



**2011 Canadian Conference on Medical Education (Toronto)
AFMC – CAME – CFPC – MCC – RCPSC**

Scholarship in Medical Education *May 7-11, 2011*

CALL FOR PROPOSAL FOR EDUCATIONAL ACTIVITIES ***DEADLINE FOR SUBMISSION: MONDAY, OCTOBER 18TH***

The Program Committee for the 2011 Canadian Conference on Medical Education (CCME) invites the submission of abstracts for workshops, oral and poster presentations. We are interested in submissions that address the areas of admissions, undergraduate, postgraduate, continuing medical education, faculty development or any other topic relevant to medical education. **Note:** Accepted abstracts related to the implementation of FMEC MD Program recommendations will be specially flagged in the Conference Final Program.

As of last year, there are two categories for oral and poster presentations: 1) research and 2) educational innovation. **“Educational innovation”** refers to projects in which the curriculum or the innovation itself is the focus; e.g., a new curriculum in ethics, or use of a new technology. An evaluation is expected but it is not the focus of the project. The intent of **“research”** projects is to create new knowledge or understanding and they require rigorous data collection and analytical procedures. Click here for examples of research and educational innovation abstracts.

Submissions should be made in the language of presentation (English or French). All submissions must be made online at www.mededconference.ca.

NOTICE: Workshop and Oral Presentation abstracts will again be published as an on-line supplement to the Medical Education journal. You will have the option on your abstract submission form to indicate whether you agree to this.

Please note: Given the high volume of submissions we will likely accept only one abstract submission per category (poster, workshop or oral presentation) per lead author or by the same group of authors.

We anticipate sending notification of acceptance or rejection of abstracts by late December. Once an abstract is accepted, the presenting author(s) must register for 2011 CCME and pay the registration fee. We anticipate that both registration and a preliminary program will be available online by mid January 2011.

WORKSHOPS

Workshops are 1.5 hours in duration and should focus on skills development, discussion for consensus building and active participation. Evaluations of past CCME workshops have indicated dissatisfaction with those that are more didactic and do not include these features. **Kindly ensure that about two-thirds of your workshop time is devoted to active participation.** Workshops will be held on Sunday, May 8th (afternoon) to Tuesday, May 10th inclusive.

ORAL PRESENTATIONS

Oral presentations may include completed “research” or “educational innovation” projects. Due to the high number of research abstracts submitted, we are unable to accept works-in-progress. Presentations will be 10-minutes each followed by a five minute question and answer period. Oral presentation sessions will be held Sunday, May 8th (afternoon) to Tuesday, May 10th inclusive.

POSTERS

Poster presentations may include completed research or educational innovation projects. Poster set-up will be on Saturday, May 7th 2pm – 5pm and Sunday, May 8th 7am – 8am.

Presentation of each poster will include two sessions:

1) Dedicated Poster Session (Monday, May 9th 3:30pm to 4:15pm)

During this time all poster presenters will be available at their posters as delegates view the posters. This encourages attendees to participate in extended discussion with the authors regarding their specific poster.

2) Facilitated Poster Session (Sunday, May 8th to Tuesday, May 10th)

This involves a short (3-5 minutes) presentation from each poster presenter highlighting key points from their poster followed by group discussion. The purpose of facilitated sessions is to allow an opportunity for participants to share ideas and insights and interact around a theme addressed by a number of related posters. **Special opportunity for first-time poster presenters:** First-time presenters can then opt to stay at the end of their designated session and engage with the facilitator in discussions on scholarship in medical education and ways to enhance poster preparation and presentation.

SUBMISSION GUIDELINES

PLEASE SUBMIT ON-LINE AT www.mededconference.ca

IMPORTANT TECHNICAL NOTICE: The online abstract submission page will time out after 15 minutes of inactivity. To avoid losing information, we suggest you finalize your abstract in Word (or similar program) and then copy and paste into the abstract form.

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:

Author(s) Information

1. Contact person’s given name, surname and affiliation and email address.
Note: This person will receive all information concerning this abstract. It is his/her responsibility to communicate this information to the co- authors.
2. Principal/Presenting author’s information including – given name, surname and affiliation.
3. Given names, surnames and affiliations of all other presenters/authors.

Educational Category

Example: admissions, undergraduate, postgraduate, faculty development, continuing medical education or another category relevant to medical education. You may choose more than one.

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

For Workshops

Submission Formatting:

1. Title of Workshop
2. An abstract of a maximum of 2500 characters (including spaces). This is approximately 350 words.
Structure abstracts using the following subheadings:
 - a. **Rationale/Background:** Describe the rationale for the workshop, drawing upon theory and/or evidence as applicable.
 - b. **Learning Objectives:** Identify what the participants will achieve by attending the workshop.
 - c. **Instructional Methods:** Briefly describe the instructional methods to be used during the workshop. (Kindly ensure that about 2/3 of your workshop will involve active participation.)
3. Three (3) key words.
4. Optional: You may include up to 3 references.

Note: Accepted workshop presenters will have the option to post material for their workshop on the conference website prior to the conference. Details will be included in the acceptance letters.

For Oral Presentations and Posters

Submission Formatting:

1. Title of Abstract
2. An abstract of a maximum of 1800 characters (including spaces) plus 3 key words. This is approximately 250 words. **Structure abstracts using the appropriate subheadings for your abstract, either Research or Educational Innovation:**
 - **Research:**
 - a. **Background/Purpose** of study
 - b. **Methods**, including study design, methods and analyses for research studies
 - c. **Results**
 - d. **Conclusions/Discussion**
 - **Educational innovation:**
 - a. **Context** or setting
 - b. **Why** the innovation was undertaken
 - c. **What** was done
 - d. **Brief evaluation** of the innovation and/or its impact

Once you submit your abstract on-line, you may edit it until the deadline for submission of Monday, October 18th.

If you do not receive immediate confirmation of your abstract submission or experience any technical difficulties when submitting your abstract online please contact ProReg Registration Solutions at 250-740-2511, or at abstract@ProReg.ca.