2020 Forum on Conflict of Interest in Academe (FOCI Academe) Professional Development Meeting

April 22-24, 2019
Fairmont Hotel Vancouver
Vancouver, BC, Canada

Call for Meeting Session Proposals

Submission Deadline: October 1, 2019

On behalf of the AAMC, FOCI-A Conference Planning Committee ("Planning Committee") co-chairs, Monica Sveen-Ziebell and Kate Cosgrove Booth, and the Planning Committee, we invite you to submit proposals for plenary and breakout sessions at the 2020 AAMC FOCI-A Academe Meeting. We are asking AAMC FOCI-A members to submit proposals on COI topics of interest. Proposing your ideas for sessions and speakers, as well as presenting, is a wonderful way to share knowledge, experiences, ideas, and information. We want to extend a special invitation to those who have not had the opportunity to present at the AAMC FOCI-A meeting; we welcome new voices to share examples and case studies, innovative problem-solving, and best practices to both beginners and experts alike.

We are soliciting proposals on general and advanced-level topics of interest to individuals working in COI in both biomedical and non-biomedical fields. If you are submitting more than one proposal, make sure not to suggest same speakers for multiple sessions — we are aiming for outstanding abstracts with a diversity of speakers.

Build your professional network and learn, reflect, and engage with colleagues, by presenting at the only COI-focused, now internationally attended AAMC FOCI conference. Your input will ensure the Planning Committee considers a broad and rich spectrum of topics and speakers.

Submission Guidelines

- To submit a conference session proposal, complete the online submission form by **October 1, 2019**. Submissions received after this date will not be considered.
- Please remember that the submission does not need to be finalized in one session. You can access your proposal at any time prior to the submission deadline: **October 1, 2019**.
- Only completed submissions will be reviewed (i.e., all fields in the online form must be completed*).

- Include as much detail as you are able so the Planning Committee can accurately assess the proposal.
- Ensure your conference session proposal is relevant to conflicts of interest impacting AAMC member institutions and is timely.
- Where possible, ensure your proposal has a diverse set of speaker perspectives (i.e., proposals should feature speakers from different backgrounds, institutions, professional roles, etc.).

* Feel free to propose yourself or your colleagues as session presenters/facilitators

**If you have a fully fleshed out proposal, but don't have speaker recommendations, the Planning Committees will review your proposal and select speakers if they accept the idea.

Please note: A session proposal submission is considered a commitment to attend the meeting and to help organize or present at the session if accepted. Note that session facilitators and speakers are responsible for the costs associated with their travel and meeting registration. The AAMC and the Planning Committee must formally approve and confirm all speakers.

Acceptance decisions will be announced in November 2019.

All ideas are welcome for consideration.

We invite submissions on all topics related to conflict of interest, including topics like:

- COI policies, procedures, and best practices
- Entrepreneurship and innovation
- Physician-industry relationships or institution-industry relationships.

In the submission form, if your session does not fit one of the suggested categories, you may select "other" and provide a topic heading that is appropriate.

For additional examples and inspiration, we invite you to review the [2019 FOCI-A meeting agenda](#)

Conference session proposals can be submitted for two categories:

1. Plenary Sessions:

- Formats include: panels (1-2 speakers), debates (two debaters plus a moderator), and living room conversations (three to four speakers plus a moderator, informal discussion format vs. formal lectures).
- Plenary sessions are designed to offer a high-level perspective on timely, important, complex, and thought-provoking issues in COI. Proposals should cover multiple perspectives on ethical, conceptual, and policy issues of interest to a broad range of individuals involved in the COI enterprise.

2. Breakout sessions:

- Breakout sessions are smaller offerings focused on more narrow topics. Attendees are in these sessions to learn best practices, discuss examples and case studies, network with and learn from their colleagues, and leave with practical strategies.

- Formats include workshops (interactive) and didactic sessions (presentation-based).

  Active learning sessions are encouraged to get the audience involved in the discussion.
- Breakout sessions can be basic, advanced, or intended for all audiences.
- Breakout sessions may feature up to three speakers per session depending on the topic, with speakers from a variety of perspectives.

Fields in the online submission form include:

- Submission Title (Session Title)
- Theme
- Topic Area
- Session Learning Objectives. Learning objectives should be specific and allow for assessment of outcomes. For example, if developing a best practice, how can the impact of implementation be assessed? (Minimum 2 Learning Objectives Required) ***Resource:*** *Writing Learning Objectives*
- Session Type/Format (e.g., Panel Discussion, Debate, Workshop or Breakout Session, Think Tank, Case Studies, Peer-to-Peer Round Table Discussion) ***Resource:*** *Sample Learning Formats (It's okay if you don't know which one to choose!)*
- Speaker/Submitter (First Name, Last Name, Email Address). Please note: the system requires at least one speaker entry, feel free to enter your name, if the speaker(s) still to be identified.
- Short Session Description (Provide a short description of your proposal. This description will appear in the final meeting program and should be descriptive and thought-provoking. **Maximum 100 Words**)
- Detailed Session Description. Provide a detailed description of your proposal, including an assessment of outcomes (either achieved or a plan for assessing impact). **Maximum 300 Words**
- Instruction Strategies and Activities. ***Resource:*** *Session Activities*
- Please describe any activities or instructional strategies used to engage or involve the audience, e.g., in-session survey questions, problem-based learning, role play, etc. **Maximum 100 Words**

Review Process

The Planning Committee will review and evaluate submissions based on the following criteria noting alignment with theme/topic areas, appropriate session format, a clear plan for content delivery, and a suitable level of activities and audience engagement:

Relevance:

Proposal is applicable to the audience and is associated with topic areas of interest as stated in the call for proposals.

Method of Teaching and Audience Participation:

A clear plan has been identified for content delivery and is found to be appropriate for the time allotted. Emphasis is placed on engagement through small group exercises, networking, and sharing of tools and other experiential learning methods or interactive activities. Presentation and engagement should spark

discussions and deliver strategies, best practices and solutions that appeal to attendees across the continuum.

Definition of Objectives:

Proposal has clear and obtainable learning objectives. (Resource available *here*)

Outcome Measures:

Proposal has evidence of implementation, demonstrated impact and/or practical strategies. If the outcome has not been measured, the activity should have a clear purpose, plan, process and description of how the initiative will be evaluated with intended/projected results.

Quality of Content:

Proposal is thoughtfully constructed, includes required submission elements, and follows a logical flow.

The Planning Committee will also consider:
Reproducibility/Adaptability:

- Where appropriate, the proposal includes strategies on how the programs/models could be adapted/implemented in attendees' institutions
- Innovation, creativity, and originality
- Significance for advancing current knowledge or developing novel models and/or practices

Submission Deadline: October 1, 2019, 11:59 pm PST

Committee decisions will be emailed to the primary submitter in November 2019.

On behalf of the FOCI-A Conference Planning Committee, thank you!

We look forward to welcoming you to Vancouver, BC, April 22-24, 2020.

Questions? Contact: foci@aamc.org.