

## 2024 Call for Proposals Deadline: March 17, 2024, 11:59 p.m. PT

### About Us

The Group on Research, Education, and Training (GREAT) provides professional development to, and fosters the exchange of information and ideas among the faculty and administrative leaders of biomedical PhD, MD-PhD, and postdoctoral programs. Visit [www.aamc.org/great](http://www.aamc.org/great) for additional information.

#### **Why should you present?**

The GREAT Program Committee invites proposals for concurrent sessions, poster presentations, and 5-minute talks at the 2024 AAMC Biomedical Research Training Conference Hosted by GREAT.

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 Program Committee considers a broad and rich spectrum of topics and speakers that are relevant to either one or all three communities.

### General Information

#### **Presentation Types**

Proposals may be submitted in any of the formats listed below. Proposals may be reclassified to a more appropriate format at the Program Committee's discretion.

#### **Concurrent Session Format Description**

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.

#### **5-minute Talk Format Description**

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

#### **Poster Format Description**

A poster reception will be held on the first day of the conference. 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 questions from attendees. Posters will remain open throughout the conference.

## Session Set Up

Each session room will be set with:

- One head table with table microphone(s)
- One podium with microphone and presentation laptop
- One projector and accompanying screen
- One audience microphone
- The audience will be set for round tables

## Topic Areas

The program committee involved proposals for concurrent sessions within the following focus areas on topics relevant to **one or more** Sections. Session proposal submissions are intended to be inclusive of, not limited to, the suggested categories below.

- Curriculum & Competencies
- In person vs. virtual courses and events
- Collaboration between programs, institutions, and with non- academic partners
- Training Methods
- Diversity & Inclusion
- Career Development & Exploration
- Resiliency & Wellness
- Teaching and Mentoring
- Training Outcomes Assessment
- Administration and Funding of Research Training
- 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 | <ul style="list-style-type: none"><li>• Courses: core, specialized, seminars, journal clubs, workshops, experiential learning, team building</li><li>• Responsible Conduct of Research; Rigor &amp; Reproducibility, Critical Thinking</li><li>• Experimental design &amp; analytics</li><li>• Evaluations of trainees, use of evaluations in future planning</li><li>• In person vs. virtual courses and events</li></ul> |

|  |   |
|--|---|
| <p>Training Methods</p>                                  | <ul style="list-style-type: none"> <li>• Novel approaches, integrating different curricular elements</li> <li>• Strategies to enhance training of scientists and/or physician-scientists</li> <li>• Collaboration between programs, institutions, and with non-academic partners</li> </ul>   |
| <p>Diversity &amp; Inclusion</p>                         | <ul style="list-style-type: none"> <li>• Training and educational programs</li> <li>• Interpersonal professional relationships</li> <li>• Assessing culture and affecting institutional/organizational change</li> <li>• Strategies for admissions, promotions, instructional support, placement, retention.</li> <li>• Outreach and strategic partnerships</li> </ul>  |
| <p>Career Development &amp; Exploration</p>              | <ul style="list-style-type: none"> <li>• Professional Skills: writing, data and concept visualization (requires software literacy), speaking, storytelling, teaching, teamwork and leadership</li> <li>• Individual Development Plans: outcome assessment and efficacy</li> <li>• Personalized education</li> <li>• Preparing for multiple careers; staging of career preparation – what, where and when; transitions to postdoc, residency, internships, long-term employment</li> <li>• Leadership development</li> </ul> |
| <p>Resiliency &amp; Wellness</p>                         | <ul style="list-style-type: none"> <li>• Resilience and Leadership</li> <li>• Training and educational programs</li> </ul>  |
| <p>Teaching &amp; Mentoring</p>                          | <ul style="list-style-type: none"> <li>• Finding resources</li> <li>• Faculty engagement <ul style="list-style-type: none"> <li>○ Incentives to train and mentor</li> <li>○ Training the trainers/mentors on all levels (including trainees, faculty, staff)</li> <li>○ Fostering mentor-trainee relationship</li> <li>○ Building a mentoring matrix</li> </ul> </li> </ul>   |
| <p>Training Outcomes Assessment</p>                      | <ul style="list-style-type: none"> <li>• Defining the questions that we want to answer</li> <li>• Taxonomy of careers</li> <li>• Analysis methods</li> <li>• Local vs national impact</li> <li>• Publication and dissemination of educational approaches and outcomes</li> </ul>  |
| <p>Administration &amp; Funding of Research Training</p> | <ul style="list-style-type: none"> <li>• Innovation and sustainability</li> <li>• Models for funding training and research in different institutional/organizational environments</li> <li>• Seeking partners outside of government</li> <li>• Entrepreneurship in academia</li> <li>• Outreach and advocacy; strengthening national and local policygoals</li> </ul>   |

|  |  |
|--|--|
| Professional Development for Meeting Attendees | <ul style="list-style-type: none"><li>• Best practices for virtual/hybrid education/workplaces</li><li>• Management training/manager competencies</li><li>• Leadership development workshop</li><li>• Strategic or budget planning</li><li>• Career mentors/sponsors</li><li>• Difficult conversations</li><li>• Negotiation (e.g., for resources)</li></ul> |
|--|--|

## Proposal Process

### How to Submit a Concurrent Session Proposal

- 1) Visit the submission portal:
- 2) If you are a new user, select “Join Now” and complete your profile. Existing users can sign-in under “Already a User?”
- 3) Select “Click here to begin a new proposal.”
- 4) Follow the online submission form as listed in the below sections. Each task should have a green checkmark after you have completed it.
- 5) Select “Save Submission” after completing all tasks.
- 6) At the Proposal Summary screen, select “Click here for a preview of your proposal.” After reviewing, click the “Previous” arrow to return to the last screen.
- 7) Select the “Submit” button to formally submit your submission to the program committee.

### Submission Form Example – Concurrent Session Format

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

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

II. **Speaker Information**

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.)

a. **Primary Presenter and Contact.**

- i. Name
- ii. Presenter Role
- iii. Email Address
- iv. Title
- v. Institution
- vi. Credentials

b. **Additional Presenters**

Please submit only presenters (not authors) who will register and attend the conference. 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.

- i. Name
- ii. Presenter Role
- iii. Email Address
- iv. Title

- v. Institution
- vi. Credentials

**III. Presentation Type (Select one of the following)**

- a. Concurrent session
- b. 5-minute presentation
- c. Poster presentation
- d. 5-minute presentation and poster presentation (\*consideration to present *both* formats)

**IV. Session Format (select one of the following)**

- 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 Exchange
- j. Other

**V. Topic Area (Select all that apply)**

- a. Curriculum & Competencies
- b. In person vs. virtual courses and events
- c. Collaboration between programs, institutions, and with non- academic partners
- d. Training Methods
- e. Diversity & Inclusion
- f. Career Development & Exploration
- g. Resiliency & Wellness
- h. Teaching and Mentoring
- i. Training Outcomes Assessment
- j. Administration and Funding of Research Training
- k. Professional Development for Meeting Attendees

**VI. I am willing to convert my proposal to the alternative format the review committee offers if my proposal is not accepted under the original submitted format.** Alternative formats may include a short oral presentation, poster presentation, and/or table topic.

- a. Yes
- b. No

**VII. Who is the audience?**

Please carefully consider who will benefit most from your proposal's content. (Select all that apply)

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

**VIII. Preferred Session Duration**

- a. 60 minutes
- b. 75 minutes

**IX. Session Description**

Please provide a brief description of your proposal. It should clearly represent your proposal's content and be thought-provoking. This description will be published on the meeting website and app as submitted. Please ensure it is free of grammatical and spelling errors. *Max 1,700 characters.*

**X. Expanded Description**

Utilize this space to expand on the short description. This description will be used by the Program Committee to evaluate your proposal. *Max 2,000 characters.*

**XI. Instruction Strategies and Activities**

Describe Instructional strategies, audience participation activities, and session flow (i.e., 10 minutes – Presenter 1, 20 minutes – Table exercise). *Max 500 words.*

**XII. 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).*

**XIII. Submission Acknowledgement**

- a. Presenters agree to read and abide by the AAMC Health & Safety Protocol for All In-Person Meetings.
- b. All proposed presenters agree to attend the 2024 AAMC Biomedical Research Training Conference Hosted by GREAT and conduct the session at the time(s) assigned. The conference will be in-person only.
- c. Presenters agree to register for the meeting and pay the registration fee.
- d. Presenters will be responsible for their own travel and lodging expenses.
- e. Presenters are responsible for bringing and distributing handouts, if any.
- f. Presenters agree to use the standard audiovisual and room setup provided by the AAMC (LCD projector, laptop, wired podium microphones or provided poster board).

## Submission Form Example – 5-minute Talk and/or Poster Presentation Format

- I. **Proposal Title.** Max 100 characters.
- II. **Primary Presenter and Contact**  
Please note only one individual can serve as the primary speaker and the main contact.
  - a. Name
  - b. Presenter Role
  - c. Email Address
  - d. Title
  - e. Institution
  - f. Credentials
- III. **Additional Authors (*Poster Presentation Only*)**  
For posters, only a maximum of 9 additional authors can be entered. Due to timing, 5-minute talk presentations will only have one presenter. Additional authors may be acknowledged during the live presentation.
  - a. Name
  - b. Presenter Role
  - c. Email Address
  - d. Title
  - e. Institution
  - f. Credentials
- IV. **Presentation Type (Select one of the following)**
  - a. 5-minute presentation
  - b. Poster presentation
  - c. 5-minute presentation and poster presentation (\*consideration to present *both* formats)
- V. **Topic Area (Select all that apply)**
  - a. Curriculum & Competencies
  - b. In person vs. virtual courses and events
  - c. Collaboration between programs, institutions, and with non- academic partners
  - d. Training Methods
  - e. Diversity & Inclusion
  - f. Career Development & Exploration
  - g. Resiliency & Wellness



- h. Teaching and Mentoring
  - i. Training Outcomes Assessment
  - j. Administration and Funding of Research Training
  - k. Professional Development for Meeting Attendees
- VI. **I am willing to convert my proposal to the alternative format the review committee offers if my proposal is not accepted under the original submitted format.** Alternative formats may include a short oral presentation, poster presentation, and/or table topic.
- a. Yes
  - b. No
- VII. **Who is the audience?**  
Please carefully consider who will benefit most from your proposal's content. (Select all that apply)
- a. Graduate Training Section
  - b. Postdoctoral Training Section
  - c. MD-PhD Training Section
  - d. Administrative Directors/Coordinators (any section)
- VIII. **Short Description**  
Please provide a short description of your abstract. This description will also serve as a description for your presentation in program materials and marketing. Descriptions should be free of grammatical and spelling errors as it will be published as submitted. Please ensure your description is in a single paragraph format. *Max. 100 words.*
- IX. **Abstract**  
Please use the following requirements to create your abstract. This abstract will be used by the Program Committee to evaluate your proposal. *Max. 500 words.*
- a. Background, Aim/Hypothesis
  - b. Methods, Results and/or Outcomes
  - c. Conclusions/Implications
  - d. Areas for Follow-Up and/or Additional Study
- X. **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).*
- XI. **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.

**XII. 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).

**XIII. Submission Acknowledgement (for 5-minute Talk *and* 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 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).
- g. Presenters allow the AAMC to post poster abstracts on the meeting website and other materials.
- h. Presenters agree to print and deliver poster to the meeting site. Poster Board Size: 4' X 8'.
- i. Presenters are encouraged to bring copies of their abstracts and/or legal/letter size handouts of their poster to share with attendees.

## Review and Selection Process

The Program and Steering Committees will review and evaluate submissions based on the following criteria. This includes noting alignment with 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:

- Innovation
- Creativity and originality
- Transferability/Adaptability
- Significance for advancing current models and/or practices at your institution
- Data driven submissions and outcomes data
- Relevance to categories chosen
- Clarity of writing and organization of ideas

Questions? Contact [GREAT@aamc.org](mailto:GREAT@aamc.org).