

How to Submit a National Conference Workshop Proposal

1. [Log in](#) to the AAFP proposal submission website.

Members may log in using their AAFP ID. Not a member? Visit our website to [create an account](#) and obtain the required credentials to submit an application.

2. **Add presenters.** Be prepared to enter contact information for each co-presenter, including name, designation, title/company, AAFP ID, email, address, and phone.

You will be required to select a primary speaker. Only **one** person, the main contact, should be designated Primary Speaker. This person:

- is the individual self-identified as the main contact for the workshop proposal submitted;
- is responsible for communicating all proposal and presentation information to the AAFP and co-presenters;
- will receive all communication from the AAFP via the contact information provided in the submission; and
- by submission of this proposal, agrees to execute and return all required documents and disclosures by the due dates.

3. **Enter proposal information and submit.** Please review the following workshop criteria to help prepare your proposal.

- **Workshop Title**

- **Abstract/Description**

Provide a concise description (approx. 100-150 words) focused on benefits to attendees; write as you would have it appear in the conference program, in third person present tense.

- **Learning Objectives**

List a maximum of four learning objectives that define expected goals of the workshop/demonstrate skills or knowledge to be acquired by participants.

- **Methodology**

Outline planned activities that make this session unique.

- **Format**

Select the primary format of your workshop:

- Interactive
- Lecture/presentation
- Panel discussion (with moderator)

- **Duration**

Content must work as a 60- or 90-minute session. Sixty-minute presentations highly encouraged; a limited number of 90-minute sessions will be available.

- **Primary Audience**

Content must be specific to medical students and/or residents and the specialty of family medicine. Please keep in mind the following when selecting primary audience:

- M1-M2: While open to everyone, workshop is introductory, most appropriate for M1-M2 students.
- M3-M4: While open to everyone, workshop is mid- to high-level, most appropriate for M3-M4 students as they prepare for residency.
- Residents: While open to everyone, workshop is advanced, most appropriate for residents.

- **Track**

Workshop will focus on the following content track:

- Career Planning
- Clinical Skills
- Health Policy and Advocacy
- Leadership Development
- Practice Management
- Research

[View topics](#) suggested by National Conference attendees within each track.

- **Learning Tools**

Indicate learning tools planned for your session. Mark all that apply.

- Video clips
- Poll questions - AAFP Audience Engagement System (if available)
- Outside audience engagement system (i.e. Kahoot)
- Demonstration(s)
- Hands-on activities
- Small group exercises
- Role play
- Case studies
- Pre- and post-tests
- Other

- **Room Setup Preference**

Room assignments are based on spacing and scheduling considerations; setup preferences will be considered but cannot be guaranteed.

- **Audio Visual/Room Needs**

All rooms will be set with a laptop, data projector, screen, and microphone. Additional reasonable audio visual and room requests will be considered but cannot be guaranteed.

- **Request for Honorarium**

If honorarium is requested, the rates are as follows:

- 60-minute workshop: \$500 if workshop is delivered once; \$850 if delivered twice
- 90-minute workshop: \$750 if workshop is delivered once; \$1000 if delivered twice

Please note, workshops may not be used as a forum for advertising specific programs, products, or services.