Call for Proposals: Education Sessions

Worksheet

Use this worksheet to plan your proposal before completing the form online. To enhance the likelihood of your proposal being accepted, refer to the guidelines for completing specific sections of the form and for overall tips. This worksheet is for only Education Sessions. Other worksheets are available for preparing proposals for Roundtable Discussions and Posters. You must submit your proposal online at www.amwa.org/conference_program.


Submission Agreement

In submitting this proposal, I agree to the following:

_ My Education Session may be scheduled anytime during the conference dates of October 12-14, 2020.
_ I (and any other speakers or panelists) will not promote any of my (our) products or services during the Education Session.
_ I (and any other speakers or panelists) will pay the appropriate registration fees and travel expenses to attend the AMWA 2020 Medical Writing & Communication Conference, if my proposal is accepted.

Details of Proposed Education Session

Title of Proposed Session:

Format of Proposed Session:
Refer to the guidelines for descriptions of session formats.

_ 60-minute Education Session (one or two presenters)
_ 90-minute Education Session (one or two presenters)
_ Panel Presentation (90 minutes; maximum of three speakers)
_ Med Write Talk (8-12 minutes; one speaker)
Professional Focus Area of Proposed Session
_ Career development (leadership, management, networking, soft skills, emerging career opportunities, business aspects of freelancing)
_ Education for professionals (continuing education for health professionals, training for pharma staff)
_ Core knowledge and skills (writing and editing mechanics, scientific research/methodology, scientific literature, visual communication, technology)
_ Grantsmanship
_ Health communication (patient education, health journalism, health literacy, health care public relations)
_ Promotional writing (marketing and advertising of health care products and services)
_ Regulatory writing
_ Scientific publications
_ Other (please specify)

Target Audience
_ New to the field (less than 2 years)
_ Entry level (2 to 5 years)
_ Mid-career (5-plus to 8 years)
_ Advanced (More than 8 years)
_ All levels of experience

Description of Proposed Session
Provide a description of no more than 150 words. This description will be used for three purposes: (1) documentation of educational need, (2) information for the Annual Conference Committee’s selection process, and (3) promotion of the session in conference materials. How well your description is written reflects your professionalism and expertise and will be a factor in review and acceptance. Be sure to review and edit your description before submitting! Refer to the guidelines for writing this description.

Learning Objectives
Write two or three brief learning objectives (no more than a total of 50 words) to state what participants will be able to do after the session. Refer to the guidelines for information on creating effective learning objectives.
Standard Conference Audiovisual (A/V) Equipment
All Education Sessions and Panel Presentations will be equipped with the following.
LCD projector and large screen
Laptop computer
Wired podium microphone
Audio Input (ability to play sound/video from laptop)
Head table
Flip chart w/ marker(s)

Specify any other A/V equipment requests
AMWA will consider additional A/V equipment requests according to priorities and budget. We will confirm your A/V set-up later so that you can plan accordingly.

Presenter Information

Presenter’s Contact Information (if more than one presenter, give the name of the contact for the group)
If you are submitting a proposal for a Panel Discussion, it is best to identify all panelists at the time of submission. You may submit the names of panelists later, but they will be subject to review and approval.

Name (first and last, with credentials, for program listing):
Title:
Company:
City/State:
Email Address:
Daytime Phone Number:

Contact Information for Second Presenter/Panelist (If applicable)
Name (first and last, with credentials for program listing):
Title:
Company:
City/State:
Email Address:
Daytime Phone Number:
Contact Information for Third Panelist (If applicable)
Name (first and last, with credentials, for program listing):
Title:
Company:
City/State:
Email Address:
Daytime Phone Number:

**Biosketch**
Include a biographic sketch (no more than 200 words) for each presenter or panelist, focusing on experience with the topic of the proposed session, teaching or presentation experience, and previous presentations on this topic.