

2019 CALL FOR WORKSHOPS

COMSEP is soliciting conference and pre-conference workshop submissions for its 2019 annual meeting. We strongly encourage authors to include newer COMSEP members on their team in order to promote the professional development of our organization!

Pre-conference: The meeting will offer a choice of two 8-hour pre-conference workshop sessions, and four 4-hour workshops on Tuesday, March 19th. The topics for the 8-hour workshops have been pre-assigned: New Clerkship Directors orientation and Leadership Development. One of the 4-hour pre-conference workshops will preferentially be reserved for a Clerkship Administrators Workshop. The other three pre-conference workshop slots are available for submissions from COMSEP educators that are appropriate for a longer time slot. Final selection will be conducted via a blinded, peer-review process, and workshops selected to best meet the needs of faculty participants and fulfill the mission of COMSEP. The host city committee is also highly encouraged to submit a pre-conference workshop, and we encourage submissions that promote scholarship and research in medical education!

Conference: During the regular meeting, there will be three, 2-hour workshop sessions; each session will offer nine workshop options (total = 27 workshops). COMSEP encourages submissions by clerkship administrators and aims to provide one workshop per session that is designed to meet the professional development needs of clerkship administrators. Other workshop slots are available for content developed by COMSEP members or collaboratives that best meet the need of faculty participants. We encourage all members to consider developing and submitting a proposal for consideration.

COMSEP aims to provide a variety of workshop experiences that meet the professional development needs of our members, and thus tries to distribute workshop topics across themes that support the COMSEP Strategic Pillars and the meeting theme. Past workshop topics may be reviewed in the COMSEP Workshop Roadmap document found at [here](#).

Workshop selection will be conducted through a blinded peer review process; the workshop selection committee consists of representatives from the host committee, the Professional Development Collaborative and the Executive Committee. Preference will be given to workshops whose topic and instructional methods best meet the faculty development needs of current COMSEP members. Multi institutional workshops, those submitted by Collaboratives, and those including junior and new COMSEP members are highly encouraged.

Workshop submission: If you would like to submit a workshop for presentation at the COMSEP meeting, please go to www.comsep.org and follow the website instructions. The abstract of the proposed workshop is critical for meeting planning, as attendees use abstracts to decide which workshops to attend. Abstracts should clearly identify why the session would be useful to a potential participant. The abstract should be no more than 400 words and include the following information:

- Describe how your workshop supports the COMSEP Strategic Pillars (not included in word count)
- Identify the challenge, educational need or skills gap that your workshop will address
- State the learning objectives for the workshop
- Summarize the instructional methods and content, with particular attention to engaging participants in active learning and skill-building
- Include a timeline for workshop content delivery and activities

All accepted workshop abstracts will be available online. As you plan your submission, we encourage you to consider whether this workshop may be appropriate for publication on MedEd Portal (or in another forum) in the future. Planning now may aid in further future dissemination of your work. Presenters are encouraged to review the MedEd Portal submission criteria at: <https://www.mededportal.org/download/262700/data/mepsubmissionstandards.pdf>. [Click here for example of previous COMSEP workshop that was accepted to MedEd Portal.](#)

Audio visual and equipment needs: **Internet service will be available in the conference venue.** Presenters should plan to bring their own laptop computers. An LCD projector, screen, and flipchart/markers will be provided. Presenters should plan to bring any printed handouts or materials for the session. If additional or specialized audio-visual, space, or equipment needs are anticipated, please contact Christy Levine (clevine@degnon.org) **in advance** of submission to determine the feasibility.

The deadline for workshop submissions is **October 24, 2018**; those submitting workshop proposals will be notified in mid-December. Organization of the final workshop schedule will be determined to avoid conflicts **for the primary presenter**; COMSEP is unable to preclude scheduling conflicts for all presenters. Please be mindful of this fact if submitting multiple workshop proposals. To comply with CME guidelines, ALL presenters must submit a speaker disclosure form upon notification that the workshop was selected.

Please feel free to contact [Corki Lehmann](#) or [Sharon Sholiton](#) if you have any questions or concerns. Thank you for your willingness to share your expertise and we look forward to your many excellent workshop proposals for a great meeting in 2019!

[Click here to begin your abstract!](#)