Call for Abstracts

INNOVATIONS IN MEDICAL EDUCATION CONFERENCE 2020

Friday-Saturday, February 14-15, 2020 • Los Angeles, CA

Sponsored by the Department of Medical Education and the Office of Continuing Medical Education, Keck School of Medicine of University of Southern California

ABSTRACT SUBMISSION DEADLINE FOR WORKSHOPS AND EXEMPLARS:
Monday, August 5, 2019 – 11:59 pm PDT

ABSTRACT SUBMISSION DEADLINE FOR POSTERS ONLY:
Monday, September 30, 2019 – 11:59 pm PDT

The 17th annual Innovations in Medical Education conference is an excellent opportunity to **join a growing community of educators, leaders, scholars, and learners working together** to move education in the health professions toward a higher level of excellence and wellbeing. The conference provides a friendly atmosphere that promotes maximum interaction among participants.

Conference Hotel: Hilton Los Angeles/San Gabriel

225 West Valley Boulevard, San Gabriel, California, 91776, USA
Tel: (626) 270-2700
Fax: (626) 270-2777

In soliciting abstracts, the planning committee has the following objectives:

- **Provide a forum** for sharing innovative ideas and educational innovations related to teaching and learning; leading; and wellbeing within health professions education.

- **Build and enhance participant skills** related to teaching, leadership, professional development, and promotion of wellbeing.

- **Build a network of health professionals** interested in promoting educational excellence and wellbeing in academic medicine and health professions education.

The planning committee will consider all content areas intended to promote or assess learning at any level (undergraduate, graduate, practitioner, faculty). Projects that discuss learner/faculty wellbeing, culturally responsive health care, professionalism/professional formation, communication, quality improvement, patient safety, and interprofessional education are encouraged. Also of interest are presentations of new technologies that are impacting and changing the delivery of medical education (i.e., immersive learning, AR/VR/360 degree camera use, etc.). Participatory workshops focusing on key skills related to teaching, research, leadership, professional development, wellbeing, curriculum development, interprofessional education, and use of technology are also welcome.

Submission Directions:

- Click on the link under the category of submission you wish to make to access the application.
- Although you may type your abstract directly into the online submission form, it is strongly recommended that you copy and paste it from a word processing document. **IMPORTANT:** *Make sure you count characters including spaces before you copy and paste into the submission form text boxes. If you paste too many characters, the text will be cut off mid-word at the character maximum.*
- Abstracts should not include any figures or tables.

- All abstracts must adhere to the character limit for each section (limits include spaces).
- Please make sure you have the final proposal, all author information, and biosketches ready before you begin the submission process. You will NOT be able to save and return to an incomplete submission. All submissions are final. If you need to make changes to your already submitted proposals, you may do so by starting a new submission process. If multiple submissions are made under the same abstract title, we will take the most recent one as the final submission to be reviewed.

Useful Tools for Submitting Your "Cool Idea" and Other Abstracts
Cool Idea Worksheet
Guidelines for Preparing an Abstract
Designing and Submitting an Abstract to IME (PPT)

The 2020 IME Conference is seeking submissions in the following categories:

1. Skill-building Workshops.
https://tinyurl.com/ime-2020-workshops
(https://usc.qualtrics.com/jfe/form/SV_5c34F9ibViz60WV)

All workshops have 90-minute time slots. These workshops are hands-on, interactive, skill-building workshops for medical educators. It is expected that presenters will be proficient or expert in the topic of the session. Topics may relate to teaching/leading, scholarship, mentorship, wellbeing, professional development, interprofessional education, or cutting-edge technology. Your plan must include interactive activities. The submission must include the following sections:

Corresponding Author Contact Information
Presenting Author information and biosketches (up to four (4) – name, institution, city/state, email, 1500-character maximum per biosketch, including spaces)
Workshop Title (100-character maximum, including spaces – Title Case with Articles in Lower Case)
Workshop Description (as you would like it listed in the conference program) (500-character maximum, including spaces)
Workshop Plan (rationale, learner outcome objectives, intended participants, methods, activity timeline, any take home tools) (your abstract for review and to be included in the published conference proceedings – 3600-character maximum, including spaces)

2. "Curricular Exemplars" (with outcome data prior to February 2020).
https://tinyurl.com/ime-2020-exemplars
(https://usc.qualtrics.com/jfe/form/SV_3me4175V9Kw9ZBz)

This category provides the opportunity for programs that have developed innovative curricula to share a Curricular Exemplar in a 30-minute oral session. The curriculum will typically be one that tackles an advanced competency or current issue. Examples include: faculty development, culturally responsive health care, interprofessional education, leadership, teamwork, quality improvement, and learner/faculty wellness or wellbeing. All exemplar curricula should be based on learning principles and designed to meet a specific need. Exemplars that have program evaluation data at more than one level (reaction, learning, behavior, impact) are likely to receive the highest ratings. The submission must include the following sections:

Corresponding Author Contact Information
Presenting Author information and biosketches (up to two (2) – name, institution, city/state, email, 1500-character maximum per biosketch, including spaces)
Learners/subjects of your curriculum
Abstract Title (100-character maximum, including spaces – Title Case with Articles in Lower Case)
Full List of Authors and Affiliations
Brief Description of the Curriculum (as you would like it described in the conference program) (500-character maximum, including spaces)

Detailed Description of the Curriculum (for review and inclusion in the published conference proceedings):
 – **Need/Rationale** (1000-character maximum, including spaces)
 – **Methods** (1500-character maximum, including spaces)
 – **Results to Date** (1500-character maximum including spaces)

3. Innovation with outcome data (works in progress or completed innovations).
https://tinyurl.com/ime-2020-innovations
(https://usc.qualtrics.com/jfe/form/SV_2cx5pRkVRRjuTPL)

This category represents innovative educational research, curriculum interventions, and quality improvement projects transferable beyond the institution where implemented. Research studies should be grounded in a theoretical framework. Curricular innovations should be soundly based on learning principles and be designed to meet a specific local or national need. The abstract must include complete or partial outcome results to show the effectiveness (or lack of effectiveness) of the innovation. Most innovations will be presented at a poster session; however, the top abstracts (based on the review criteria) will be offered the opportunity to present their projects in an oral presentation session. The abstract must include the following sections:

Corresponding Author Contact Information
Presenting Author information and biosketches (up to two (2) – name, institution, city/state, email, 1500-character maximum per biosketch, including spaces)
Learners/subjects of your project or innovation
Abstract Title (100-character maximum, including spaces – Title Case with Articles in Lower Case)
Full List of Authors and Affiliations
Abstract Details (your abstract for review and inclusion in the published conference proceedings):
 – **Problem statement** (150-character maximum, including spaces)
 – **Rationale** (1000-character maximum, including spaces)
 – **Methods** (1500-character maximum, including spaces)
 – **Results** (1500-character maximum, including spaces)
 – **Potential Impact or Lessons Learned** (300-character maximum, including spaces)
 – **References (up to 3)**

4. "Cool ideas" without outcome data (by the submission deadline).
https://tinyurl.com/ime-2020-cool-ideas
(https://usc.qualtrics.com/jfe/form/SV_0SoIlueQkiDehbn)

This category includes a broad range of educational innovations that may or may not have been implemented but which the author is willing to share with others. All cool ideas should be soundly based on learning principles and designed to meet a specific need. Examples include: descriptions of new or revised curricula; faculty development projects or sessions; projects to promote learner/faculty wellness or wellbeing; projects to validate an evaluation tool; community-based projects; quality improvement projects; projects to enhance evaluation systems; web-based learning resources; mobile apps for learners or faculty; and multi-media teaching/training materials for onsite or online usage. Most cool ideas will be presented at a poster session; however, the top abstracts (based on the review criteria) will be offered the opportunity to present their ideas in an oral presentation session. The abstract must include the following sections:

Corresponding Author Contact Information
Presenting Author information and biosketches (up to two (2) – name, institution, city/state, email, 1500-character maximum per biosketch, including spaces)
Learners/subjects of your project or innovation
Abstract Title (100-character maximum, including spaces – Title Case with Articles in Lower Case)
Full List of Authors and Affiliations
Abstract Details (your abstract for review and inclusion in the published conference proceedings):
 – **Idea** (150-character maximum, including spaces)
 – **Need/Rationale** (1500-character maximum, including spaces)
 – **Methods** (1500-character maximum, including spaces)
 – **Evaluation Plan** (1000-character maximum, including spaces)

  – Potential Impact on the field or beyond (300-character maximum, including spaces)
  – References (up to 3)

Abstract Evaluation

All submissions will be evaluated for completeness, strength of contribution to health professions education and relevance to the Innovations in Medical Education Conference.

For proposals related to Curricular Exemplars, Innovations and "Cool Ideas," all submissions will be considered for oral or poster presentation based on the results of the review process. The following criteria will be used during the review of abstracts:

1. Clarity of the exemplar curricular, innovation or cool idea
2. Quality of theoretical rationale or identified need for innovation/curriculum
3. Clarity of description of methods for implementation and evaluation.
4. Potential impact of the innovation (institution, specialty, field)
5. Results (if available) described clearly with appropriate conclusions

For Workshops (all workshops must be interactive):

1. Clarity of the workshop description
2. Clarity and quality of the workshop plan
3. Feasibility of the workshop timeline
4. Appropriateness of the interactive activities for participants
5. Practical significance of topic and skills to Conference participants
6. Qualifications of the submitters in relation to the workshop content

Important Dates

Authors

August 5, 2019: Workshop and Curricular Exemplar abstract submission deadline (11:59 PM PDT, 08/05/2019).
September 16, 2019: Notifications of acceptance for Workshops and Curricular Exemplars.
September 30, 2019: Deadline for Innovation and "Cool Idea" poster abstract submissions(11:59 PM PDT, 09/30/2019). Most Innovations and "Cool Ideas" will be presented at a poster session; however, the top abstracts (based on the review criteria) will be offered the opportunity to present their projects in an oral presentation session.
November 8, 2019: Notifications of acceptance and type of presentation for Innovations and "Cool Ideas."
November 8, 2019: All Workshop and Curricular Exemplar presenters must register and pay the appropriate registration fees for the conference by 11/8/2019 in order to present and be included in the program.
December 2, 2019: All oral and poster presenters must register and pay the appropriate registration fees for the conference by 12/2/2019 in order to present an oral presentation or poster and be included in the program. The presenter does NOT need to be the corresponding or lead author.

Conference Registration

October 7, 2019: Registration opens
November 8, 2019: Deadline for Workshop and Curricular Exemplar presenters to register for the conference in order to present and be included in the program. All presenters must pay the conference registration fee.
December 2, 2019: Deadline for Innovation and "Cool Idea" oral and poster presenters to register for the conference in order to present and be included in the program. All presenters must pay the conference registration fee.

Revised 5/16/19