



# Seminar Proposal Guide

Submission deadline date: September 15, 2018

The 96<sup>th</sup> Canadian Paediatric Society (CPS) Annual Conference will be held in Toronto, Ontario **June 6-8, 2019**. Attendees include paediatricians and child and youth health professionals. The CPS Annual Conference Committee invites seminar proposals for consideration.

## Deadline

Submissions must be received by the CPS no later than **September 15, 2018, 11:59 p.m. EST**.

## FORMAT

Seminars at the CPS Annual Conference highlight a wide range of topics that appeal to a broad base of attendees. Presented seminars should comprise of information for all levels of learners.

Seminars offer a focused, in-depth review or an update on a specific topic, with emphasis on practical and useful information for practising paediatricians and/or innovative topics not generally covered in other educational forums. **Each seminar is 1 hour in length** (20 minutes will be allocated to each session speaker followed by a 20-minute question and answer period.)

## Submission Requirements

Proposals must include the following:

1. **Preferred language of presentation.**
2. **Category keywords.**
3. **Title of seminar:** Use a short, specific title, and standard abbreviations. CPS reserves the right to revise the title as necessary. The title may be a maximum 100 characters in length (including spacing).
4. **2-3 sentence summary** of the focus of the seminar. A brief summary of the focus is required to be used as promotional text for the preliminary program and website. Descriptions may be a maximum of 500 characters including spacing, (about 2-3 sentences in length).
5. **Learning objectives** are SPECIFIC and PRECISE and declare what will be accomplished. They should have a single aim and end-product or result that is easily verifiable. Please provide 3 learning objectives outlining what participants will take away from the seminar.

Examples of verbs to use in writing objectives:

*After this presentation, participants will be able to:*

- identify, define, select, indicate
- assess, analyze, evaluate
- increase, add, develop, expand, enlarge

6. **What is the essence of your seminar?** If you had only one sentence to convince someone to attend your seminar, what would it be?
7. Select which of the 5 **CPS strategic priorities** your proposal best describes.

8. **Proposed speakers** (maximum of 2) with name, title and affiliations.

**Speaker qualifications:** Speakers must have completed training in their area of practice. Undergraduate or postgraduate trainees (students, residents or fellows) will be considered as a speaker only if they have an advanced degree (e.g. a PhD) in a field relevant to the topic being presented.

A brief biography written in the third person and consisting of full sentences should be provided (CVs are not acceptable). In addition, please provide the reason for your selection of the speaker and what each speaker will address.

**Optional:** Provide a link of a previous speaking engagement when submitting the proposal. The video should be no more than 3 minutes in length and demonstrate the speaking ability of the speaker.

Sessions may be scheduled by the conference committee for a time period that could occur at any time from Thursday, June 6, 2019 through Saturday, June 8, 2019. We do not accept speaker requests for a particular day or timeframe; therefore, please confirm all speakers' availability on all days of the conference prior to submission of a proposal.

### **Speaker Compensation Policy**

The Speaker Compensation Policy for the annual conference is currently under review.

### **Proposals submitted by pharmaceutical companies**

Proposals submitted by pharmaceutical companies with employees as principal authors and/or co-authors will **NOT** be accepted. Research funded by industry that has been approved by a Research Ethics Board, and for which the principal author is **not** an employee of the funding company, will be accepted for review.

### **Annual Conference Online Self-Assessment Series**

The Annual Conference Committee may identify your session as a possible online course to be offered through the CPS eCME online course website. If identified as a Section 3 MOC session, you will be asked to provide additional materials to enhance the online experience.

### **Review Process**

The Annual Conference Committee, representing a variety of interests in general and subspecialty paediatrics, reviews all proposals. Proposals will be judged on relevance to paediatrics, clarity of content and objectives, conforming to instructions given above, and appropriateness of speakers.

The Annual Conference committee reserves the right to ask proposal submitters to slightly modify session content to help address perspectives/topics not present in the proposal, but that could benefit the session.

### **Notification of acceptance**

You will receive notification of acceptance in **November 23, 2018**.

The Annual Conference Committee reserves the right to cancel a session at any time, at its sole discretion.

### **FOR MORE INFORMATION**

CPS Education Department  
Tel.: 613-526-9397, ext. 248  
E-mail: [meetings@cps.ca](mailto:meetings@cps.ca)