BEFORE YOU BEGIN

Review the ACCP Annual Meeting Workshop & Symposia Call for Proposals.

Review the ACCP Annual Meeting Proposal Guidelines & Budget Requirements.

To submit a Proposal, the Submitter must be a current ACCP Member and, if selected, must also then serve as the Chair of the Symposium or Workshop. If you are not a current ACCP Member, visit the Join webpage to apply for or renew your membership.

INFORMATION YOU WILL NEED

To prepare a Proposal, the following information will be needed:

1) **Chair & Faculty Demographics**
   a) First and last names,
   b) Role (Chair & Faculty versus Faculty only),
   c) Terminal professional degree(s),
   d) Organization and position title,
   e) Organization type (academia, clinical, government/regulatory, industry, other)
   f) Email address,
   g) Work phone,
   h) Country of residence,
   i) ACCP website login Username,
   j) Proposal Submitter's ACCP Member ID

2) **Proposal Information for Session**
   a) Overall session title (175 character maximum);
   b) Proposal Type;
      i) Short Symposium (90 minutes)
      ii) Long Symposium (3 hours)
      iii) Pre-meeting Workshop (3.5 hours)
   c) Acknowledgement and Agreement **Figure 1**
   d) Proposal Overview
      i) Area of Submission – select (1) from **list**,
      ii) Encore presentation information,
      iii) Educational Track (Basic & Translational Research, Clinical Investigations & Drug Development, Clinical Practice & Patient Care)
      iv) ACCP Mission Alignment **Figure 2**
      v) Interactive & Interprofessional Planning **Figure 3**,
      vi) Proposal Abstract (50 word minimum, 250 word maximum),
      vii) Target Audience,
      viii) Learning Needs Assessment **Figure 4**,
      ix) References for Needs Assessment **Figure 5**,
      x) Barriers to Implementing Learning **Figure 6**,
      xi) Addressing Barriers to Implementing the Educational Content **Figure 7**,
      xii) Learning Objectives (2-3) (maximum of 30 words) **Figure 8**,
   e) Agenda of Presentations
      i) Presentation Title (175 character maximum) and Length Figure 9. **Figure 1**

![ACCP — American College of Clinical Pharmacology® — Advancing Clinical Care through Pharmacology®]

ACKNOWLEDGEMENT & AGREEMENT

Submit Agreement

Proposal submitters to the ACCP Annual Meeting must agree to the following items prior to submitting a proposal. Proposals that are incomplete will not be reviewed and Proposals that do not meet these guidelines will not be accepted. Proposal submitters will be notified by mid-October as to the status of their proposal.

✔ **Form completed**
Thank you for submitting your agreement.

I acknowledge that I must be a current ACCP Member in good standing to submit an ACCP Annual Meeting Proposal.

I attest that I have read the *Call for Proposals* (click here) as well as the *ACCP Annual Meeting Proposal Guidelines & Budget Requirements* (click here) webpages, and I agree to abide by the information provided on these webpages.

ACCP is an accredited provider of ACCME and ACPE Continuing Education. All commercial support sponsorships must be given with the full knowledge of ACCP and no other payments may be given to the director of the educational program, planning committee members, teachers or authors, joint sponsors or any others involved in the Activity. If accepted, I will ensure this accreditation standard is upheld.

I acknowledge that by submitting a Proposal to ACCP, I am consenting to potential photographic images of me and my session being used by ACCP for the purpose of ACCP publicity. I have also discussed this consent with my potential Faculty.

☑ I have read and agree to abide by the above terms and conditions.

John Doe
Please indicate your agreement by typing in your full name above

Figure 2

Mission Alignment *
How does this activity align with the ACCP Mission? Check all that apply.

☐ Designed to assist physicians and healthcare professionals gain competence and improve performance in order to become better able to provide higher quality care in order to enhance the health status of the population.

☐ Designed to assist in the dissemination of new medical knowledge.

☐ Collaborates on the design of interdisciplinary educational strategies to improve patient safety and to facilitate patient-centered care.

☐ Designed to optimize appropriate prescribing behaviors.

☐ Promotes the practice of evidence-based medicine.

Figure 3

Interactive and Interprofessional Planning *

How do you plan to make the course interactive and interprofessional in nature? Check all that apply.

- ☐ Panel discussions
- ☐ Live Polling
- ☐ Roundtable discussions
- ☐ Small group discussion
- ☐ Q&A sessions
- ☐ Case Study
- ☐ Case presentations
- ☐ Discussion on Interprofessional Roles
- ☐ Simulation/skills labs
- ☐ Debate format
- ☐ Case driven problems
- ☐ 15-minute wrap up
- ☐ Other

Figure 4

Learning Needs Assessment

Please identify the learning needs of the target audience that makes this an important symposia/workshop for clinical pharmacology professionals.

*

Figure 5

References for Needs Assessment

Please provide 3-5 current references/studies/news stories/guidelines that demonstrate the identified needs.

*

Figure 6

Barriers to Implementing Learning

Please identify barriers the learners may encounter when implementing the knowledge, skills or recommendations presented in this proposal.

*

Figure 7

Addressing Barriers to Implementing the Educational Content

Please explain how you will address the identified barriers during the presentation.

*

Figure 8

1 Learning Objective

Complete the sentence, 'Following completion of this activity, the learner will be able to:
(Please use measurable verbs such as: describe, list, identify, organize, verbalize, demonstrate, analyze, compare, etc.):

Following completion of this course, the participants will be able to...

*

Figure 9

AGENDA OF PRESENTATIONS   Continue

Please complete the following information for this presentation.

The title must be brief and clearly indicate the nature of the presentation. Please use title case when entering your title; that is capitalize only the first letter of the first word of the title, the first word after a colon, and any proper nouns. Avoid abbreviations. The total length of the title should be no more than 175 characters, not including spaces.

EXAMPLE: *Methodological & Statistical Considerations in Pediatric & Rare Disease Drug Development: External Control Groups & Dose Selection*

Presentation Title (42896)

[   ] *

0 words (25 max)
0 characters (175 max)

Proposed Length of presentation in minutes.
Given your overall proposal length, please select the desired length of this presentation. All told, the Proposal presentations must equal the instructional time for the proposal type selected as noted below:

Short Symposia need 90 minutes of instructional time.
Long Symposia need 180 minutes of instructional time. *
Pre-meeting Workshops need 210 minutes of instructional time. *

* Times listed do not include a 30-minute mandatory break which starts 90-minutes into each Long Symposium and Pre-meeting Workshop.

Select One ▼ *

Continue