Chicago and also online as a **virtual** experience. We are excited to share several ways for you to actively participate throughout the conference. We welcome you to respond to our Call for Proposals, which has three submission options; you may submit multiple proposals for any option and/or across multiple option types.

OPTION 1 – Inspire and Teach! Sessions

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.

Proposals selected for the in-person meeting will be featured as a breakout session on either Tuesday, April 26 or Wednesday, April 27, 2022. There will also be an opportunity to facilitate a virtual breakout session on Thursday, April 28, 2022.

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.

The research teams (or a selected representative) for selected submissions will:

1. Create a research poster that will be both printed for display during the ACCME 2022 Meeting and made available as a PDF for virtual participants.
2. Record a 2-3 minute “lightning talk” summarizing the project that will be shared on the ACCME’s annual meeting virtual platform beginning two weeks prior to the meeting.
3. Participate in the in-person Research Exchange poster session on Wednesday, April 27, 2022 in Chicago for in-person attendees.
4. Host a live Q&A chat session on Thursday, April 28, 2022 to answer questions from virtual attendees about their projects.

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 each week, starting mid- to late-March, to collaborate in the production of a resource for the CE community. Each Working Group will also share a summary of its project during the ACCME 2022 Meeting. The ACCME will help to disseminate the final Working Group products.

Accepted Working Groups will be made available for registrants to opt in to for an additional fee. ACCME staff will assist Working Group leaders throughout the longitudinal process by providing a convening platform and other support.

Guidelines for Participation

1. Submissions will be accepted from Wednesday, October 6, 2021 through midnight, Central Time, on Friday, November 5, 2021.

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 2022 Meeting Steering Committee. Working Group notifications will occur in November 2021. Session and Research Project notifications will occur in January 2022.
4. If your proposal is selected...

- a. **Inspire and Teach! Sessions** submissions will have the opportunity to present in person on either **Tuesday, April 26 or Wednesday, April 27, 2022** in an assigned, one hour time slot. You will also have the opportunity through the submission process to indicate whether, if selected, you would also be willing to facilitate your session virtually on **Thursday, April 28, 2022** for virtual attendees.

You are also welcome to plan and submit a *virtual-only* session – meaning you will facilitate the session virtually on **Thursday, April 28, 2022**, and it will **not** be considered for the in-person attendees.

A limited number of slots will be available for both in-person and virtual sessions. Each faculty member for your session, whether it is accepted for in-person or virtual delivery, will register for the ACCME 2022 Meeting.

Faculty for accepted in-person sessions will receive a 20% discount on registration (up to 3 faculty members per session) to help offset the cost of travel.

- b. **CME Effectiveness & Best Practices** submissions will have the opportunity to produce a research poster in both printed and PDF format and record a 2-3 minute “lightning talk” with ACCME staff. Lightning talks and poster PDFs will be published on the ACCME annual meeting virtual platform two weeks prior to the meeting for asynchronous viewing by meeting registrants, and printed posters will be displayed in our poster hall throughout the in-person meeting.

At least one researcher from each project will register for either in-person or virtual attendance in the ACCME 2022 Meeting in order to represent their team in answering questions about the research project. ACCME will host a Research Exchange poster reception at the in-person meeting on **Wednesday, April 27, 2022** to highlight the printed posters displayed and give research teams with an in-person representative an opportunity to discuss their research project with in-person attendees. Additionally, virtual live chat sessions will be made available on **Thursday, April 28, 2022**, via ACCME's annual meeting virtual platform, in which virtual participants can also engage and ask questions about your research project.

Researchers for accepted posters will receive a 20% discount on in-person registration (up to 3 researchers per poster) to help offset the cost of travel.

- c. **Better Together: Working Groups** submissions 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 jointly accredited provider(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; however, working group submissions developed through partnership between two or more organizations will be prioritized in the selection process.* The goal of each Working Group should be the development of a resource for the CE community. Registrants for the ACCME 2022 Meeting will have the opportunity to join a Working Group. These Working Groups will meet 4-5 times virtually in advance of the meeting (exact days and meeting times TBD) culminating with a presentation at the in-person meeting in Chicago.

Working Group leaders will: collate background materials that the group participants will use to learn about the Working Group topic, need, and goal; lead group meetings; and present a summary of the group's project and end product during the ACCME 2022 Meeting. 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.

All members of the Working Group facilitation team will be expected to register for either in-person or virtual participation in the ACCME 2022 Meeting. **At least one member of the Working Group facilitation team will be required to attend the meeting in person.**

Facilitators for accepted Working Groups will receive a 20% discount on in-person registration (up to 4 facilitators per group) to help offset the cost of travel.

5. We are excited to provide ACCME 2022 Meeting faculty, including those with accepted Inspire & Teach!, CME Effectiveness & Best Practices, and Working Group submissions, the opportunity to participate in a Learning Collaborative to support your continuous professional development as educators. ACCME will provide 4-6 hours of faculty development via online synchronous and asynchronous engagement prior to the ACCME 2022 Meeting. These sessions will be an opportunity to evolve the planning of your ACCME Meeting sessions, try new approaches, and exchange feedback with peers. Participation is encouraged, but not required.
6. ACCME intends to share selected sessions, research projects, and Working Group outcomes with 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 [this page](#) 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. Credentials:
3. Organization:*
4. Position/Title:*
5. Email Address:*
6. Contact Phone

Please note: You can list up to three faculty total for Inspire and Teach! Sessions, up to five researchers total for CME Effectiveness & Best Practice Research Projects, and up to four facilitators total for Better Together: Working Group proposals.

OPTION 1 – Inspire and Teach! Sessions

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. Will you be attending the ACCME 2022 Meeting in person in Chicago to facilitate your session, or is your submission for a “virtual-only” session? NOTE: A	Multiple Choice: a) In-person b) Virtual only

<i>limited number of in-person sessions may also be invited to present virtually.*</i>	
3a. If your proposal is accepted, would you also like to be considered to facilitate this session virtually for our online attendees on Thursday, April 28? We would provide you with a location at the hotel to broadcast from as well as limited technical support.	Yes/No (<i>NOTE: Responding “No” will not disqualify your entry.</i>)
4. Please provide a description of the session. If selected, this will serve as your session’s listed description.*	2500 characters max
5. What skills/strategies will learners take away from this session?*	500 characters max
6. Please provide a brief outline for how you will use the hour provided to achieve these learning outcomes.*	1000 characters max
7. What approaches will you use to engage participants and facilitate learning?*	500 characters max
8. Please describe how your experience(s) will support this session’s impact.*	500 characters max
9. Has this work been previously presented or published? If so, where was it shared?	Yes/No (<i>NOTE: Responding “Yes” will not disqualify your entry.</i>)
10. Please list any co-faculty for this session	

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: <input type="checkbox"/> Literature Review, Case Summaries, or other categories of scholarly work suitable for sharing <input type="checkbox"/> Research in Early Stages – <i>research projects that have identified a research problem, established methods, and are in the early stages of collecting data</i> <input type="checkbox"/> Research with Preliminary Data – <i>research projects that have collected data and are in the process of analyzing that data against the project’s hypothesis or objectives</i> <input type="checkbox"/> Completed Research Study – <i>research projects that have completed the process of data collection, review, and analysis and have both results and conclusions to share</i>	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?*	Yes/No (<i>NOTE: Responding "Yes" will not disqualify your entry.</i>)
If so, where was it shared?	
11. I understand that, if accepted, our research team will... <ul style="list-style-type: none"> record a short 2-3 minute "lightning talk" presentation that summarizes my/our research project, create a research poster that will be both displayed at the in-person meeting as well as made available online via a PDF file, and designate a representative(s) to participate in the Research Exchange poster session at the in-person meeting and/or host a virtual research chat to answer questions about our 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: <ul style="list-style-type: none"> <input type="checkbox"/> Virtual learning <input type="checkbox"/> Implementing ACCME's Standards for Integrity and Independence <input type="checkbox"/> Pursuing Accreditation with Commendation <input type="checkbox"/> Addressing population health or public health imperatives <input type="checkbox"/> Engaging patients and the public as partners in accredited CE 	Multiple Choice

<ul style="list-style-type: none"><input type="checkbox"/> Fostering well-being for health professionals and educators<input type="checkbox"/> Addressing equity, diversity, and inclusion<input type="checkbox"/> Improving the performance of interprofessional teams<input type="checkbox"/> Leveraging accredited CE to address healthcare QI<input type="checkbox"/> Other (If selected, please briefly describe)	
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