HOT TOPICS PRESENTATION PROPOSAL INSTRUCTIONS

Before you begin the submission process, it is important that you understand the following:

- Hot Topics presentations are 15 minutes in length (10 minutes for presentation and 5 minutes for questions) and are held in two separate sessions throughout the meeting. If accepted for presentation, presenters are advised to be mindful in limiting their number of slides (e.g., ~10) to fit within the 10 minutes allotted for the presentation.

- In selecting Hot Topics presentations, the Program Committee strives to present a balanced program that meets the needs of our diverse meeting attendees. Acceptance of Hot Topics is at the sole discretion of the committee.

- Key scoring/selection criteria include:
  - “Hotness”- current relevance and recent developments
  - Relevance to adolescent and young adult health and medicine
  - Clarity of proposed content
  - Documented expertise of the presenter in the proposed content area
  - Transdisciplinary relevance
  - Global relevance
  - Diversity and Inclusion- supports SAHM’s goal to be inclusive of diverse populations
  - Link to the conference theme (Global Adolescent Health Equity)

- Because “hotness” of presentation topics can change between submission date and presentation date, the Program Committee recognizes the presenter’s expertise on the topic and is willing to work with the presenter on updating the information to reflect any changes.

- Presenters must be available to present at the time and date assigned by the Program Committee.

- Similar to other presentation proposals (workshops, institutes, etc.), there will be no honorarium or registration discounts if accepted to present. Presenting authors are required to register to attend the meeting at the standard rates based on training and membership status.
To complete your Hot Topic submission you will be required to complete/provide the following:

1. Contact information for the speaker including full name, degrees/licensures/certifications, full professional title, institution (including department and division if applicable), address, telephone, and e-mail address.

2. Faculty Disclosures: ALL Hot Topic presenters are considered faculty for the annual meeting and MUST disclose whether or not they have any financial relationship with commercial interests, including but not limited to participation on speaker bureaus or advisory boards, receipt of grant support, etc. Each hot topic presenter will receive a separate link to a disclosure survey should the proposal be accepted for presentation.

3. Faculty Curriculum Vitae: The Hot Topic speaker must upload a Curriculum Vitae (CV) with the speaker’s last name and first initial in the document name (Smith, J).

4. Faculty Expertise: Please highlight particular content and educational expertise of the speaker that contributes to the presentation of this session. (Maximum of 200 words)

5. Hot Topic Presentation Title

6. Educational objectives: All Hot Topics submissions require 3 educational objectives.

7. Description of Hot Topic Content: (250 words or less). Provide a bulleted list of the five major points that will be made during the presentation. This list should be clearly linked to the 3 learning objectives. Reviewers will use this bulleted list to score the clarity of proposed content, i.e., “5 bullet points are clear and provide overview of the presentation”.

For questions regarding content, please contact:
Ryan Norton, Executive Director
rnorton@adolescenthealth.org