THE INTERNATIONAL CONGRESS ON ACADEMIC MEDICINE – APRIL 13-18, 2023

CALL FOR PROPOSAL FOR EDUCATIONAL ACTIVITIES

Deadline For Submission: **September 16, 2022 at 23:59 ET (-4 UTC).**

Oral Presentations

In-person presentations will be 10-minutes each followed by a five-minute question and answer period run by a session moderator. Oral presentation sessions will be held Saturday, April 15, 2023 to Tuesday, April 18, 2023 inclusive.

Posters

A dedicated poster session will occur on Sunday, April 16, 2023 from 1:00 p.m. - 2:30 p.m. ET (-4 UTC). During the dedicated poster session, you will be expected to attend to your poster and discuss key points with interested congress attendees.

Facilitated Poster Sessions will also occur throughout the congress at a different time from the dedicated poster session. A facilitated poster session involves a short (three to five minute) presentation from each poster presenter highlighting key points from their poster followed by group discussion. The purpose of facilitated sessions is to allow learners an opportunity to share ideas and insights.

Workshops

Workshops are one hour and 30 minutes in duration and should focus on skills development, discussion for consensus building and active participation. Kindly ensure that about two-thirds of your workshop time is devoted to active participation. Workshops will be held on Saturday, April 15, 2023 to Tuesday, April 18, 2023 inclusively.

Notice: Workshop and Oral Presentation abstracts will be published as an on-line supplement to the CMEJ.

Please note that although you can submit multiple abstracts, we cannot guarantee that they won't be scheduled simultaneously therefore you will need to find a different presenter.

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We anticipate sending notification of acceptance or rejection of abstracts by late fall 2022. Once an abstract is accepted, the presenting author(s) must register for ICAM 2023 and pay the registration fee (no exceptions). We anticipate that both registration and a preliminary program will be available online by late fall 2022.

Submission Guidelines

This is an opportunity for you to communicate your work to others involved in medical education. Please give your abstract serious consideration and be as clear and precise as possible. Please also structure your abstract with subheadings to clearly display the required sections (see submission formatting below for workshops, oral and poster presentations).

Submissions must include the following information:

1. Contact person's given name, surname and affiliation and email address.

   Note: This person will receive all information concerning this abstract until the review process is complete. Upon acceptance, the individual(s) listed as presenter(s), will be included in correspondence relating to the abstract. If no presenter has been identified, the contact person will be the sole recipient of any correspondence and will be expected to forward any relevant information until a presenter is identified.

2. Lead author's information including - given name, surname and affiliation.

3. Co-author's information including - given names, surnames and affiliations

4. The Presenter will also need to be identified. (Presenter is defined as someone that will be onsite to present the abstract during the conference.)

   Note: Poster and oral presentations may only have one presenter. Workshops may have several. The assigned presenter can be replaced at any time. However, updates for the final program must be submitted by February 10, 2023.

Submission Formatting: For Oral Presentations and Posters

1. **Title of Abstract**

2. **An abstract of a maximum of 250 words**

3. **Background/Purpose** (e.g. why is this research or innovation study important?)

4. **Methods** (e.g. how was the study conducted, what theoretical and methodological approaches were taken, how were analyses carried out?)

5. **Results** (e.g. what were the results and/or findings from this study?)

6. **Discussion** (e.g. what is the significance of the findings of this study and for whom?)

Note: Abstracts exceeding the maximum length 250 words will not be considered.

Submission Formatting: For Workshops

1. Title of Workshop

2. An abstract of a maximum of 1800 characters (including spaces). This is approximately 350 words. Structure abstracts using the following subheadings:

   - Rationale/Background: Describe the rationale for the workshop, drawing upon theory and/or evidence as applicable.
   - Instructional Methods: Briefly describe the instructional methods to be used during the workshop. (Kindly ensure that about two-thirds of your workshop will involve active participation.)
   - Target audience
   - Learning Objective(s)
   - Optional: You may include up to 3 references.

Note: Abstracts exceeding the maximum length of 350 words will not be considered.

Once you submit your abstract online, you may edit it until the deadline for submission of ***Friday, September 16, 2022 at 23:59 ET (-4 UTC).***

Please provide two to four learning objectives for your session. These should be learner-centric- so should focus on what you would like your participants to learn by the end of your session, or what you would like them to be able to do by the end of your session.

Avoid passive verbs like "understand, be aware of, have knowledge of, learn". In the table below are some examples of verbs you can use:

Specific and Observable Verbs to Express Learning Objectives using Bloom's taxonomy

Remember	Understand	Apply	Analyze	Evaluate	Create
Arrange	Classify	Apply	Analyze	Appraise	Adapt
Choose	Compare				
	Contrast				
Define	Contrast	Build	Arrange	Argue	Arrange
Describe					
	Demonstrate	Choose	Assume	Assess	Build
Label	Describe	Classify	Categorize	Compare	Change
List	Explain	Construct	Classify	Conclude	Compose
Match	Identify	Demonstrate	Compare	Critique	Construct
Name	Illustrate	Develop	Contrast	Defend	Create
Recall	Interpret	Experiment	Correlate	Determine	Design
Relate	Organize	with	Distinguish	Diagnose	Develop
Select	Outline	Identify	Divide	Estimate	Elaborate
State	Relate	Illustrate	Examine	Evaluate	Estimate
	Rephrase	Interview	Infer	Interpret	Formulate
	Report	Make use of	Simplify	Judge	Imagine
	Show	Model	Survey	Measure	Improve
	Summarize	Organize Plan		Prioritize	Invent
	Translate	Practice Select		Recommend	Modify
		Solve Utilize		Score	Plan
				Support	Verify

FAQs

Presenter Registrations

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Evaluation

Workshops are evaluated individually. It is your responsibility to prepare, distribute and collect evaluation forms for your session.