

## The Generalists in Medical Education (TGME) 2024 Call for Proposals Tip Sheet

The tip sheet is to help address any questions about what to complete for each box. TGME recommends that you first write your submission draft on a word processing document (Word, Pages, etc.,) and then copy and paste the information into the appropriate boxes. Items with a red asterisk (\*) must be filled out to complete the submission in Sessionize.

SESSIONIZE ITEM	TIP
<b>Session Title*</b>	This is your session title exactly as you would like to see it on the conference program.
<b>Description*</b>	Copy and paste your full proposal here. Follow the recommended items per the <a href="#">TGME Call for Proposal</a> including character count. To ensure blind review, please <u>do not include</u> any identifying information (persons, institutions, etc.) in the structured proposal field.
<b>Session Format*</b>	Select one of the TGME sessions that matches your submission. Unsure of which to select? Visit the descriptions on our website here: <a href="#">TGME Call for Proposal</a> .
<b>Abstract*</b>	a 50 word summary of the main points of your proposal to be published in the TGME conference program.
<b>Session Proposal Upload*</b>	Upload your word processing document here. Please title the file with the name of the TGME <u>Session Format</u> and <u>Title of Proposal</u> . (e.g., Ignite Session_ Medical Students as Teachers in MedEd)
<b>References*</b>	List references here.
<b>Are there any students involved as co-authors? *</b>	Yes or no.
<b>Notes</b>	<i>Optional.</i> Please use this section to include any important information about your proposal. For example, special requests or accommodations, ideas, or notes for the organizer.
<b>Speaker Name*</b>	Enter your first and last name as you would like to be contacted.
<b>Speaker Tagline*</b>	What information would you like after your name? Please include your institution name in the Speaker Tagline box. TGME will use this information when we assign different reviewers, from different institutions, to ensure the program is balanced. The other information in your tagline can include as much as you would like (such as your position title, etc.,) as little as you like (just your title), and/or anything you wish for identification. (e.g., West Virginia University, Director of Assessment; or Ed.D., M.A.)

<b>Email</b>	<b>Please use an email address that you check regularly. The organizers will use it to contact you regarding TGME submissions.</b>
<b>Speaker biography*</b>	You may enter a brief bio or type N/A here. This information will populate the conference information if your presentation is accepted.
<b>Speaker photo</b>	<i>Optional.</i> If you wish to submit a professional photo, please submit it as a JPEG.
<b>Co-Speaker</b>	<i>Optional.</i> If you would like the other presenters, on your proposal, to receive an invitation to join your session as a “co-speaker,” please enter their individual email here.
<b>Agreement box</b>	Please check the box.