2024 ACOFP Annual Convention and Scientific Seminars Call for Sessions

The ACOFP invites session proposals for the 2024 ACOFP Annual Convention and Scientific Seminars. The convention will be held Thursday, April 4 through Saturday, April 6 in New Orleans, Louisiana and Sunday, April 7 online.

Session Dates and Formats

Concurrent Sessions
Thursday, April 4; Friday, April 5; and Saturday, April 6, 2024

- **Interactive Workshops (60 or 90 minutes)**
  Session enrollment is set at 200 participants to start but may be increased by convention planners in response to individual workshop popularity. Seating is set in rounds (typically 8-10 seats per table).
- **Didactic Sessions (30, 45 or 60 minutes)**
  Session enrollment is not limited, and seating is set in theater format. Audience participation is strongly encouraged for these sessions using pair/share, small group discussion, question and answer, reflective statements, and case-based learning. Other active learning strategies are welcome.

Virtual-Only Live Sessions
Sunday, April 7, 2024

- **Didactic Sessions (30, 45 or 60 minutes)**
  Session enrollment is not limited. Audience participation is strongly encouraged for these sessions using pair/share, small group discussion, question and answer, reflection questions, and case-based learning. Other active learning strategies are welcome.

On-Demand Sessions
Released in early April 2024

- **Didactic Sessions (30, 45 or 60 minutes)**
  Session enrollment is not limited. Audience participation is encouraged for these sessions using case scenarios and reflective statements.

The most successful sessions:
1. offer concrete deliverables, action items, and achievable "take-home" messages and tools;
2. improve practices or enhance attendees' outlook;
3. incorporate attendee participation through feedback, group discussion, individual reflection, audience response systems, and/or question and answer; and
4. follow an agenda and session description, and use visuals (such as PowerPoint for guidance – even if the session format is discussion-based.

Based on the proposal details and convention program the ACOFP Annual Convention Work Group will determine if the selected session proposal will be a workshop (round tables) or a didactic session (theater seating) to create a balanced format that accommodates all attendees. Popular topics submitted as interactive workshops with round table requirements may be asked to revise their session plan to suit the didactic format to reach as many people as possible in theater seating. Accepted session descriptions and titles will be edited to ensure alignment with ACOFP style and published on the convention website in the fall. **Make sure all information is complete and accurate before submitting.**

Recommended Topics

Proposals should be interactive and display creativity and innovation in areas that meet the needs of the osteopathic family medicine community. Applicants should rely on their expertise, and collaboration across institutions and/or programs is encouraged. Topics may range from strategies at the institutional level, program level, in the clinical learning environment, or within patient care (among other areas).
- Alzheimer's/Dementia
- Business of Medicine (including coding)
- COPD/Asthma
- COVID/Long COVID
- CVD/Heart Failure
- Dermatology
- Diabetes
- Diversity, Equity, and Inclusion
- Headaches
- Hyperlipidemia
- Hypertension
- Obesity/Weight Loss/Nutrition
- Mental Health (including depression and anxiety)
- OMT/OMM
- Physician Wellness
- Renal Diseases

Important Information

- **Session Changes (Proposals)**
  Changes can be made to session proposals through the submission portal until Friday, July 14, 2023, at 5:00 p.m. Central.

- **Session Changes (Accepted Sessions)**
  Changes should not be made to the presenter lineup, session description, or session title after confirmation of acceptance into the convention program. Should something arise after confirmation of acceptance, the ACOFP must be notified in writing via email (**elearning@acofp.org**) and speakers must receive ACOFP approval prior to making any changes. No changes to sessions will be permitted after Monday, October 16, 2023, 5:00 p.m. Central.

- **Faculty Agreement and Financial Disclosure (Accepted Sessions)**
  All faculty (in-person and virtual) must agree to ACOFP's speaking agreement and disclose to ACOFP any financial relationships within the past 24 months companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

Timeline

- June 12, 2023: Call for Session Proposals opens
- July 14, 2023: Call for Session Proposals closes (5:00 p.m. Central)
- July 24 – August 18, 2023: Session proposals will be reviewed and selected by the ACOFP Annual Convention Work Group
- Starting the week of August 28, 2023: email notification for selected and non-selected proposals will be sent to the first faculty listed in the submission; selected sessions will receive next steps
- October 2023: Session content goes live on the convention website and faculty are notified of their session's scheduled date and time
- October 16, 2023 (5:00 p.m. Central): Deadline to make any changes to the faculty line-up
- Week of October 23, 2023: Faculty receive emails with their faculty portal link and next steps

Proposal Checklist

Note: All session proposals go through a blind judging and selection process. Do not include personal identifiers in the session title, plan, description, or objectives.

Have the following available before starting your sessions:

1. The bios, headshots, and presenting experience of all presenters. These are required fields. The ACOFP makes no distinction in the convention program between speakers, presenters, facilitators, moderators, and faculty members.
2. Contact information for each presenter (name, degree(s), email, institution, job title, work address, work and mobile phone numbers). The individual who submits the session proposal will receive the confirmation and acceptance notifications. Once a session has been accepted, all speakers of the session will receive further session information.
3. Preferred Session Date: Potential options include Thursday, April 4, 2024 between 9am-4pm, Friday, April 5, 2024 between 9am-4pm, Saturday, April 6, 2024 between 9am-1pm, Sunday, April 7, 2024 between 9am-3pm OR on-demand. (The convention agenda is created based on topic and preferred session time requests may not be possible. Session times are assigned in September/October).
4. Session title (limit 90 characters, including spaces)
5. Session plan – lay out how time will be used (limit 1,500 characters, including spaces)
6. Session objectives – list one to three session learning objectives (limit 1,500 characters, including spaces)
7. Session description (one paragraph; limit 1,500 characters, including spaces)
8. Identify up to three topics from the recommended topics list above that align with the content of the proposed session.

Submission Deadline
July 14, 2023   5:00 PM CT

ACOFP Faculty Policy

- All faculty will abide by all deadlines set forth by the ACOFP.
- The ACOFP retains the copyright to all accepted presentations.
- All faculty must be approved by the ACOFP.
- All faculty must inform ACOFP **by Friday, December 1, 2023,** if they will be registering for the entire convention or serving as a guest faculty**.** Failure to inform the ACOFP by this date may result in faculty being removed from the session.
- Changes should not be made to the faculty lineup, session description, or session title after confirmation of acceptance into the convention program. Should something arise after confirmation of acceptance, the ACOFP must be notified in writing via email (elearning@acofp.org) and faculty must receive ACOFP approval prior to making any changes. No changes to sessions will be permitted after **Monday, October 16, 2023, 5:00 p.m. Central.**
- Session information, including session title, faculty name(s), degree(s), bio(s), headshot(s), session description, and target audience will be advertised on the ACOFP website, the convention website, ACOFP social media accounts, and convention materials, including in the program guide, signage, the Convention Mobile App, etc. The ACOFP reserves the right to edit all collected information as needed.
- All faculty are required to read and accept the ACOFP's faculty and attendee policies when registering for the convention, giving the ACOFP permission to use their name, position, voice, likeness, portrait, or pictures, as well as filmed presentations for educational purposes. **Note:** Not all sessions are recorded at the convention. For sessions not recorded at the live convention, faculty must agree to work with ACOFP to identify a time to pre-record the content.
- All session visuals, presentations, slides and handouts must be submitted to ACOFP by **Friday, March 15, 2024**. ACOFP reserves the right to approval all materials to ensure compliance with CME guidelines and standards.
- There is no guest pass or guest fee. Guests must register to attend the convention or enter the convention space, even if only attending one session. Those not registered for the convention are not permitted in the convention space.
- It is contrary to ACOFP policy for the ACOFP to endorse, or to appear to endorse, a particular product, and if a session discusses operational solutions that can be purchased, discussion must be limited to solutions with no mention of proprietary products.