**AMWA 2024 Call for Proposals: Education Session**

**Submission 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:** [https://fs8.formsite.com/VRg1Yg/CFPSession24/index](https://fs8.formsite.com/VRg1Yg/CFPSession24/index)

**Deadline for submission of Education Session proposals is** February 20, 2024.

**Details of Proposed Education Session**

**Title of Proposed Session:** 15 words

**Format of Proposed Session:**

- 60-minute Session (one or two presenters)
- 90-minute Session (one or two presenters)
- 90-minute Panel Session (moderator and up to three panelists)
- MedWrite Talk (one presenter, 8-10 minutes)

**Professional Focus Area of Proposed Session** (primary area of focus and secondary if applicable)

- Regulatory writing
- Scientific publications
- Health communication (patient education, health journalism, health literacy, health care public relations)
- Career development (leadership, management, networking, soft skills, emerging career opportunities, business aspects of freelancing)
- Core knowledge and skills (writing and editing mechanics, scientific research/methodology, scientific literature, visual communication, technology)
- Continuing Education for Health Professionals
- Promotional writing (marketing and advertising of health care products and services)
- Leadership/management
- Wellness
- Other (please specify)

**Target Audience**

- New/Entry level (0 to 5 years)
- Mid-career (5 to 8 years)
- Advanced (More than 8 years)
All levels

Description of Proposed Session
Provide a description of no more than 125 words. This description will be used for three purposes: (1) documentation of educational need, (2) information for the 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.

Please note that your title and description should match your onsite presentation.

Learning Objectives
Write two or three brief learning objectives (no more than a total of 45 words; 15 per learning objective) to state what participants will be able to do after the session.

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, identify all panelists at the time of submission. No more than three panelists.

Contact Information for Primary Presenter Contact
Name (first and last, with credentials, for program listing):
Professional 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):
Professional 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):
Professional Title:
Company:
City, State:
Email Address:
Daytime Phone Number:

**Biosketch**
Include a biographic sketch (no more than 100 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 before.

**Submission Agreement**
*In submitting this proposal, I agree to the following.*
__ My Education Session may be scheduled anytime during the conference dates of October 23-26, 2024.
__ I will not promote my (or another's) products or services during my Education Session.
__ I (and any other speakers or panelists) will pay the appropriate registration fees and travel expenses to attend the AMWA 2024 Medical Writing & Communication Conference if my proposal is accepted.