**Alliance Abstract Submissions Checklist of Required Tasks**

**Use this checklist as a guide to ensure you include all required elements for a successful abstract submission. Once you have all of the necessary tasks completed, login into the submission portal and submit your abstract**.

**Task 1 Abstract Authors**

* We are committed to creating a conference that represents a wide range of perspectives, ensuring that everyone's voice is heard and valued. Diversity and inclusion are essential for fostering innovation, collaboration, and a vibrant exchange of ideas. We encourage individuals from all backgrounds and experience levels to submit abstracts.
* Abstract submitters will be able to invite faculty to complete their profile and required forms in the portal. Once the submitter adds a speaker’s name and email address, they can hit a button to invite that speaker to the portal to complete required forms.
* See the bottom of the Checklist for a list of information required from each author.

## Task 2 Session Description & Details

* 1. **Submission Title** – max 12 words

## *Your submission should have a specific presentation/poster title (containing no abbreviations) that indicates the nature of the presentation/poster.*

## Learning Domain

*Select one appropriate learning domain. For further details:* [*Educate\_the\_educator\_curriculum\_Final\_020619.pdf (acehp.org)*](https://www.acehp.org/Portals/0/Docs/Learning/Educate_the_educator_curriculum_Final_020619.pdf)

* + - Measurement & Evaluation
		- Educational Design (including Adult Learning Principles)
		- Accreditation
		- Evolving & Emerging Trends
		- Research and Scholarship
		- Grants and Industry Support
		- Leadership
		- Program Management
		- Technology
		- Quality Improvement

## Presentation Format

1. 30 minute session
2. 60 minute session
3. 90 minute Workshop

## Conference Learning Objectives

*Submissions should align with at least one of the overall conference learning objectives. You will enter your session learning objectives in a later task.*

1. Assess applicability and utility of measurement and evaluation approaches to current CE program and activities.

# Utilize evidence-based education methodology and adult learning principles to design, develop and implement CEhp activities/interventions.

1. Identify process improvements that ensure CEhp activities are following applicable

accreditation and/or regulatory and compliance requirements.

1. Demonstrate familiarity with evolving and emerging trends impacting CEhp
2. Incorporate recent studies/findings, innovations, and outcomes (new knowledge) that impact our practice and advance the field of CPD.
3. Identify practical strategies that foster a culture of diversity, equity, and inclusion and access within the Alliance community as well as in the organizations we support.

# Create at least two SMART goals that will advance your career and enhance your skills and talents.

1. Adopt at least one strategy that promotes well-being and joy in learning for you and your learners.

## Room Style

*Select your preferred room setup. We will do our best to accommodate as many requests as possible, but cannot guarantee the availability of any one room style.*

* + Classroom
	+ Theater
	+ Table Rounds
1. **Session Description** – max 1000 words

*Submissions must include a brief description of your proposal, with information about what participants can expect to gain from the session AND what take-home lessons will be offered with the session to help participants apply their learning to practice when they return home.* *In keeping with this year's theme "Expand Perspectives, Inspire Possibilities," describe how this session will broaden the perspectives of learners at the meeting and potentially inspire them to undertake new approaches.*

## Session Purpose

## *Why do you think your colleagues need this session?*

## Teaching Methods

*Provide a brief description of the teaching methods to be used which can include (but not limited to) Lecture and Q&A; Panel Discussions; Case Studies; Small Group Work; Role Play, etc. Workshops require engagement of individual learners in creation, decision-making, or evaluation, preferably in small groups.*

## If appropriate, please include at least two citations and/or external resources relevant to your session content.

## Task 3 Session Learning Objectives

*Provide up to 3 learning objectives that are clear, measurable, and achievable for your session. Describe what learners will be able to DO differently because of participation in this session.*

**Task 4 Target Audience**

## Expected Level of Experience of Learners

*Identify the experience level you are targeting in your session.*

* + Level 1 – Awareness (Learner has heard of but has little knowledge of the topic)
	+ Level 2 – Basic (Learner has foundational knowledge about the topic and is able to apply related skills in practice with frequent guidance)
	+ Level 3 – Intermediate (Learner has broad knowledge of the topic and is able to apply related skills in practice with little guidance)
	+ Level 4 – Advanced (Learner has in-depth knowledge of the topic and is able to apply related skills in practice independently)
	+ Level 5 – Expert (Learner has in-depth knowledge of the topic, is able to apply related skills in practice independently, and is able to advise | instruct others on the topic)

## Alignment to Specific Member Sections\*

*Select all member sections to which this presentation would be useful.*

* Federal Health Care Educators
	+ Health Care Education Organizations
	+ Hospitals and Health Systems
	+ Medical Education Companies
	+ Medical Schools
	+ Healthcare Professionals Membership Societies
	+ Industry Alliance for CE (IACE)
	+ State Medical Societies
	+ Professionals with Educational Expertise, Resources, and Services (PEERS)

## Task 5 Additional Educational Opportunities

## The Alliance receives many abstract submissions from a wide segment of the membership, and while so many of these submissions are worthy of selection only a certain percentage of these abstracts can be placed within the annual conference schedule. To that end, the annual conference committee thanks everyone for your hard work in putting together an abstract proposal, but also for all that you do in moving our profession forward.

## We highly encourage you to consider sharing your work through other means outlined below.

1. If your session is not selected, would you be interested in presenting as a Poster? (Additional information will be required.) (Y/N)
2. If your session is not selected, would you be interested in presenting your topic in an Alliance webinar or podcast? (Y/N)
3. If your session is not selected, would you be interested in writing an Almanac article? (Y/N)
4. If your session is not selected for the main program, would you be interested in presenting at a Conference Member Section during the 2025 Conference? (Y/N)

## Task 6 Acknowledgement of Eligibility and Compliance

## As lead faculty submitting a proposal, you are also agreeing to these terms on behalf of your co-faculty, if applicable, and are responsible for communicating this co-faculty.

## You are eligible to submit a proposal if:

## The content of each proposal you develop is unique

## You as the principal faculty, verify that all co-faculty, if applicable, consent to be included on the proposal

## You and your co-faculty, if applicable, agree to present on any day during the conference, with no exceptions made

## You and your co-faculty, if applicable, plan to register for, attend, and present at the conference

## You and your co-faculty, if applicable, are able to pay all expenses related to conference preparation, travel, and participation (e.g., registration fee, preparation of presentation materials, travel, hotel, subsistence, etc.)

## The following special considerations also apply:

## The same individual should be listed on no more than four submitted proposals

## The same organization should be listed on no more than seven submitted proposals

## No more than four faculty should be listed on any submitted proposal

**Task 7 Financial Disclosures**

Each author is required to submit a Disclosure of financial interests & relationships. You can access each author's form by clicking on the name(s) below.

In addition, the blue conversation bubble next to each name will create an automatic email to that speaker inviting them to complete the form.

The Alliance will be collecting two forms of disclosure. First, we will be collecting disclosure information that is pertinent to fulfilling the requirements of the accrediting bodies in order to offer CE credit at the conference. The second form of disclosure is related to any relationships speakers may have with the products, services, educational platforms, or support received or provided that will be discussed as part of the proposed presentation. Having either of these types of relationships will not preclude you from serving as a presenter, however the Alliance will ask how you intend to balance your presentations and prevent bias or self-promotion.

1. **Disclosure Declaration**

In the past 12 months, have you (and/or my spouse/partner) have had either a financial interest/arrangement with one or more entities producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients or consulting services related to continuing education in the health professions? If so, click the 'Add a financial relationship' link below.

* NO, I (and/or my spouse/partner) do not have any financial relationships to report.
* YES, within the past 12 months I (and/or my spouse/partner) have had either a financial interest/arrangement with one or more entities producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients or consulting services related to continuing education in the health professions.

2. **Financial Relationships (Add financial relationships if applicable)**

3. **Presentation Bias**

If you reported relationship(s) above with a commercial organization that produces health care products or services. Does the educational content (over which you have control) involve the products or services of the commercial organization?\* (Y/N/NA)

4. **Agreement**

Presenters who refer to commercial products must abide by the following standards: As a faculty member, we request that you attest to the follow statements. Please place a check in each box to indicate your understanding of and willingness to comply with the statements below.

I certify that the information I have provided is complete to the best of my knowledge and I accept responsibility for the accuracy of the information in response to the aforementioned questions.

**Author Profile - Completed by each speaker**

Abstract submitters will be able to invite faculty to complete their profile and required forms in the portal. Once the submitter adds a speaker’s name and email address, they can hit a button to invite that speaker to the portal to complete required forms.

1. **Personal Details**

Prefix

First Name\*

Middle Initial

Last Name\*

Suffix

Pronouns

 he/him/his

 she/her/hers

 they/them/theirs

 Self-describe:

Phone Number\*

Cell Phone

Fax

Email Address\*

Mailing Address

1. **Professional Information** (As it should appear on conference marketing materials)

Position (max character 100)\*

Organization\*

Credentials

Role \*(Primary or Co-Presenter)

1. Have you previously been an author on a submitted abstract for the Alliance Annual Conference? \* (Y/N)
2. Have you previously presented at an Alliance Annual Conference? \* (Y/N)
3. Please select the Member Section most appropriate for your current role:

# Federal Health Care Educators

* Health Care Education Organizations
* Hospitals and Health Systems
* Medical Education Companies
* Medical Schools
* Healthcare Professionals Membership Societies
* Industry Alliance for CE (IACE)
* State Medical Societies
* Professionals with Educational Expertise, Resources, and Services (PEERS)
* N/A
	+ If you selected N/A, please provide a rationale.
1. Biography\* (Please limit your biography to 400 characters.)
2. Have you presented at other educational conferences within the last 2 years?\* (Y/N)
	1. If yes, please share which conferences and when.
3. Membership Status\* - Are you currently a member of the Alliance? (Y/N)