

**Western Group on Educational Affairs (WGEA)**  
**Western Group on Student Affairs (WGSA)**  
**Western Organization of Student Representatives (WOSR)**  
**Association of American Medical Colleges (AAMC)**



*Western Group Collaborative Spring Conference 2019*

March 28-31, 2019

Hosted by: University of Nevada, Reno School of Medicine  
at the Atlantis Hotel Resort and Spa

Proposal Deadline: **November 12<sup>th</sup>, 2018** at **11:59 PM EST**  
Submit online [here](#).

**Submission Timeline**

Submission site opens	Early September
Submission deadline	November 12th 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)	January 2019
Meeting dates	March 28-31, 2019

**The 2019 Western Group Collaborative Spring Conference will highlight the following themes with special emphasis on the collaborative relationships between Admissions, Student Affairs and Medical Education that contribute to success along the full spectrum of the student experience:**

**Inclusion:**

Creating a culture and climate that values diverse experiences and perspectives

**Inquiry:**

Encouraging an educational community that supports discovery and evidence-based approaches

**Innovation:**

Fostering an environment that values forward thinking and creative solutions in the pursuit of excellence.

**Investment:**

Developing, cultivating and committing the resources necessary for long-term success

**GENERAL INSTRUCTIONS**

1. All submissions must be submitted online no later than **November 12<sup>th</sup>, 2018 at 11:59pm EST.**
2. All proposals must be submitted [online](#).
3. Each individual is limited to three (3) total submissions of any combination as co-author on a small group discussion, co-author on a workshop, co-author on a panel, or first author (presenter) on an oral abstract. There is no limit for the number of poster submissions as first or co-author
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 2019.
6. Presentation is contingent upon the presenting member (usually the first author) registering for the WGEA 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.

# Session Types

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## Research in Medical Education and/or Student Affairs

**Purpose:** Includes works to promote dissemination and discussion of completed research and its application to medical education or student affairs, including admissions.

**Time/Format:** Submissions will be peer reviewed and selected for either poster or oral presentation. Presenting authors should be familiar enough with the project to discuss relevant literature, present findings and answer questions. *Oral presentations* are a short 10 minute overview of the research. Poster presenters are expected to be available to discuss their research with session attendees.

Proposals are limited to **300 words** and must include:

- Research Statement/Research Question
- Background and relevance of the study
- Design and Methods
- Results
- Conclusions

Required but not included in 300-word count:

- Title
- Author(s) and affiliated institutions
- References

Proposals will be reviewed using the following criteria:

- Clarity of research statement/question
- Strength of background and relevance of the study
- Strength of research design and methods
- Relevance of results
- Soundness of conclusions
- Clarity of writing

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## Innovations in Medical Education and/or Student Affairs

**Purpose:** Includes works to promote dissemination and discussion of educational innovations or innovations in student affairs, including admissions.

**Time/Format:** Submissions will be peer reviewed and selected for either poster or oral presentation. Presenting authors should be familiar enough with the project to discuss relevant literature, present findings and answer questions. *Oral presentations* are a short 10 minute overview of the innovation. *Poster* presenters are expected to be available to discuss their innovation with session attendees.

Proposals are limited to **300 words** and must include the following components:

- Objective or purpose of innovation
- Background and/or theoretical framework and importance to the field
- Design: Instructional methods and materials used
- Outcomes
- Innovation's strengths and limitations
- Feasibility and generalizability

Required but not included in 300-word count:

- Title
- Author(s) and affiliated institutions
- References

Proposals will be reviewed using the following criteria:

- Clarity of objective or purpose
- Clarity of learning objectives
- Strength of background and/or theoretical framework and importance to the field
- Strength of evaluation design (methods and materials)
- Relevance of outcomes
- Awareness of limitations (reflective critique)

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## Workshops

**Purpose:** Workshops are skill-oriented, interactive experience for learners which will allow them to take home specific knowledge and skills.

**Time/Format:** 90 minute 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.

Proposals are limited to **500 word abstracts** and must include the following components:

- **Rationale:** Why the topic is important, its timeliness, and its relevance to medical education, student affairs or admissions.
- **Learning Objectives:** What participants will know or be able to do as a result of this session
- **Session Methods and 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).

Required but not included in 500-word count:

- Title
- Author(s) and affiliated institutions

Proposals will be reviewed using the following criteria:

- Importance, timeliness, and relevance of topic
- Clarity of learning objectives
- Clarity and appropriateness of session format and method (reader knows who is doing what)
- Appropriate format and methods to engage participants in session
- Interest potential
- Clarity of writing

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## Small Group Discussions

**Purpose:** Small group discussion topics may address administrative issues, admissions, curriculum, evaluation, student financial assistance, assessment, professional development, or student affairs. Presentations demonstrating collaborative work from multiple departments or institutions are especially encouraged.

**Time/Format:** 45 minute session which includes a brief 20-30 minute focused presentation by 1 or more presenters followed by exchange between the presenters and the audience. Ample time for questions and comments from the audience, and responses by the presenters should be included.

Proposals are limited to **500 word abstracts** and must include the following components:

- **Rationale:** Why the topic is important, its timeliness, and its relevance to medical education or student affairs.
- **Learning Objectives:** What participants will know or be able to do as a result of this session
- **Session Methods and 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).

Required but not included in 500-word count:

- Title
- Author(s) and affiliated institutions

Proposals will be reviewed using the following criteria:

- Importance, timeliness, and relevance of topic
- Clarity of learning objectives
- Clarity and appropriateness of session format and method (reader knows who is doing what)
- Appropriate format and methods to engage participants in session
- Interest potential
- Clarity of writing

## Panel Discussions

**Purpose:** Panel discussions examine diverse perspectives and approaches to educational student affairs subjects or issues. Presentations demonstrating collaborative work from multiple departments or institutions are especially encouraged.

**Time Format:** 90 minute session which include presentations by 2 or more panelists and a moderator followed by responses from the audience, and exchange between participants.

Proposals are limited to **500 word abstracts** and must include the following components:

- **Rationale:** Why the topic is important, its timeliness, and its relevance to medical education or student affairs.
- **Learning Objectives:** What participants will know or be able to do as a result of this session
- **Session Methods and Format:** The amount of time 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).

Required but not included in 500-word count:

- Title
- Author(s) and affiliated institutions

Proposals will be reviewed using the following criteria:

- Importance, timeliness, and relevance of topic
- Clarity of learning objectives
- Clarity and appropriateness of session format and method (reader knows who is doing what)
- Appropriate format and methods to engage participants in session
- Interest potential
- Clarity of writing

### Note about Ratings for all abstract types

#### Rating Scale for each criterion

**1=Poor**

**2=Below Average**

**3=Average**

**4=Above Average**

**5=Excellent**

**Overall Decision:**

**Accept** *(this is an excellent proposal, strongly support it being in the program)*

**Accept with Reservations; Please explain:** *(this proposal has strong qualities but is missing some important elements, would include in program only if space permits)*

**Reject; Please explain:** *(this proposal lacks many important elements, do not support it being on the program)*

**Additional information**

- System will collect submitter's contact information, presentation title, content domain, intended audience, and abstract type
- A new question has been added to the Research in Medical Education Abstract Proposal:
  - **Has IRB reviewed your project?** *(We are asking about IRB for informational purposes only. If you have not consulted an IRB or if IRB is not appropriate, please explain why)*
    - Yes
    - No; Please explain:
    - N/A; Please explain: