Call for Proposals: Roundtable Discussions

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 Roundtable Discussions. Other worksheets are available for preparing proposals for Education Sessions and Posters. You must submit your proposal online at www.amwa.org/conference_program.

Deadline for submission of Roundtable Discussion proposals: March 16, 2020.

Submission Agreement

In submitting this proposal, I agree to the following:

_ My Roundtable Discussion may be scheduled anytime during the conference dates of October 12-14, 2020.
_ I will not promote any of my products or services during the Roundtable Discussion.
_ I 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 Roundtable Discussion

Title of Proposed Roundtable Discussion:

Type of Proposed Roundtable: Refer to guidelines for a description of the types of Roundtable Discussions.

_ Informational
_ Participatory

Professional Focus Area of Proposed Roundtable Discussion

_ 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 Roundtable Discussion**
Provide a description of no more than 100 words. This description serves three purposes: (1) documentation of the educational need, (2) information for the selection process, and (3) promotion of the Roundtable Discussion 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.

**Presenter Information**

**Leader/Facilitator’s Contact Information**
Name (first and last, with credentials, for program listing):
Title:
Company:
City/State:
Email Address:
Daytime Phone Number:

**Biosketch**
Include a biographic sketch focusing on your experience with this topic and your teaching or presentation experience. Include whether you have presented on this topic before, and if so, where.