

DEADLINE: October 23, 2023

COMSEP is soliciting conference and pre-conference workshop submissions for its 2024 annual meeting. We strongly encourage authors to include newer COMSEP members and to collaborate with administrators, residents, and students on their team to promote the professional development of all members of our organization!

Pre-conference: The meeting will offer a choice of both 4-hour and 8-hour pre-conference workshop sessions on Wednesday, April 3, 2024. The topics for the 8-hour workshops have been pre-assigned: New Clerkship Directors orientation and Leadership Development. If you are participating on one of these workshops, we will need you to select one member to complete and submit the abstract. One of the 4-hour pre-conference workshops will be reserved for a Clerkship Administrators Workshop. The remaining pre-conference workshop slots are available for submissions from COMSEP educators on topics that require a longer time to facilitate, including submissions that promote scholarship and research in medical education.

Conference: During the annual meeting, there will be **four 1.5 hour (90 min)** workshop sessions. Workshop opportunities are available for content developed by COMSEP members and collaboratives to meet the professional development needs of all members. COMSEP encourages submissions from all members and partners. We aim to provide at least one workshop per session that is designed to promote team learning among clerkship administrators and pediatric faculty members. We also encourage workshop submissions that explore and support the meeting theme, as well as [COMSEP Strategic-Plan-Pillars](#).

Final workshop selections will be conducted through a blinded peer review process; the workshop selection committee consists of representatives from the Host Committee, the Professional and Faculty Development Collaborative, a member at-large, the Administrators Collaborative and the Executive Committee. Preference will be given to workshops whose topic and instructional methods best meet the faculty development needs of current COMSEP members and/or the meeting theme. Multi institutional workshops, those submitted by Collaboratives, and those including junior and new COMSEP members as well administrators, residents, and students on your workshop team are highly encouraged. Be sure to note those details in the submission box in support of the COMSEP strategic plan to let the selection committee know!

Workshop submissions

The abstract of the proposed workshop is critical for meeting planning, as attendees use abstracts to decide which workshops to attend. Abstracts should clearly identify why the session would be useful to a potential participant. The abstract **should be no more than 400 words** and include the following information:

- Describe how your workshop supports the COMSEP Strategic Plan (not included in word count).
- Identify the challenge, educational need, or skills gap that your workshop will address.
- State the learning objectives for the workshop.
- Summarize the instructional methods and content, with particular attention to engaging participants in active learning and skill-building.
- Include a timeline for workshop content delivery and activities (not included in the word count).

Here is a sample to follow: [Workshop TIMELINE sample template](#);

Here is link to template you will be able to upload in submissions portal: [Blank workshop template](#)

The deadline for workshop submissions is **October 23, 2023**. Notifications will go out mid December 2023. To comply with CME guidelines, ALL presenters must submit a speaker disclosure link upon notification that the workshop was selected.

All accepted workshop abstracts will be available for reference online. As you plan your submission, we encourage you to consider whether this workshop may be appropriate for publication on MedEd Portal (or in another forum) in the future. Planning now may aid in the future dissemination of your work. Presenters are encouraged to review the MedEd Portal submission criteria at <https://www.mededportal.org/authors/>.