

The Early Career Educator's Guide to Presenting at a National Meeting

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Disclosures

Drs. Kas-Osoka, and Tatem have nothing to disclose.



Objectives

Describe

Describe the components of creating workshops for presentation at professional society meetings.

Demonstrate

Demonstrate the process of designing a workshop.

Discuss

Discuss the process of writing a competitive abstract submission.



Who Are You - Role?

- Program Directors
- Associate Program Directors
- General Faculty
- Fellows
- Chief Residents
- Residents
- Coordinators



Who Are You - Length of Time as Medical Educator?

- <1 year
- 1-2 years
- 2-5 years
- >5 years



Have you Ever.....?

- Submitted a Workshop and Accepted
- Submitted a Workshop and Rejected
- Led a Workshop
- Participated in a Workshop



Introduction



- Workshops are integral parts of educational meetings
- Faculty are asked to mentor trainees on such projects
- No formal training for faculty on creating workshops



Creating a Workshop

Purpose for Presenting Workshops

- Share expertise
- Scholarly Activity
- National Reputation
- Networking
- Showcase Teaching Skills
- Leads to Collaboration



Pre-Submission 7 Step Process

1. Select a topic
2. Consider collaborators
3. Determine activities
4. Set objectives
5. Consider deliverables
6. Write abstract and summary
7. Begin planning - acceptance

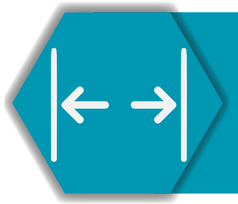


Problem - Gap - Hook



Problem

- Identify a problem in medical education



Gap

- Search the literature to see what's been done
- Determine where you can fill in the gap of what's missing



Hook

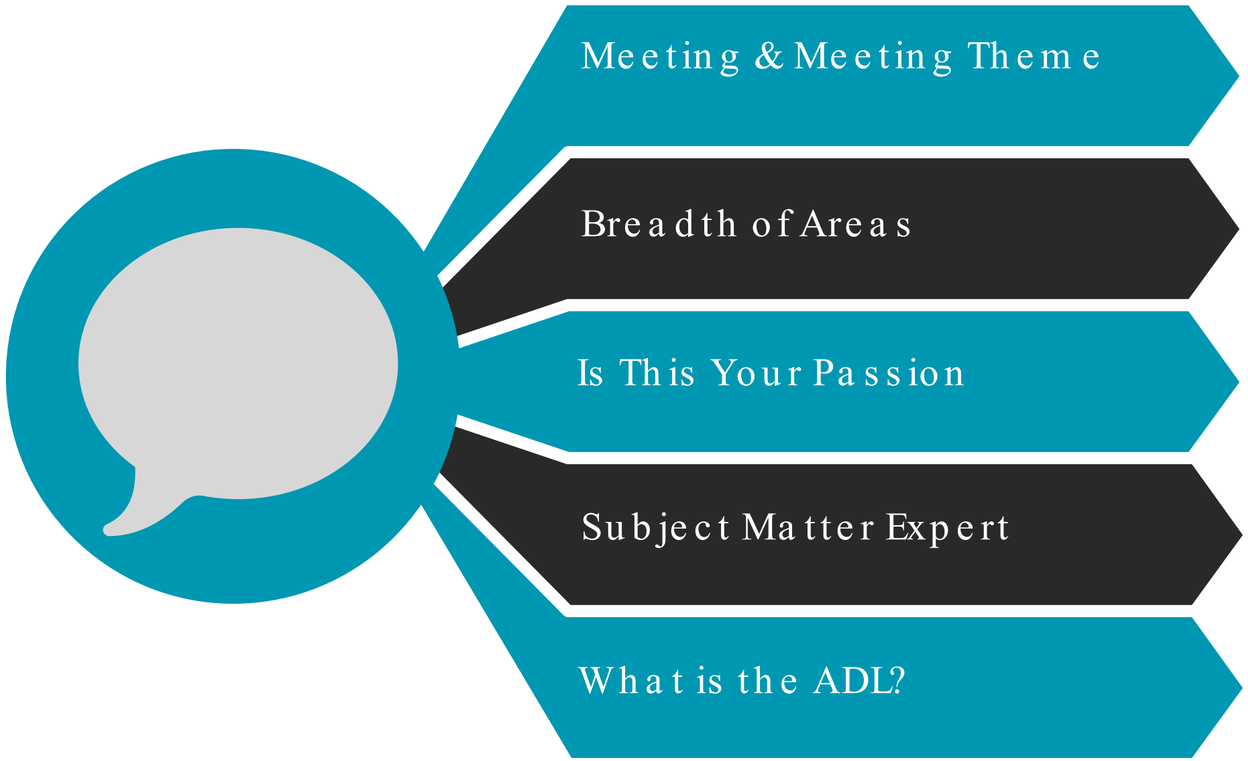
- Develop an innovative method to address the gap in the literature



Step 1

Select a Topic

Select a Topic



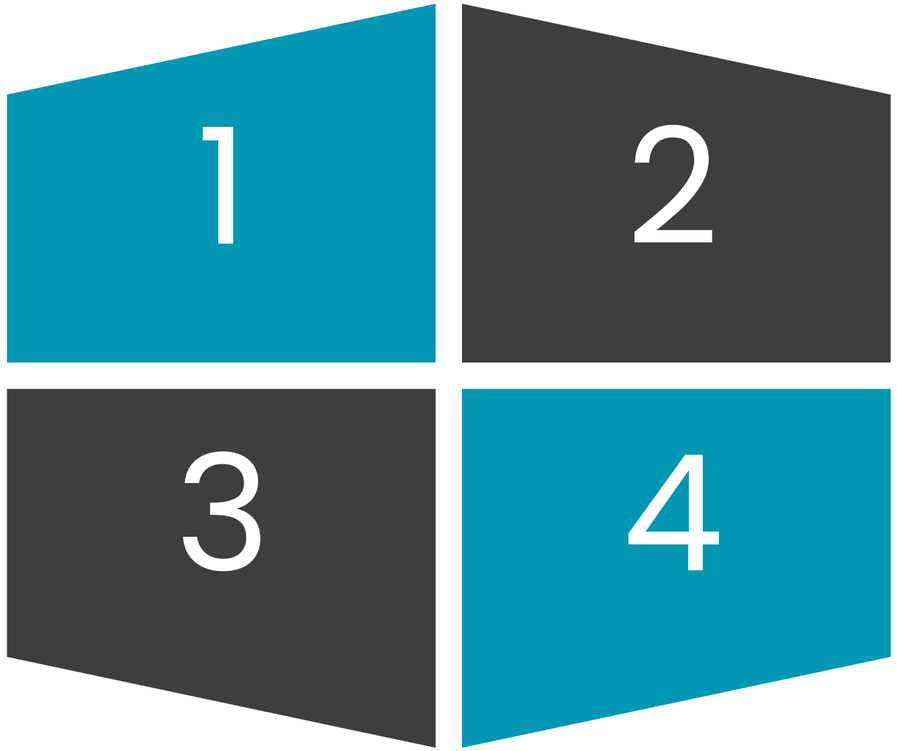
Topic



Step 2

Consider Collaborators

Consider Collaborators



1

Interests/Passions

- Choose individuals with similar interests and passions

2

Subject Matter Experts

- Find at least one potential subject matter expert

3

Mentors

- Invite your mentor
- Invite a potential mentor

4

Diversity

- Institutions
- Disciplines
- Trainees vs Faculty



Step 3

Active Learning

Active Learning

Activities

- What learning activities will promote the topic selected?

Time

- How long is the workshop?

Active Learning

- Active learning recommended to be about 50% or more of the allocated time

Popular Activities

- Think-Pair-Share
- Buzz Groups
- Large Group Brain-Share
- Small Group Activities
- Fish-Bowl
- Large Group Discussions
- Audience Response Systems





Step 4

Learning Objectives – SMART

SMART



Specific:
What the learner will be able to do

Measureable:
Can be observed at the end of the workshop

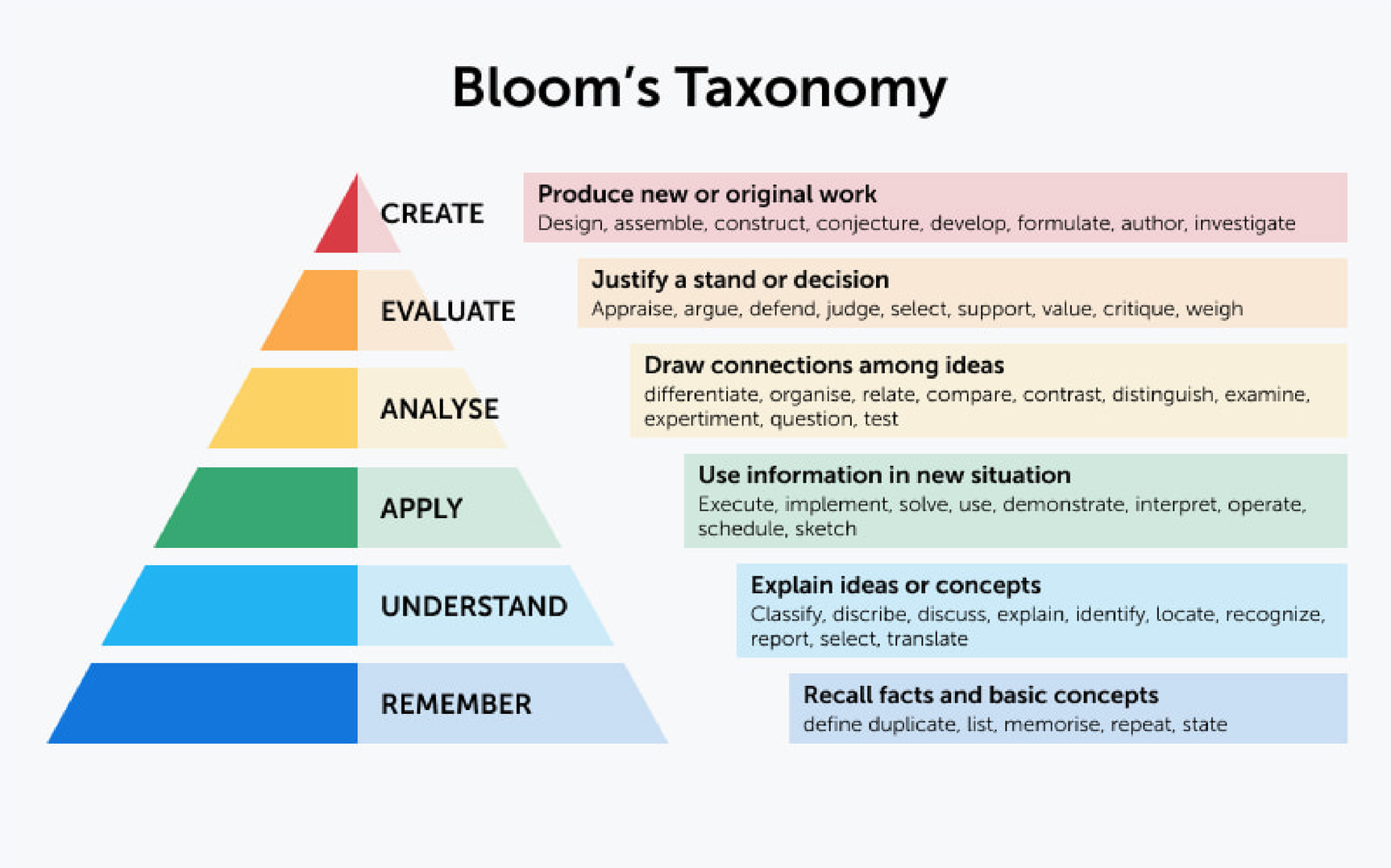
Attainable:
Within scheduled time of the workshop

Relevant:
To the needs of the learner

Timely:
Achievable by the end of the workshop



Action Verbs and Bloom's





Step 5

Deliverables

Deliverables

- Templates/Handouts
- Pocket cards/Apps
- Collective Group Wisdom
- Snippets with facilitator's guide
- List of resources





Step 6

Writing the Abstract
Writing the Summary

Writing an Abstract
Writing a Summary

- Be clear and succint
- Follow specific instructions
- Explain the problem
- Describe a solution
- Articulate the interactivity
- Make it interesting/beneficial



7

Step 7

Congratulations!
Your workshop has
been accepted!

Workshop Delivery

- Introductions
- Learning objectives
- Assess audience
- Mini-didactic
- Active learning throughout
- Address Barriers
- Wrap Up



Develop a Lesson Plan

Who	Time	Learning Objective	Section	Format	Additional Resources Needed
SW	9:15-9:20 am		Welcome and introductions	Large Group Interaction	PowerPoint
MB	9:20-9:30 am	1/3	Essential elements of workshop	Mini-didactic	PowerPoint
OK	9:30-9:35	1/3	Essential elements of a poster	Mini-didactic	PowerPoint
SW	9:35-9:40am	2	Large group brain share – listing topics for workshop and selecting one Set up small group activity	Brain share	? Flipboard otherwise type into PowerPoint

Mini- Didactics

- Short
- Take a complex topic and make it understandable
- Limit the amount of information presented - less is more
- Provide examples to illustrate concept
- Be engaging, familiar, have fun!



Address Barriers

- Usually done as a large group activity
- Survey participants on perceptions of what may impede the implementation of new skills or solutions to the problem
- Use collective wisdom of the group to address challenges
- There is strength in numbers



Wrap - Up

- Summarize what took place during the workshop
- Review skills learned, solutions put forth, barriers overcome
- Describe deliverables if not already done
- Restate contact information
- Solicit final questions
- Thank the audience for their participation





Tip s

For Success

Final Tips

- Take a risk
  - if invited say yes, invite others
- Think outside the box
- Share new approaches to previously recognized concepts
- Different modalities to engage and solidify concepts -- active learning is preferred
- Map out time and leave a buffer
- Know when to throw an audible



Final Tips

- Proof the slides and upload as instructed
- Request appropriate equipment
  - e.g., flip charts, speakers
- Practice
- Consider creating your own evaluation
- Bring handouts in bulk
- Arrive early
  - Assess the space and arrange the seating - if possible
  - Test the equipment



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Conclusions

Workshops are the mainstay of academic meetings

Use of a structured approach should increase one's chance for success

Thank You



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