

MedBiquitous Open Call for Proposals

Starting in June 2021, MedBiquitous will have a continuously open call for proposals. While the primary purpose of the call is to gather content for the annual conference, community members are welcome to submit their content ideas for community activities for review by the Planning Committee. This includes webinars, blog posts, and other enduring content you would like to share with the community.

Submission Deadline: Dec 24, 2022, 11:59 PM ET

Submission Categories

There are six opportunities to submit a proposal:

1. **Digital Demonstrations:** Digital demonstrations allow for real-time brief presentations and discussions on applications, technologies, or data analytics tools being used to address institutional goals.
2. **Posters:** Posters allow for organizations to highlight a specific program, project, innovation, and/or system.
3. **Digital Demonstrations and Posters** Presenters will be asked to upload a description of their poster or demonstration, as well as a brief video. Specifics for the poster size, session description length, and video specifications will be provided after submissions are accepted.
4. **Workshops:** Workshops provide individuals or organizations with the opportunity to provide hands on skills training to attendees. Workshops can be for any hard or soft skill related to data standards and health professions education and credentialing. Workshops will be allocated up to three (3) hours.
5. **Roundtables:** If there is a topic you wish to discuss or gather input on, please consider submitting a proposal for a Roundtable. These sessions will be allocated one (1) hour on the agenda concurrently.
6. **Webinars:** *MedBiquitous Community Connection* is a series of free one-hour webinars featuring health professions educators and technology innovators from around the globe. Webinars provide a forum for community experts to share how digital technologies are promoting improvement and better outcomes across the continuum of health professions education.

Submission Forms

All proposals include the following information:

- Title
- Speaker/Author information
- Speaker/Author biographical sketch (1 paragraph)
- Agreement to attend the conference, if selected
- Agreement to post submitted materials

The submission form includes the following questions:

- Proposal information. Please provide a robust description of your session. You will also include a brief, thought provoking, 800-character description that will be included in the meeting program, if selected. Finally, describe the stage of implementation of the effort being discussed in your session and if it has been discussed previously elsewhere.
- Session outcomes. Provide three learning objectives for your session that are clear, measurable, and achievable.

Submission Guidelines

Priority will be given to proposals that are of interest to members of the MedBiquitous community. We strongly encourage collaboration on proposals between attendees and among different perspectives.

All timeslots for sessions submitted via this call will be 60 minutes in length, except for workshops. Workshops will be allocated up to 180 minutes including required breaks.

Depending on the number of proposals received and the topics of the sessions, you may be asked to collaborate with another submitter on the presentation if the topics are closely related.

There are a limited number of commercial exhibitor spaces available. All commercial exhibitor requests should be addressed to medbiq@aamc.org for more information.

Only proposals submitted on this submission website will be reviewed.

Additional documentation is not accepted and will not be reviewed.

If submitting multiple proposals, please submit each proposal individually. You will receive a confirmation email for each proposal.

Conference Fees

Speakers, poster participants, and digital demonstration presenters are responsible for registering in advance of the conference and paying the full registration fee.

Conference fees are not required if submitted content is selected for a *MedBiquitous Community Connection* webinar.

Review Criteria

Proposals will be evaluated based on the following criteria:

- Relevance to health professions education and lifelong learning
- Clarity of writing and organization of ideas
- Adaptability – can these ideas be implemented at another organization?
- Creativity and originality

Submission Information

1. **DEADLINE:** The deadline for electronic submission of proposals is Dec 24, 2022, at 11:59 PM EST. The submission website will automatically close at midnight.
2. **SUBMISSION LIMIT:** There are no restrictions on the number of proposals you may submit.
3. **CHARACTER LIMIT:** The short description is limited to 800 characters and the session description is limited to 2000 characters. These counts include all text, including spaces and special characters. If your proposal is accepted, the short description will be used in the meeting program and additional text beyond the character limit will be removed.
4. **TITLE:** The title should be entered in mixed case and is limited to 90 characters. Do not put your title in quotation marks.
5. **PRESENTATION TYPE:** You will be asked to select the appropriate presentation type for your submission. Depending on the quantity of submissions, you may be asked to modify your presentation type.
6. **INSTITUTIONS/AFFILIATIONS:** You will be asked to enter all the institutional affiliations of your submitters and speakers prior to adding the speakers. MedBiquitous will communicate directly with the primary speaker/contact.
7. **SUBMITTING YOUR PROPOSAL:** You may save your proposal at any point and return to where you left off before submitting your proposal. Once you have submitted your proposal, you will receive a confirmation email.