



— The Generalists in —
Medical Education
Collaborate - Innovate - Disseminate

Online

Dear Colleagues:

The Generalists in Medical Education (TGME) annual conference will be held on **Wednesday, November 3, Thursday, November 4 & Friday, November 5, 2021**. This year's conference theme is:

***“Medical Education in 2021:
Working Towards Collaboration, Adaptation, and Innovation”***

This theme promotes educational research and innovative ideas that bring new perspectives to not only the current state of medical education, but also for the future.

You are invited to submit a proposal for this year's conference. It will provide a forum to share your educational research and educational innovations.

The Generalists in Medical Education offer a variety of proposal and presentation formats: a) Round Table Discussions, b) Descriptive Sessions, c) Panel Discussions, d) Problem-Solving Sessions, e) Skill Acquisition Sessions, f) Ignite Presentations. Descriptions of each type of proposal format can be found on the website.

Please submit proposals via the TGME website <https://thegeneralists.org/>. Proposals must be submitted electronically, no later than **11:59 pm EST on May 17, 2021**.

As you read about the session types and review criteria, please be aware of the following:

- *We will use Zoom as our platform for the conference.*
- *Some of the sessions will have a different duration than in the past*
- *Engaging participants in an online format is part of the review criteria*

The success of any conference rests on high-quality proposal reviews. If you are interested in volunteering your time to review, please send an email to the Program Chair:

TheGeneralistsInMedEd@gmail.com

We look forward to another great conference!

Sincerely,

Robert Treat 2021 Chairperson of the TGME Steering Committee

Lonika Sood 2021 Program Co-Chair

Dawn Watson, 2021 Program Co-Chair

Contents

The essence of the Generalists in Medical Education national meeting includes sharing, learning, and interaction among health professions educators. There are a variety of session formats which promote collaboration, innovation and dissemination of your scholarly work. Interaction and participation are valued in all sessions.

To submit a proposal, complete the required fields on the website and upload an anonymous version of your proposal saved as a Word document. To create the structured proposal table associated with the format you choose. Delete the rest of this document, including the descriptions associated with fields in the structured proposal. Up to 5000 characters including spaces (roughly 800 words) are allowed for structured proposals.

Session Formats

Common Interest Roundtable Discussions	3
Descriptive Sessions.....	4
Ignite Presentations	5
Panel Discussion.....	6
Problem Solving Sessions	7
Skill Acquisition Sessions	8
Proposal Review Criteria	9

Common Interest Roundtable Discussions

Common Interest Roundtable Discussions are topic-specific discussion groups. The purpose is to provide an informal mechanism for sharing experiences, including innovative technologies, studies, or curricula in progress. Leaders will briefly present the topics for discussion and then facilitate interaction among table participants.

Submit a structured proposal that includes the sections described below. **To ensure blind review, please do not include any identifying information (persons, institutions, etc.) in the structured proposal field.**

Structured proposal

Title:	
Abstract:	Provide an abstract of the session in 50 words or less. If accepted, this abstract will be included in the conference program.
Rationale:	Identify the roundtable discussion topic(s) and explain why these topics are timely and important to medical education
Introduction:	Describe the background, literature review, and/or needs assessment of the roundtable discussion topic(s)
Outcomes:	Identify the goals of addressing the roundtable discussion topics
Interaction:	Identify the methods of participant interaction that are central to achieving the roundtable outcomes
Reference List:	List of relevant references used to place the proposed presentation in the context of current thought and practice. This does not count toward the proposal word limit.
Duration:	50 minutes

Descriptive Sessions

Descriptive Presentations are scholarly presentations that are structured around a research or evaluation question which follows a logical sequence of reporting the background, purpose, methods, results, and a discussion of findings. Topics directed toward the broader definition of scholarship are included here and some type of evaluative process is expected at the time of the presentation. A moderator will coordinate the presentations and help facilitate the discussion with the audience. Each presentation will be allocated a 10-minute talk followed by 5 minutes for audience discussion and exchange.

Submit a structured proposal that includes the sections described below. **To ensure blind review, please do not include any identifying information (persons, institutions, etc.) in the structured proposal fields.**

Structured proposal

Title:
Abstract: Provide an abstract of the session in 50 words or less. If accepted, this abstract will be included in the conference program.
Background: Describe the background, literature review, and/or needs assessment.
Methods: Describe the methods of the study or the design of your program or project.
Results: Display and discuss the results of your data analysis or the evaluation of your project or program.
Discussion: Conclude with a balanced discussion of the implications, caveats, and future directions for your study/project.
Reference List: List of relevant references used to place the proposed presentation in the context of current thought and practice. This does not count toward the proposal word limit.
Duration: 10 minutes

Ignite Presentations

Ignite Presentations provide the opportunity for presenters to quickly report a thought-provoking idea or story to the audience that might merit further exploration. An Ignite Session will include many back-to-back conceptually or methodologically related presentations in rapid succession which will ignite the audience to share in the creative process of furthering investigation of the idea. Authors are encouraged to have visually compelling presentations accompanied by rich narratives or storytelling. Presenters get 20 slides, which will automatically advance every 15 seconds for a total of five minutes. The audience will be briefed at the beginning of the session on their role as experts providing feedback to the presenter in the brainstorming session that will follow the Ignite Session.

Submit a structured proposal that includes the sections described below. **To ensure blind review, please do not include any identifying information (persons, institutions, etc.) in the structured proposal field.**

Proposal

Title:
Description: Provide a description of your talk in 50 words or less. If accepted, this description will be included in the conference program.
Narrative: Describe your talk. There is no prescribed format for the narrative other than it must have a clear beginning, middle and end. There also should be a statement as to what feedback the presenter hopes to get from the audience. Ignite Presentations are meant to be intriguing. The reviewers will consider this in their review of your narrative, so be creative!
Duration: 5 minutes

Panel Discussion

A Panel Discussion features several individuals presenting their ideas regarding a specific issue or topic and responding to questions. A moderator will facilitate panel comments and audience participation. Proposals for Panel Discussions should include identification of all panelists by role/title (**not name or institution**), an abstract by each panelist to clarify their perspective on the topic, anticipated total session time, and the method by which audience interaction will be facilitated.

Submit a structured proposal that includes the sections described below. **To ensure blind review, please do not include any identifying information (persons, institutions, etc.) in the structured proposal field.**

Structured proposal

Title:
Abstract: Provide an abstract of the session in 50 words or less. If accepted, this abstract will be included in the conference program.
Rationale/Background: What is the background for the panel discussion topic?
Session Outline: In general terms, explain how you propose the panel discussion will proceed. Indicate how much time each panelist will use and how the audience will be involved.
Reference List: List of relevant references used to place the proposed presentation in the context of current thought and practice. This does not count toward the proposal word limit.
Duration: 50 minutes

Problem Solving Sessions

Problem Solving Sessions are designed for intensive, small group discussion focused on a particular issue, theme, or problem. The presenter introduces the session by providing stimulus material and is also responsible for organizing group interaction on the topic. A variety of group formats can be used to explore potential solutions or alternatives. At the end of the session, a summary statement is developed based on the ideas that have been shared.

Submit a structured proposal that includes the sections described below. **To ensure blind review, please do not include any identifying information (persons, institutions, etc.) in the structured proposal field.**

Structured proposal

Title
Abstract: Provide an abstract of the session in 50 words or less. If accepted, this abstract will be included in the conference program.
Rationale/Background: What is the background of this problem? What is its significance for Generalists?
Problem Presentation: How do you propose to present the problem to the session participants?
Small Group Activities: Exactly how will you involve the participants in seeking solutions for the problem (e.g., role-plays, paper cases, videos, etc.)? How will you facilitate the search for answers? How much time will you allot to each activity?
Summarization: How will you collect and collate the ideas from the participants? How do you propose to achieve consensus? How much time will you use to present summary statements?
Reference List: List of relevant references used to place the proposed presentation in the context of current thought and practice. This does not count toward the proposal word limit.
Duration: 50 minutes

Skill Acquisition Sessions

Skill Acquisition Sessions are instructional sessions in which presenters teach particular skills or techniques. The session should accomplish specific learning objectives designed to provide Generalists with increased competence in some area of medical education. The session should include opportunities for practice and feedback. When this is not possible, the sessions must include time to discuss how skills can be applied in the participants' work settings.

Submit a structured proposal that includes the sections described below. **To ensure blind review, please do not include any identifying information (persons, institutions, etc.) in the structured proposal field.**

Structured proposal

Title:
Abstract: Provide an abstract of the session in 50 words or less. If accepted, this abstract will be included in the conference program.
Proposed Skill: Clearly describe the skill you propose that the participants will learn during the session.
Rationale/Background: Why is the proposed skill one that Generalists need? What is the background and significance of your proposal?
Learning Activities: Exactly how will you involve the participants in skill development (e.g., role-plays, paper cases, videos, etc.)? How much time will you allot to each activity of the proposed session?
Reference List: List of relevant references used to place the proposed presentation in the context of current thought and practice. This does not count toward the proposal word limit.
Duration: 50 minutes

Proposal Review Criteria

The essence of the Generalists in Medical Education national meeting includes sharing, learning, and interaction among professional medical educators. Interaction and participation are valued in all sessions.

Proposals (**blinded as to author and originating institution**) will be reviewed by a committee that includes Generalists with a wide range of experiences. Read the session descriptions and give thought to content and session plan. Reviewers will be asked to evaluate proposals using the following criteria:

- 1. Proposal Quality:** The written proposal is clear, complete, and well-organized. Clear proposals concisely explain the topic, goals, objectives, and format and are understandable for someone not familiar with the content area (avoid jargon). The title matches description and abstract and is relevant, original, and intriguing.
- 2. Purpose:** The proposal includes clear goals/purpose and describes the benefit to target audience. The session objectives and plan are provided.
- 3. Importance/Contribution to the Field:** The proposal offers important results, creative or innovative practice or development, and/or an opportunity to enhance insights on a relevant or timely topic. It is generalizable and portable; it includes strengths and weaknesses. Conclusions are well supported. Suggestions are offered for further study.
- 4. Preparation:** The proposal is well-grounded in a theoretical/conceptual framework, relevant literature, and/or prior work. It demonstrates authors' familiarity with the topic. The interaction methods match intended purpose of the proposed presentation.
- 5. Online Presentation:** The proposal describes methods/activities and a detailed plan for use of time that will engage participants, encourage reflection and critique, and achieve the goals/purpose of the proposed presentation. Include specifics for engaging an online audience. Format and content should fit session type.
- 6. Membership Appeal:** The proposal represents work or addresses a topic/issue that is relevant or important to members of the Generalists in Medical Education.