

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



Proposal Deadline: **November 1st, 2022** at **11:59 PM EST**
Submit online [here](#).

Submission Timeline

Submission site opens	Late September
Submission deadline	November 1st 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 2023
Meeting dates	April 2023

The 2023 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:

From Virtual Education to Renewed Personal Connections:

Re-Engaging with ALOHA:

Adaptability

Leadership

Opportunity

Humor and Humanism

Accessibility

OR (picture was taken from a Maui magazine – I didn't see any copyright on it:
<https://www.mauimagazine.net/behind-the-rainbow/>)



GENERAL INSTRUCTIONS

1. All submissions must be submitted online no later than **November 1st, 2023 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 2023.

6. Presentation is contingent upon the presenting member (usually the first author) registering for the Western Collaborative Spring 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

Priority will be given to those proposals that have overlapping implications for medical education and student affairs, represent multiple WGEA institutions, and/or that align with one or more of the stated conference themes.

Research in Medical Education and/or Student Affairs

Purpose: A Research Abstract is a report on a completed investigation that contributes to medical education/student affairs research and practice. The results of smaller scale/single institution pilot projects, exploratory studies, or components of larger projects may be submitted as a Research Abstract.

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. Abstracts must contain data to be eligible for consideration.

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

- Research Statement/Research Question
- Background and relevance of the study: Background and/or theoretical framework and importance to the field. What problem or issues have you identified or addressed?
- Design and Methods: What did you do?
- Results: What did you find?
- Conclusions: What did you discover as a result of your efforts?
- Significance: What implications do these lessons hold for now and/or the future?

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: Research question grounded in literature

- Strength of research design and methods: design and method aligns with the research question
 - Relevance of results: Results or outcomes are presented in a clear manner
 - Significance: the authors provide evidence that the findings have implications for now or the future
 - Clarity of writing
-

Innovations in Medical Education and/or Student Affairs

Purpose:

An Innovation Abstract is a report on a program, project, or other unique educational or student affairs related experience that is sufficiently developed to provide valuable lessons and insights worth sharing with the broad medical education and/or student affairs community. Abstracts should contain an explanation of why the innovation is timely, keeping in mind that topics which may be new at a local level, may not be new at the national level. The results of smaller scale/single institution pilot projects, exploratory studies, or components of larger projects may be submitted as an Innovation Abstract. Abstracts must contain some data to be eligible for consideration.

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: What problem or issues have you identified or addressed?
- Design: (Methods and materials used). What did you do?
- Outcomes: What did you find?
- Innovation's strengths and limitations: What did you discover as a result of your efforts?
- Feasibility and generalizability: What implications do these lessons hold for now or in the future?

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
- Strength of background and/or theoretical framework and importance to the field Are the problems or issues identified clear?
- Strength of evaluation design (methods and materials) What did the authors do to address the problems or issues?

- Relevance of outcomes: What did the authors find? What did the authors discover as a result of your efforts?
 - Awareness of limitations and feasibility (reflective critique): What implications do these lessons hold for now or in the future?
 - Clarity of writing
-

Workshops

Purpose: Workshops are an opportunity to examine broad medical education and/or student affairs topics from a variety of perspectives, engender discussion, and engage diverse voices. The submission format requires a detailed plan for the session including learning objectives, a description of the session, speakers, and a facilitator. Sessions on Medical Education and Student Affairs submissions should describe in detail how the session will generate rich dialogue from multiple perspectives and involve both presenters and attendees. Workshops are skill-oriented, interactive experiences 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 and/or student affairs
- **Learning Objectives:** What participants will know or be able to do as a result of this session
- **Session Plan:** Indicate amount of time to be allocated to each speaker or element of the program. Describe the session plan in detail, with specific attention to how the audience will be engaged through the discussion
- **Products/materials:** Describe any products (templates, tools, etc) that members will generate by participation in your session.
- **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. [List all presenters.](#)

Proposals will be reviewed using the following criteria:

- Importance, timeliness, and relevance of topic
- Clarity of learning objectives: both achievable and desirable
- Clarity and appropriateness of session format and method: The session plan is clearly described
- High probability of generating a rich discussion of the issues presented.
- Interest potential in topic and products/materials generated
- Clarity of writing

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: 40 minute session which includes a brief 20-30 minute focused presentation by 1 or more presenters followed by an 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 and/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. [List all presenters.](#)

Proposals will be reviewed using the following criteria:

- Importance, timeliness, and relevance of the topic
- Clarity of learning objectives: both achievable and desirable
- Clarity and appropriateness of session format and method: The session plan is clearly described
- High probability of generating a rich discussion of the issues presented.
- Interest potential
- Clarity of writing

Panel Discussions

Purpose: Panel discussions examine diverse perspectives and approaches to educational/student affairssubjects or issues in diverse settings. Presentations demonstrating collaborative work from multiple departments or institutions are especially encouraged.

Time Format: 90-minute session which includes 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 and/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. Highlight how you will highlight diverse perspectives.
- **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. [List all panelists.](#)

Proposals will be reviewed using the following criteria:

- Importance, timeliness, and relevance of the topic
- Clarity of learning objectives: both achievable and desirable
- Clarity and appropriateness of session format and method: The session plan is clearly described
- High probability of generating a rich discussion of the issues presented.
- 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/Student Affairs 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:**

