

Call for Submissions
2022 CGEA VIRTUAL REGIONAL MEETING

Normalizing the "New Normal" in medical education

Submission Deadline: November 15, 2021 11:59pm EST

General Overview

The CGEA invites abstracts for interactive workshops, oral abstract presentations, and posters for the 2022 annual conference which will be held virtually in March 2022. Proposals may represent original research or innovations in medical education. Abstracts can focus on any level of medical education (UME pre-clerkship or clerkship, GME, CME/CPD, or across the continuum).

All abstracts will undergo a peer-review process. Students, residents, fellows, new investigators, and colleagues from historically non-majority backgrounds are strongly encouraged to submit their work for consideration.

We recommend that you prepare your proposal in a word processing application and then paste each component into the corresponding online section.

An abstract submission is considered a commitment to attend the meeting and present if accepted. Abstract decisions will be sent to the contact author in February 2022.

For more information, please contact:

Program Chair: Doug Danforth, PhD (Doug.Danforth@osumc.edu)
CGEA Chair: Elissa Hall, EdD, MA (hall.elissa@mayo.edu)

Submission Types

Research in Medical Education Abstract Proposal

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

Time/Format: Submissions will be peer reviewed and accepted abstracts will be selected for either poster or oral abstract presentation. Presenting authors should be familiar enough with the project to discuss relevant literature, present findings, and answer questions.

- **Oral abstract presentations:** 10-minute presentation with a maximum of 12 slides, as well as time for Q&A with the presenter.
- **Poster presentations:** PDF and pre-recorded video overview that will be posted for attendees to view. Poster sessions will include designated times for presenters to participate in a roundtable discussion with other poster presenters.

Proposal Requirements:

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
- Confirmation of ability to participate in a virtual conference

Research Proposal Review 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

Innovations in Medical Education Abstract Proposal

Purpose: To promote dissemination and discussion of educational innovations (e.g., curricular development projects, program descriptions, new applications or methods, continuous quality improvement projects, etc.).

Time/Format: Submissions will be peer reviewed and accepted abstracts will be selected for either poster or oral abstract presentation. Presenting authors should be familiar enough with the project to discuss relevant literature, present findings and answer questions.

- **Oral abstract presentations:** 10-minute presentation with a maximum of 12 slides, as well as time for Q&A with the presenter.
- **Poster presentations:** PDF and pre-recorded video overview that will be posted for attendees to view. Poster sessions will include designated times for presenters to participate in a roundtable discussion with other poster presenters.

Proposal Requirements:

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 transferability for adoption.

Required but not included in 300-word count:

- Title
- Author(s) and affiliated institutions
- References
- Confirmation of ability to participate in a virtual conference

Innovation Proposal Review 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)
- Clarity of writing

Workshops

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

Time/Format: 75 minutes for the workshop by 1 or more presenters. It is expected that the workshop activities will include hands-on practice and active learning for a good portion of the workshop time.

Virtual Workshop requirements:

Authors are expected to provide a detailed, clear description of how they plan to effectively facilitate the workshop in a virtual environment (Zoom-based platform). This may include a description of the resources that may be given to small groups for breakout room activities, tools to facilitate engagement (see examples in the table below), inclusion of roles for authors (chat moderator, breakout room facilitator, etc.), or back-up plan if technology fails. Mention the following features when describing your workshop facilitation.

Tools & Features	Functionality
Annotation	Mark-up and draw on the screen
Audio	Allow verbal responses from remote participants
Breakout Rooms	Allow remote participants to in small groups
Chat	Allow written/text responses from remote participants
Material Distribution	Provide links and files/handouts for all participants via the chat
Polling	Advance from basic to challenging questions to invite participant responses. For polling to work, we ask presenters to create a PowerPoint slide with their questions and up to 5 response options labeled A,B,C,D,E
Screen Sharing	Facilitate using only specific application (.pptx, docx, etc.) or facilitate while navigating websites, animations, or software/applications
Whiteboards	Facilitate drawing/typing on a common virtual whiteboard
Other Technologies	Google Docs, Google Forms, Padlet, Mural, Kahoot, Mindmeister, Coggle, etc.

Proposal Requirements:

Proposals are limited to 750-word abstracts and must include the following components:

- **Rationale:** Why the topic is important, its timeliness, and its relevance to medical education
- **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 actively engage participants, including the amount of time that will be used for active engagement.
- **Online facilitation:** Explain how you expect to make the session successful through a virtual medium (review the virtual workshop requirements above).
- **Experience:** In one sentence per speaker, describe the experience of the speaker(s).

Required but not included in 750-word count:

- Title
- Author(s) and affiliated institutions
- Confirmation of ability to participate in a virtual meeting

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
- Effective use of virtual engagement (based on amount of time and proposed resources used to engage the audience)

Focused Discussion

Purpose: Focused discussions may address medical education topics such as administrative issues, curriculum, evaluation, assessment, learning environment, or professional development. Presentations demonstrating collaborative work from multiple departments or institutions are especially encouraged.

Time/Format: 30- or 75-minute session (author preference) which includes a brief (5-10 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.

Virtual Focused Discussion requirements:

Authors are expected to provide a detailed, clear description of how they plan to effectively facilitate the workshop in a virtual environment (Zoom-based platform). This may include a description of the resources that may be given to small groups for breakout room activities, tools to facilitate engagement (see examples in the table below), inclusion of roles for authors (chat moderator, breakout room facilitator, etc.), or back-up plan if technology fails. Mention the following features when describing your workshop facilitation.

Tools & Features	Functionality
Annotation	Mark-up and draw on the screen
Audio	Allow verbal responses from remote participants
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Proposal Requirements:

Proposals are limited to **750 word abstracts** and must include the following components:

- **Rationale:** Why the topic is important, its timeliness, and its relevance to medical education
- **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. Example formats include small group or panel discussion.
- **Experience:** In one sentence per speaker, describe the experience of the speaker(s).

Required but not included in 750-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
- Effective use of virtual engagement (based on amount of time and proposed resources used to engage the audience)

Medical Education Resources Exchange

Purpose: An opportunity for individuals or small groups to share resources or products created at their home institution. Each individual or small group will have 10 minutes to present their resource, including distribution and discussion of materials.

Time/Format: 75 minutes organized by topic and led by a moderator. Program committee will group presenters and their research topics as appropriate.

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

- Objective or purpose of resource
- Significance to the field
- Strengths and limitations
- Feasibility and generalizability

Required but not included in 300-word count:

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

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;**

