

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

Learning and Improvement Across the Continuum
CGEA Spring Conference 2018

March 21-23, 2018

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

Hosted by: Mayo Clinic College of Medicine and Science
at the Kahler Grand Hotel in Rochester, Minnesota

Proposal Deadline: **Tuesday, November 14th at 11:59 PM EST**
Submit online [here](#)

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

Submission site opens	September 15 th
Submission deadline	November 14, 2017 11:59pm EST
Peer review of submissions	November - December
Accept/reject decisions sent to authors (Accepted submissions will also be notified of their scheduled times in the final program)	Early January
Meeting dates	March 21-23, 2018

Program Agenda

Date	Time	Session
Wednesday 3/21/18	Morning	Pre-course*
	Afternoon	Pre-course*
Thursday 3/22/18	8:00 am	Key note address
	Morning	Workshops and Oral Presentations
	Lunchtime	Boxed lunches and SIG Meetings
	Afternoon	Workshops and Oral Presentations
	Late afternoon/evening	Poster Session and Reception
Friday 3/23/18	7:00 am	Section Meetings: UME, GME, CEI, MESRE
	Morning	Workshops and Oral Presentations
	Lunchtime	Luncheon, Awards and Business Meeting
	Afternoon	Workshops and Oral Presentations
	4:00 pm	Adjourn

*Pre-courses may require an additional registration fee

GENERAL INSTRUCTIONS

1. All submissions must be submitted online no later than **November 14, 2017 at 11:59pm EST**.
2. All proposals must be submitted [online](#)
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 contact author in January 2018.
6. Presentation is contingent upon the presenting member (usually the first author) registering for the CGEA conference. Presenter(s) of accepted proposals must be registered for the conference one month prior to the conference. Presenters who do not meet this requirement are subject to cancellation of their presentation.
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.

Presentation Types

Innovations in Medical Education Abstract

Purpose: To promote dissemination and discussion of educational innovations.

Time/Format: Submissions will be selected for either poster or oral presentation based upon strength of peer reviews. Presenting authors should be familiar enough with the project to discuss relevant literature, present findings and answer questions. Oral presentation is a 10-minute overview of the innovation. Poster presenters are expected to be available at the poster session that will be scheduled at a specific time to discuss their innovation with session attendees.

Research in Medical Education Abstract

Purpose: To promote dissemination and discussion of completed research and its application to medical education.

Time/Format: Submissions will be selected for either poster or oral presentation based upon strength of peer reviews. Presenting authors should be familiar enough with the project to discuss relevant literature, present findings and answer questions. Oral presentation is a 10-minute overview of the research. Poster presenters are expected to be available at the poster session that will be scheduled at a specific time to discuss their research with session attendees.

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 a brief (20-30 minutes) presentation by 1 or more presenters, ample time for questions and comments from the audience, and responses by the presenters.

Workshop

Purpose: To provide a skill-oriented, interactive experience for learners which 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.

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.

Medical Education Resources Exchange (MERE) Session

Purpose: To provide an opportunity for individuals or small groups to share innovations and resources from their home institution. Each individual or small group will have 5 minutes to present their resource, including distribution and discussion of materials with the session's participants.

Time/Format: 90 minutes on a selected topic, led by a moderator. The number of participants is limited to 20. Each presenter is to bring **20 copies** of their materials or electronic information on a USB memory stick to distribute to other participants.

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 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.

Abstract Submission Criteria

Innovations Abstract

300 word abstract outlining:

- Background, to include (if relevant):
 - Purpose
 - Significance of the study
 - Related interventions and their impact
- Objective or purpose of innovation
- Instructional methods and materials used
- Educational outcomes
- Innovation's strengths and areas for improvement
- Feasibility of maintaining program and transfer to other schools/programs
- Target audience
- References

Research Abstract

300 word research abstract outlining:

- Background, including the theoretic framework and importance to the field
- Methods
- Results
- Conclusions
- Target audience
- References

Small Group Discussion, Workshop, Panel Presentation or MERE Session

500 word abstract outlining:

- 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).

MESRE consultation

300 research abstract outlining:

- Background including purpose and significance of the study
- Methods

Review Criteria by Submission Type

Innovations in Medical Education Submissions

- Clarity of purpose and need for Innovation
- Strength of Innovation design (methods and materials)
- Strength of evaluation design
- Significance of outcomes
- Soundness of reflective critique
- Clarity of writing

Research in Medical Education Submissions

- Clarity of research statement
- Strength of research design
- Reliability and validity of methods
- Significance of results
- Soundness of Conclusions
- Clarity of writing
- Importance of topic

Workshops, Small Group Discussion Proposals

- Clarity of learning objectives
- Current relevance and importance
- Quality of content
- Appropriateness of session method
- Level of participant's involvement
- Topic timeliness
- Interest potential
- Clarity of writing