Symposium on Educational Excellence - Call for Proposals

Thank you for interest in presenting at the 5th Annual Symposium on Educational Excellence!

This document contains some general information about submitting a proposal, as well as the specific questions you will be asked on the proposal submission form.

SEE will be held on Friday, May 20, 2022. Our hope is to have the majority of events in person, with virtual participation via streaming, but of course we may need to make modifications to the format.

Event Objectives
- Provide a forum for sharing curriculum and teaching innovations and research related to educating health professionals and scientists, including student affairs.
- Enhance knowledge and understanding of new approaches in educating health professionals and scientists.
- Build a network of faculty and students interested in promoting educational scholarship.

Important Dates
- **January 14, 2022, 11:59pm:** Proposal submissions are due (updated from previous Jan. 7 deadline)
- **February 15, 2022:** You will be notified of the committee's decision regarding your proposal
- **April 29:** Posters, presenter materials and disclosures due
- **May 20, 2022:** Symposium on Educational Excellence (all day)

Types of Submissions
We are accepting proposals for:

1. **Posters:** You will create a poster to display at the symposium. The live poster session will be in the afternoon of the event day. Posters will be made available electronically ahead of time. We encourage presenters to create “better” posters.

2. **Sessions:** You will prepare a presentation on your education-related practices or research. Sessions will be 50 minutes, including Q&A. All sessions should incorporate active learning components.

3. **Snap Talks:** You will prepare a 10-minute talk about an idea or innovation you're working on. This is like a snapshot of a new idea/innovation in its early days or a project that has been in the works for a while. Most importantly, Snap Talks leave the audience feeling energized and empowered about their own educational practices.
4. **Tables:** You will prepare a table to represent an education-related group on campus. You can have materials to share or objects to display; you can be recruiting new members or simply getting the word out. Whatever your purpose for tabling, someone should be present to talk to SEE attendees and answer questions.

**Proposal Submission Form Information**

- **Primary presenter information** (name, degree(s), email, professional role, institutional affiliation, department/school)
- **Secondary presenter information** (name, email, professional role)
- **Interest in serving as a poster judge, proposal reviewer, day-of volunteer**
- **Proposal Information for Posters, Sessions, and Snap Talks**
  - Title
  - 1\textsuperscript{st} and 2\textsuperscript{nd} choice for proposal format
  - Abstract (approximately 500 words) that briefly addresses whichever categories are relevant to your particular project (all submissions should include a brief background section with at least a couple citations):
    - research question/innovation/goal
    - rationale
    - method
    - impact/effectiveness
    - findings
    - possible applications
  - 3-5 **keywords to associate with your submission** for the OHSU Library Digital Repository.
  - 1-5 **measurable learning objectives**
    - **For posters only:** Whether you need poster printed (free of charge)
    - **For sessions only:** Brief overview of how you plan to actively engage your audience.

- **Proposal Information for Tables**
  - Brief explanation (up to 300 words) of the group your table is representing. Including:
    - The name of your organization
    - How your organization supports education at OHSU
    - Your purpose(s) for tabling (e.g., recruit new members, get the word out, identify potential collaborations)
    - How you plan to engage SEE participants