

2025 ACOFP Annual Convention and Scientific Seminars Call for Content

The ACOFP invites content proposals for the 2025 ACOFP Annual Convention and Scientific Seminars. The convention will be held Thursday, April 3 through Saturday, April 5 in Palm Springs, California and Sunday, April 6 online.

Session Dates and Formats

Concurrent Sessions

Thursday, April 3; Friday, April 4; and Saturday, April 5, 2025

- **Didactic Sessions (45 minutes)**
Session enrollment is not limited, and seating is set in theater format. Audience participation is strongly encouraged for these sessions using pair/share, small group discussion, question and answer, reflective statements, and case-based learning. Other active learning strategies are welcome.
- **Interactive Sessions (60 or 90 minutes)**
Examples: Expert-led panel discussions, roundtable discussions to come together, share perspectives, and explore various aspects of the topic/issue in a collaborative and supportive environment, or hands-on practice training sessions.

Virtual-Only Live Sessions

Sunday, April 6, 2025

- **Didactic Sessions (30, 45 or 60 minutes)**
Session enrollment is not limited. Audience participation is strongly encouraged for these sessions using pair/share, small group discussion, question and answer, reflection questions, and case-based learning. Other active learning strategies are welcome.

On-Demand Sessions

Released in early April 2025

- **Didactic Sessions (30, 45 or 60 minutes)**
Session enrollment is not limited. Audience participation is strongly encouraged for these sessions using pair/share, question and answer, reflection questions, and case-based learning. Other active learning strategies are welcome.

The most successful sessions:

1. offer concrete deliverables, action items, and achievable "take-home" messages and tools;
2. improve practices or enhance attendees' outlook;
3. incorporate attendee participation through feedback, group discussion, individual reflection, audience response systems, and/or question and answer; and
4. follow an agenda and session description, and use visuals (such as PowerPoint for guidance – even if the session format is discussion-based).

Based on the proposal details and convention program the ACOFP Annual Convention Work Group will recommend a specific option to create a balanced format that accommodates all attendees. Popular topics submitted as facilitated discussions with round table requirements may be asked to revise their plan to suit the didactic format to reach as many people as possible in theater seating. Accepted descriptions and titles will be edited to ensure alignment with ACOFP style and published on the convention website in the fall. **Make sure all information is complete and accurate before submitting.**

Recommended Topics

Proposals should be interactive and display creativity and innovation in areas that meet the needs of the osteopathic family medicine community. Applicants should rely on their expertise, and collaboration across institutions and/or programs is encouraged. For the 2025 Annual Convention & Scientific Seminars, the Work Group would like to focus on content not typically covered in the traditional medical school curriculum. Topics such as:

- Climate/Environmental
- Community Emergency Preparedness
- Cultural Competency/DEI
- Ethics & Professionalism
- FMLA & Disability
- Future of Medicine
- Geriatrics/End of Life
- Global Health & Travel Medicine
- Health Literacy
- LGBTQIA+
- Military Medicine
- Nutrition and Lifestyle
- Obesity
- Pain Management
- Patient Centered Care
- Physician Health & Wellness
- Physician Leadership
- Preventative Medicine
- Research and Scholarly Activity
- Sports Medicine
- Technology in the Office Visit
- Telemedicine/Digital Health
- Wilderness Medicine

Important Information

- **Content Changes (All Proposals)**
Changes can be made to proposals through the submission portal until Monday, July 21, 2024, at 6:00 p.m. Central.
- **Content Changes (Accepted Proposals)**
Changes should not be made to the faculty line-up, description, or title after confirmation of acceptance into the Convention program. Should something arise after confirmation of acceptance, the ACOFP must be notified in writing via email (elearning@acofp.org) and faculty must receive ACOFP approval prior to making any changes. No changes will be permitted after Monday, October 14, 2024, 6:00 p.m. Central.
- **Faculty Agreement and Financial Disclosure (Accepted Proposals)**
All faculty (in-person, virtual, and on-demand) must agree to ACOFP's faculty agreement and disclose to ACOFP any financial relationships within the past 24 months companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

Timeline

- June 10, 2024: Call for Proposals opens
- July 21, 2024: Call for Proposals closes (6:00 p.m. Central)
- July 22 – August 23, 2024: Proposals will be reviewed and selected by the ACOFP Annual Convention Work Group or other appropriate committee
- Starting the week of September 3, 2024: email notification for selected and non-selected proposals will be sent to the first faculty listed in the submission; selected proposals will receive next steps
- October 2024: Content goes live on the convention website and faculty are notified of their session's scheduled date and time
- October 14, 2024 (6:00 p.m. Central): Deadline to make any changes to the faculty line-up
- November 2024: Faculty receive emails with their faculty portal link and next steps

Proposal Checklist

Note: All proposals go through a blind judging and selection process. Do not include personal identifiers in the title, plan, description, or objectives.

Have the following available before starting your proposal:

1. The bios, headshots, and presenting experience of ALL faculty. These are required fields.
2. Contact information for each faculty (name, degree(s), email, institution, job title, work address, work and mobile phone numbers). The individual who submits the proposal will receive the confirmation and acceptance notifications. Once a proposal has been accepted, all faculty will receive further information.
3. Preferred Proposal Format
4. Title (limit 90 characters, including spaces)
5. Proposal plan – lay out how time will be used (limit 1,500 characters, including spaces)
6. Learning objectives – list one to three learning objectives (limit 1,500 characters, including spaces)
7. Description (one paragraph; limit 1,500 characters, including spaces)
8. Identify up to three topics from the recommended topics list above that align with the proposed content.

Submission Deadline

July 21, 2024 6:00 PM CT

ACOFP Faculty Guidelines

- Faculty must abide by all deadlines set forth by the ACOFP.
- The ACOFP retains the copyright to all accepted proposals.
- Faculty must be approved by the ACOFP.
- Faculty must inform ACOFP **by Friday, December 1, 2024**, if they will be registering for the entire Convention or serving as a guest faculty. Failure to inform the ACOFP by this date may result in faculty being removed from the Convention.
- Changes should not be made to the faculty line-up, description, or title after confirmation of acceptance into the Convention program. Should something arise after confirmation of acceptance, the ACOFP must be notified in writing via email (elarning@acofp.org) and faculty must receive ACOFP approval prior to making any changes. No changes will be permitted after **Monday, October 14, 2024, 6:00 p.m. Central**.
- Proposal information, including title, faculty name(s), degree(s), bio(s), headshot(s), description, and target audience will be advertised on the ACOFP website, the Convention website, ACOFP social media accounts, and Convention materials, including in the program guide, signage, the Convention mobile app, etc. The ACOFP reserves the right to edit all collected information as needed.
- All faculty are required to read and accept the ACOFP's faculty and attendee policies when registering for the Convention, giving the ACOFP permission to use their name, position, voice, likeness, portrait, or pictures, as well as filmed presentations for educational purposes. **Note:** Some topics must be pre-recorded before the Convention. Relevant faculty must agree to work with ACOFP to identify a time to pre-record the content.
- All visuals, presentations, slides and handouts must be submitted to ACOFP by **Friday, March 14, 2025**. ACOFP reserves the right to approval all materials to ensure compliance with CME guidelines and standards.
- There is no guest pass or guest fee. Guests must register to attend the Convention or enter the Convention space, even if only attending one session. Those not registered for the Convention are not permitted in the Convention space.
- It is contrary to ACOFP policy for the ACOFP to endorse, or to appear to endorse, a particular product, and if a session discusses operational solutions that can be purchased, discussion must be limited to solutions with no mention of proprietary products.