2023 AAMC Biomedical Research Training Conference
Hosted by the Group on Research, Education, and Training

Call for Proposals

Submission Deadline: March 23, 2023, 11:59 pm PT

The Group on Research, Education, and Training (GREAT) Program Committee invites proposals for concurrent sessions, poster presentations, and 5-minute talks (also known as oral presentations) at the 2023 AAMC Biomedical Research Training Conference, Hosted by GREAT.

Build your professional network and learn, reflect, and engage with colleagues, by presenting at this unique joint meeting among faculty and administrative leaders of biomedical PhD, MD-PhD, and postdoctoral programs. Presenting at the conference enables the sharing of knowledge, experiences, ideas, and information, and bolsters your professional scholarship portfolio.

Submissions can either be designed to address issues and/or topics important **to one or more** of the three communities: Graduate Training, MD-PhD Training, and Postdoctoral Training Sections.

Submit a proposal to share your strategies and solutions. Your input will ensure the Planning Committee considers a broad and rich spectrum of topics and speakers that are relevant to either one or all three communities.

The Program Committee reserves the right to suggest proposal consolidation across individual submissions where appropriate.

Contents

Submitters are encouraged to read the guidelines thoroughly before starting a submission.

Important Information

- To submit a conference session proposal, complete the online submission form by **March 23, 2023**. Submissions received after this date will not be considered.
- Please remember that the submission does not need to be finalized in one session. You can access your proposal at any time prior to the submission deadline: **March 23, 2023.**
- Only completed submissions will be reviewed (i.e., all fields in the online form must be completed).
- Include as much detail as you are able so the Program Committee can accurately assess the proposal.
- Your acceptance of an invitation to present an approved session proposal requires a commitment to attend the meeting and to help organize and/or present at the session. Note that session proposal submitters/speakers are responsible for their own costs associated with meeting registration and travel.
- Where possible, ensure your proposal has a diverse set of speaker perspectives (i.e., proposals should feature speakers from different backgrounds, institutions, professional roles, etc.).
- The Program Committee encourages all speakers and panelists to include examples, case studies, and potential solutions throughout your proposal (e.g., detailed description, learning objectives).
- The Program Committee respectfully requests submitters submit only one proposal per format.
- Email GREAT@aamc.org for questions or concerns.

Presentation Types

The program committee is seeking proposals for concurrent sessions, poster presentations, and 5-minute talks. Submitters may also propose to present both a poster and 5-minute talk.

Concurrent Session

Concurrent sessions are smaller offerings focused on more narrow topics. Attendees are in these sessions to learn best practices, discuss examples and case studies, network with and learn from their colleagues, and leave with practical strategies. Formats include workshops (interactive) and didactic sessions (presentation-based).

Active learning sessions are encouraged to get the audience involved in the discussion. Concurrent sessions will be allotted 60- or 75-minutes including discussion time. You may request a session length appropriate for your proposal. Final session length determinations will be assigned once a session is accepted.

Poster Presentation

A poster session will be held during a 90-minute reception. Presenters will be able to interact with attendees to discuss their research. Presenters are expected to be available at the poster session to discuss their work and answer the questions of session attendees.

5-minute Talk

This session features a 5-minute oral presentation from each speaker with a Q&A session following each set of grouped presentations.

Topic Areas

Session proposal submissions are intended to be inclusive of, not limited to, the suggested categories below.

1. Curriculum & Competencies
2. Training Methods
3. Diversity & Inclusion
4. Career Development & Exploration
5. Resiliency & Wellness
6. Teaching & Mentoring
7. Training Outcomes Assessment
8. Administration and Funding of Research Training
9. Professional Development for meeting attendees

Below are *JUST SOME EXAMPLES* of issues that may be addressed in each area of focus. Depending on the content of your submission you may find that a topic below fits better into a different theme.

Topic Areas	Examples
Curriculum & Competencies	• Courses: core, specialized, seminars, journal clubs, workshops, experiential learning, team building • Responsible Conduct of Research; Rigor & Reproducibility, Critical Thinking • Experimental design & analytics • Evaluations of trainees, use of evaluations in future planning • In person vs. virtual courses and events
Training Methods	• Novel approaches, integrating different curricular elements • Strategies to enhance training of scientists and/or physician-scientists • Collaboration between programs, institutions, and with non-academic partners
Diversity & Inclusion	• Training and educational programs • Interpersonal professional relationships • Assessing culture and affecting institutional/organizational change • Strategies for admissions, promotions, instructional support, placement, retention. • Outreach and strategic partnerships

Career Development & Exploration	• Professional Skills: writing, data and concept visualization (requires software literacy), speaking, storytelling, teaching, teamwork and leadership • Individual Development Plans: outcome assessment and efficacy • Personalized education • Preparing for multiple careers; staging of career preparation – what, where and when; transitions to postdoc, residency, internships, long-term employment • Leadership development
Resiliency & Wellness	• Resilience and Leadership • Training and educational programs

Teaching & Mentoring	• Finding resources
	• Faculty engagement
	   o Incentives to train and mentor
	   o Training the trainers/mentors on all levels (including trainees, faculty, staff)
	   o Fostering mentor-trainee relationship
	   o Building a mentoring matrix

Training Outcomes Assessment	• Defining the questions that we want to answer • Taxonomy of careers • Analysis methods • Local vs national impact • Publication and dissemination of educational approaches and outcomes
Administration & Funding of Research Training	• Innovation and sustainability • Models for funding training and research in different institutional/organizational environments • Seeking partners outside of government • Entrepreneurship in academia • Outreach and advocacy; strengthening national and local policy goals
Professional Development for Meeting Attendees	• Best practices for virtual/hybrid education/workplaces • Management training/manager competencies • Leadership development workshop • Strategic or budget planning • Career mentors/sponsors • Difficult conversations • Negotiation (e.g., for resources)

Submission Form Process

1. If you are a new user, select "Join Now" and complete your profile. Existing users can sign-in under "Already a User?"
2. Select "Click here to begin a new proposal."

3. Follow the online submission form as listed below. Each task should have a green checkmark after you have completed it.
4. Select "Save Submission" after completing all tasks.
5. At the Proposal Summary screen, select "Click here for a preview of your proposal." After reviewing, click the "Previous" arrow to return to last screen.
6. Select the "Submit" button to formally submit your submission to the Program Committee.

Submission Form for Concurrent Sessions

You are encouraged to compose the submission in Word before completing the online submission form. All fields will be required to complete a submission. Fields in the online submission form include:

I. **Proposal Title.** *Max 100 characters.*
Titles should be clear and reflective of proposal content.

II. **Presentation Type.** Select one.
   a. Concurrent session
   b. 5-minute talk
   c. Poster presentation
   d. 5-minute talk and poster presentation

III. **Session Format.** Select one. *Resource: Sample Learning Formats.*
   a. Panel Discussion
   b. Debate
   c. Workshop
   d. Think Tank or Buzz Group
   e. Fishbowls
   f. Case Studies
   g. Peer-to-Peer Round Table Discussion
   h. Paper
   i. Birds of a Feather or Idea Exchanges

IV. **Topic Area.** Select all that apply.
   a. Curriculum & Competencies
   b. Training Methods
   c. Diversity & Inclusion
   d. Career Development & Exploration
   e. Resiliency & Wellness
   f. Teaching & Mentoring
   g. Training Outcomes Assessment
   h. Administration and Funding of Research Training
   i. Professional Development for meeting attendees

V. **In the event that a submission is not accepted, the review committee may offer applicants opportunity to convert their proposal to a short oral presentation, poster presentation, or table topic.**
Please indicate if you would be willing to convert your proposal to a short oral presentation, poster, or table topic if suggested by the review committee.

VI. **Community/Section Affiliation.** Select all that apply.
   a. Graduate Training
   b. Postdoctorate Training
   c. MD-PhD Training
   d. Administrative Directors/Coordinators (any section)

VII. **Preferred Session Duration**
   a. 60 minutes
   b. 75 minutes

VIII. **Short Session Description.**
   Provide a short description of your proposal. This description will appear in the final meeting materials and marketing. Descriptions should clearly represent your proposal's content and be thought-provoking. Descriptions should also be free of grammatical and spelling errors as it will be published as submitted. Max 1,700 characters.

IX. **Detailed Session Description**
   Provide a detailed description of your proposal. This description will be used by the Program Committee to evaluate your proposal. Max. 2,000 characters.

X. **Instruction Strategies and Activities**
   Describe instructional strategies, audience participation activities, and session flow (i.e., 10 minutes – presenter one, 20 minutes – breakout activity). Max. 500 words.

XI. **Session Learning Objectives.** *Resource: [Writing Learning Objectives](#).*
   Learning objectives should be specific and allow for assessment of outcomes. For example, if developing a best practice, how can the impact of implementation be assessed? *Min. 2 Learning Objectives Required (Max. 250 words each).*

XII. **Presenters**
   Please note: the system requires at least one speaker entry. If the speaker(s) still need to be identified, please feel free to enter your own information.
   a. First Name/Last Name
   b. Presenter Role (Speaker or Facilitator)
   c. Email Address
   d. Title
   e. Institution
   f. Credentials
   g. Biography (Max. 2,500 characters)
   h. Headshot (Max. 2 MB)

   The primary author may invite suggested speakers to complete their own profile. After adding a speaker, select the "Invite" button. Invited speakers will receive an email notification with a custom link to complete their profile.

Speaker List

You must add at least 1 speaker and no more than 4.
You can add a maximum of 3 speakers for this proposal.
You can add a maximum of 1 facilitator for this proposal.

1 J Smith, PhD
Specialist, Association of American Medical Colleges
Profile completed ✅
Presenter Role: Speaker
Login details sent Tuesday, October 4, 2022, 10:59 AM inviting J to complete the task(s) for this proposal.

[Edit J Smith's Profile] [Invite J Smith] [Remove J Smith]

XIII. **Session Acknowledgement**
   a. Presenters agree to read and abide by the AAMC Health & Safety Protocol for All In-Person Meetings.
   b. Presenters agree to register for the meeting and pay the registration fee.
   c. Presenters will be responsible for their own travel and lodging expenses.
   d. All proposed presenters agree to attend the 2023 AAMC Biomedical Research Training Conference, Hosted by GREAT, and conduct the session at the time(s) assigned.
   e. Presenters are responsible for bringing and distributing handouts, if any.
   f. Presenters agree to use the standard audiovisual setup provided by the AAMC (LCD projector, laptop, wired podium microphones or provided poster board).

Submission Form for 5-minute Talks and/or Poster Presentations

I. **Proposal Title.** Max 100 characters.

II. **Presentation Type.** Select one.
   a. Concurrent session
   b. 5-minute Talk
   c. Poster presentation
   d. 5-minute Talk and poster presentation

III. **Topic Area.** Select all that apply.
   a. Curriculum & Competencies
   b. Training Methods
   c. Diversity & Inclusion
   d. Career Development & Exploration
   e. Resiliency & Wellness
   f. Teaching & Mentoring
   g. Training Outcomes Assessment
   h. Administration and Funding of Research Training
   i. Professional Development for meeting attendees

IV. **In the event that a submission is not accepted, the review committee may offer applicants opportunity to convert their proposal to a short oral presentation, poster presentation, or table topic.**
   Please indicate if you would be willing to convert your proposal to a short oral presentation, poster, or table topic if suggested by the review committee.

V. **Community/Section Affiliation.** Select all that apply.

       a. Graduate Training
       b. Postdoctoral Training
       c. MD-PhD Training
       d. Administrative Directors/Coordinators (any section)

VI. **Abstract**
Please provide a brief abstract for your proposal. This abstract will also serve as a description for your presentation in program materials and marketing. Please ensure your description is in a single paragraph format. Abstracts should also be free of grammatical and spelling errors as it will be published as submitted. Max. 800 characters.
       a. Background, Aim/Hypothesis
       b. Methods, Results and/or Outcomes
       c. Conclusions/Implications
       d. Areas for Follow-Up and/or Additional Study

VII. **Learning Objectives.** *Resource: [Writing Learning Objectives](#).*
Learning objectives should be specific and allow for assessment of outcomes. For example, if developing a best practice, how can the impact of implementation be assessed? *Min. 2 Learning Objectives Required (Max. 250 words each).*

VIII. **Presenters**
Enter speaker(s). Please note only one individual as the primary speaker and the main contact. Due to timing, 5-minute talk presentations will only have one presenter. For posters, only a maximum of 9 additional author can be entered.
       a. First Name/Last Name
       b. Presenter Role (Primary or Additional)
       c. Email Address
       d. Title
       e. Institution
       f. Credentials
       g. Biography *(Max. 2,500 characters)*
       h. Headshot *(Max. 2 MB)*

IX. **Submission Acknowledgement (for Poster Presentation)**
       a. Presenters agree to read and abide by the AAMC Health & Safety Protocol for All In-Person Meetings.
       b. Presenters agree to register for the meeting and pay the registration fee.
       c. Presenters will be responsible for their own travel and lodging expenses.
       d. All proposed presenters agree to conduct the session at the time(s) assigned.
       e. Presenters allow the AAMC to post poster abstracts on the meeting website and other materials.
       f. Presenters agree to print and deliver poster to the meeting site. Poster Board Size: 4' X 8'.

g. Presenters are encouraged to bring copies of their abstracts and/or legal/letter size handouts of their poster to share with attendees.

X. Submission Acknowledgement (for 5-minute Talk)
   a. Presenters agree to read and abide by the AAMC Health & Safety Protocol for All In-Person Meetings.
   b. Presenters agree to register for the meeting and pay the registration fee.
   c. Presenters will be responsible for their own travel and lodging expenses.
   d. All proposed presenters agree to conduct the session at the time(s) assigned.
   e. Presenters agree to designate one speaker for your presentation.
   f. Presenters agree to use the standard audiovisual setup provided by the AAMC (LCD projector, laptop, wired podium microphones or provided poster board).

Review and Selection Process
The Program Committee will review and evaluate submissions based on the following criteria. This includes noting alignment with theme/topic areas, appropriate session format, a clear plan for content delivery and outcomes/takeaways, and a suitable level of audience interaction and activity.

● **Relevance:**
Proposal is applicable to GREAT audiences and is associated with topic areas of interest as stated in the call for proposals.

● **Method of Teaching and Audience Participation:**
A clear plan has been identified for content delivery and is found to be appropriate for the time allotted. Emphasis is placed on engagement through small group exercises, networking, and sharing of tools and other experiential learning methods or interactive activities. Presentation and engagement should spark discussions and deliver strategies, best practices and solutions that appeal to attendees across the continuum.

● **Definition of Objectives:**
Proposal has clear and obtainable learning objectives. ([Resource available here](#))

● **Outcome Measures:**
Proposal has evidence of implementation, demonstrated impact and/or practical strategies. If outcome has not been measured then activity should have a clear purpose, plan, process, and description of how the initiative will be evaluated with intended/projected results.

● **Quality of Content:**
Proposal is thoughtfully constructed, includes required submission elements, and follows a logical flow.

• **Reproducibility/Adaptability:**

Where appropriate, the proposal includes strategies on how the programs/models could be adapted/implemented in attendees' institutions; innovation, creativity, and originality; and significance for advancing current knowledge or developing novel models and/or practices.

5-minute talks and poster presentations will be evaluated on:
- o Innovation
- o Creativity and originality
- o Transferability/Adaptability
- o Significance for advancing current models and/or practices at your institution
- o Data driven submissions and outcomes data
- o Relevance to categories chosen
- o Clarity of writing and organization of ideas

Notifications

Committee decisions will be emailed to the primary submitter in June 2023.

Conference Fees, Travel, and Lodging

A session proposal submission is considered a commitment to attend the meeting and to help organize or present at the session if accepted. Note that session facilitators and speakers are responsible for the costs associated with their travel and meeting registration. The AAMC and the Planning Committee must formally approve and confirm all speakers.

AAMC Health & Safety Protocol for All In-Person Meetings

Last updated 8/5/22

What's New

The AAMC revised its policies for providing proof of vaccination to attend off-site in-person meetings and events. Some of the key changes are outlined below, though it is important for all attendees to be familiar with these guidelines before attending an upcoming event or meeting.

Vaccine verification will no longer be required. We ask that attendees have received COVID-19 vaccination, but verification will not be requested.

The AAMC continues to support vaccination for all as a way to reduce the severity of infection and high-quality, well-fitting masks are very effective in reducing infection. While we will continue to encourage all attendees to be vaccinated and wear masks in all venues, there are likely to be gatherings associated with this meeting with people who may not be vaccinated and/or be wearing a mask. Moreover, there have been reported instances of transmission of the COVID-19 virus even among vaccinated people who are not wearing masks (for example, while eating and drinking.) For this reason, attendees should consider and determine for themselves whether they are comfortable with the risks associated with different events (e.g., indoor vs. outdoor, masked vs. unmasked, AAMC-controlled vs. public space).

It is recommended that registrants take an antigen test prior to traveling to an AAMC-hosted meeting; antigen tests will be available on-site to facilitate additional testing should someone wish.

The AAMC strives to provide a safe and healthy environment for all AAMC meeting participants. By registering for an in-person event, either at the AAMC's headquarters at 655 K Street, NW, in Washington, DC, or off-site, all participants must agree to comply with preventative health and safety measures.

These measures are critical for minimizing the risks associated with COVID-19 and preventing the spread of illness or infectious disease. Policies and procedures for each in-person meeting will be guided by the requirements and recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and federal, state, and local health authorities.

Please note that travelling to and attending a large gathering or event includes the possibility of being exposed to COVID-19. If you are experiencing symptoms of COVID-19 or begin to experience symptoms of COVID-19 at any time during the conference, please do not attend the meeting. If you test positive with COVID-19 within four days of returning from this meeting, please contact great@aamc.org.

All AAMC off-site in-person learning offerings strongly encourage mask-wearing and vaccination. Health and safety measures for in-person AAMC meetings and events are subject to change and updates will be reflected on this page.

For all in-person AAMC meetings and events, registrants will be required to complete an attendee health and safety acknowledgement during the registration process. Noncompliance may result in cancellation of registration or removal from the event, with or without a refund.

Health and safety measures may include but are not limited to:

- Encouragement of COVID-19 vaccination

- Recommended mask wearing onsite in meeting and exhibit spaces

- Enhanced sanitization of meeting and exhibit spaces

- Hand sanitizing stations throughout the meeting and exhibit spaces

- Changes to meeting format

- Cancellation of the event