

2027 AAMC Learner Support and Success Leadership Conference

Call for Proposals Submission Guide

This guide covers what information will be collected when submitting a proposal.

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Session information:

- Submission Title
- Submission Type
 - Panel Discussion
 - Workshop
 - Lightning Talk
 - Other
- Proposal descriptions
 - One short description, 700-character max, including spaces (to be published in the conference agenda)
 - One detailed description, 1500 character-max, including spaces (for purposes of reviewing your proposal)
- Learning objectives, 150-character max for each, including spaces
Two are required
 - These should be measurable and achievable participant learning outcomes from your session
 - Each objective should start with a verb
- Session Plan (*lightning talks exempt*)

- Tentative time-ordered agenda for your 60-minute session
- Session details
 - Session focus areas:
Select up to three
 - Recruitment, Admissions, Selection, and Enrollment
 - Research, Growth, and Scholarship
 - Collaboration and Engagement
 - Financial Aid Management and Education
 - Student Advising
 - Student Support
 - Records Management
 - Student Opportunity, Access, and Retention
 - Disabilities and Accommodations
 - Learning Environment and Mistreatment
 - Other
 - Session topic alignment:
Select up to two
 - Learning Support, Accessibility, and Accommodations
 - Career and Specialty Advising, and Transition to Residency
 - Community Engagement, External Partnerships, and Alumni Relationships
 - Enrollment and Records Management
 - Faculty and Professional Staff Development, Mentoring, and Retention
 - Handoffs and Academic Progression
 - Health Systems Leadership, Strategy, and Organizational Effectiveness
 - Learning Environment, Institutional Culture, Climate, and Inclusion
 - Innovation, Research and Use of Emerging Technologies in Medical Education and Student Support
 - Learner Experience, Wellness, and Success
 - Milestone Events Management, Cross-Unit Collaboration, and Operations Management
 - Professionalism: Conduct and Academic Integrity

- Recruitment, Admissions, and Access
 - Student Financial Aid Management and Education, Financial Wellness and Counseling
 - Student Professional Development
 - Other
- Stage of implementation:
Select one
 - New idea in development
 - Recently launched initiative
 - Long-standing program
- Intended audience expertise level:
Select all that apply
 - Beginner
 - Intermediate
 - Advanced
- Audience engagement strategies (*lightning talks exempt*)
Select all that apply
 - Expert-led problem-solving exercises
 - Case study analysis
 - Large group discussion
 - Outcome-focused brainstorming
 - Knowledge assessment (quiz)
 - Simulation exercises
 - Role-playing scenarios
 - Interactive polls
 - Question & answer session
 - Other
- Alternative presentation options:

- Indicate if you are willing to present the content as a poster or lightning talk
- Presenter information*

*We are only requesting *presenter* information. You are encouraged to list *authors* in your presentation materials (i.e. PPT presentation). **All presenters must acknowledge that they will pay the conference registration fee, and all fees associated with attending the meeting (i.e. hotel and flights).**

Poster information:

- Submission Title
- Proposal descriptions
 - One short description, 700-character max, including spaces (may be used for posting in the meeting agenda)
 - One detailed description, 1500 character-max, including spaces (for purposes of reviewing your proposal)
- Learning objectives, 150-character max for each, including spaces
Two are required
 - These should be measurable and achievable participant learning outcomes from your presentation
 - Each objective should start with a verb
- Poster details:
 - Poster focus areas:
Select one
 - Recruitment, Admissions, Selection, and Enrollment
 - Research, Growth, and Scholarship
 - Collaboration and Engagement
 - Financial Aid Management and Education
 - Student Advising
 - Student Support
 - Records Management
 - Student Opportunity, Access, and Retention
 - Disabilities and Accommodations
 - Learning Environment and Mistreatment

- Other
- Intended audience expertise level:
Select all that apply
 - Beginner
 - Intermediate
 - Advanced
- Current status of study/project
Select one status, select all applicable milestones
 - Not yet initiated
 - What milestones have been achieved: IRB approval, Data collection, Analysis, Other
 - In progress
 - What milestones have been achieved: IRB approval, Data collection, Analysis, Other
 - Complete
- If results, data, or measurable outcomes will not be available in time for the poster presentation, indicate what information will be presented:
Select all that apply
 - Study/project design
 - Methodology
 - Implementation progress
 - Preliminary findings

- Presenter information*

*We are only requesting *presenter* information. You are encouraged to list *authors* in your presentation materials (i.e. PPT presentation). **All presenters must acknowledge that they will pay the conference registration fee, and all fees associated with attending the meeting (i.e. hotel and flights).**