



Workshop and Institute Proposal Submission Instructions

Submission Dates: July 16 - August 24, 2020

SAHM 2021 Annual Meeting: Mapping an Agenda to Transform the Future of Adolescent Health

Our theme for the 2021 Annual Meeting is **Mapping an Agenda to Transform the Future of Adolescent Health**. In the next decade, important forces will affect adolescent health and wellbeing globally. Some of the questions we need to consider as adolescent health professionals are: What strategies should we develop and scale that will transform health outcomes and promote equity? How will we address the adverse effects of COVID-19 and future pandemics on adolescent health? How can we harness advances in science and technology - including artificial intelligence and genomics - to improve adolescent health? How can we advocate most effectively for issues such as climate change that will impact adolescent health in the future? How can we maximize our understanding of adolescents across different cultures and their unique strengths and needs? Finally, how can SAHM create the workforce of the future by considering demand for adolescent health services and innovations in education and professional development?

We invite multidisciplinary professionals to connect, engage, and generate strategies that ensure all young people achieve healthy and meaningful lives in the next decade and beyond.

Presentations previously accepted for the SAHM 2020 Annual Meeting are welcome for submission for the SAHM 2021 Annual Meeting. All submissions will be peer reviewed. As SAHM navigates this unprecedented pandemic the safety of our attendees is essential and SAHM may need to pivot from an in-person event to an all-virtual conference. Please indicate in the proposal submission form whether or not your proposal could be adapted into virtual presentation should that be needed.

Key concepts:

- Workshop presentations are 90 minutes in length. Institutes are 3 hours in length, with one 30-minute break. Please note, we will have a very limited number of slots for institutes. Also, the length of institutes is subject to change in the event of a virtual meeting.
- **Workshop or Institute Track/Categories** – Accepted proposals for presentation of a workshop or Institute are categorized within the program schedule using the following tracks. The proposal form will allow you to identify which track is most applicable to your proposal.

New in 2021 - We are excited to announce the addition of the “**Youth Engagement and Empowerment**” track for sessions that incorporate adolescent and young adult (AYA) voices. Please note, while the Program Committee is seeking sessions that prominently feature youth voices for this new track, it encourages the inclusion of adolescent and young adult voices within all session track types. More details for each of the available track categories provided below:

2021 Annual Meeting Educational Session Track Categories:

- a. **Core Clinical Topics** - *Sessions that provide an evidence-based review or reinforcement of knowledge, skills, or management guidelines of core issues addressed in clinical care*
 - b. **Clinical Advances** - *Sessions that highlight innovations or new research-based advances in diagnostic, treatment, or management strategies of issues addressed in clinical care*
 - c. **Professional Development/Training/Education** - *Sessions to enhance provider leadership, networking, wellness, or trainee education skills; **not** patient/client education*
 - d. **Public Health/Advocacy** - *Sessions about public health promotion, health policy, or advocacy skills; **not** the provision of clinical care in a community based or school setting*
 - e. **Research** - *Presentations designed to enhance research method skills or highlight innovative content areas for adolescent health and medicine research*
 - f. **Youth Engagement and Empowerment** - *Sessions that meaningfully include Adolescents and Young Adults (AYA) as live presenters (or virtual presenters if a virtual conference is needed) who have collaborated in the initiation, planning, and/or execution of the project, program, or workshop with co-presenters. **Note: AYA live presenters at an in-person SAHM Meeting must be 18 years or older.***
- Key scoring/selection criteria include ([click here to review scoring rubric](#)):
 - Innovative session content that can change or challenge how attendees conduct clinical practice, education, research or programming.
 - Well described interactive and engaging teaching methods
 - Clear, appropriately scoped and achievable learning objectives
 - Clear and self-evident link to the conference theme: Mapping an Agenda to Transform the Future of Adolescent Health
 - Clear effort to support SAHM’s goal to be inclusive of diverse populations and encourage international voices
 - Inclusion of session leaders from multiple disciplines
 - In selecting workshops and institutes, the Program Committee strives to present a balanced program that meets the needs of our culturally diverse, multidisciplinary meeting attendees from throughout the world. Acceptance of workshops and institutes is at the sole discretion of the committee.
 - **Proofreading is the responsibility of the submitting author. If accepted, the sections from the proposal will be published on the SAHM 2021 Annual Meeting website and mobile app.**

- Presenters must be available to present at the time and date assigned by the Program Committee.
- If your submission is accepted for presentation, ALL presenting authors are required to register to attend the live or virtual meeting at the standard rates. Occasionally workshop/institute leaders have invited, as a co-faculty member, an eminent leader or expert who is unable to attend ANY part of the meeting other than the presentation and have asked the program committee to waive registration fees for that presenter. **If you would like to make such a request email SAHM Administrative Director [Jennifer Lanphere](#) PRIOR to submitting your proposal. NO such requests will be considered after proposal acceptance.**

To complete your workshop or institute submission, please provide the following:

- **Workshop or Institute Title**
- **Educational Objectives:** All workshop/institute submissions require a minimum of 3 educational objectives.
- **Description of Innovative Workshop/Institute Content** (250 words or less): Include a description of the session content and how it can change clinical practice of those in attendance and/or challenge how attendees conduct training, treatment, research or programming. If this is a workshop you have previously presented at SAHM, please describe how the content has been updated with new clinical or research information. Include a description of how the session content supports SAHM's goal to be inclusive of diverse populations, encourages international voices, applies to a multidisciplinary audience and membership, and includes adolescent and young adult voices.
- **Description of Interactive Educational Methods:** (250 words or less). Include a description of how the teaching methods will be interactive, engaging, and achieve the learning objectives. Include how the session will be organized and describe the educational activities/formats that will be used (e.g. small group, interactive, didactic, case-based presentation/discussion, panel discussion).
- **Diversity of Presenters:** (15 words or less). Please list the primary discipline of each presenter from which they will be contributing to the workshop content (e.g., physician, nursing, public health, psychology, social work, sociology, nutrition, law, adolescent as live presenter, etc.). **Do not include presenter names here.** For example, if your workshop includes 3 presenters in which one will be presenting as a physician, one as a nurse, and one as a psychologist, write: "physician, nursing, psychology."
- **Name & Contact information for each session leader, including any Adolescent/Young Adult presenters** (Note: All live presenters and participants, including Adolescents and Young Adults, must be 18 or older and listed as a presenter with their full name at the time of submission; however, there may be flexibility to switch youth presenters if the original becomes unavailable): Include their full name, degrees/licensures/certifications, full professional title, institution (including department and division if applicable), address, telephone, and e-mail address. Leaders will be listed on the AM21 website and mobile app in the same order in which they are entered in this section. The primary leader (name listed first) will serve as the designated contact for all correspondence related to the chosen proposal.

- **Faculty Disclosures:** ALL workshop/institute 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. Should the proposal be accepted, each presenter associated with the submission will receive a separate link to a disclosure survey.
- **Faculty Curriculum Vitae:** The primary leader must upload Curriculum Vitae (CV) for ALL named presenters with the presenter's last name and first initial in the document name (Smith, J).
- **Faculty Expertise:** Please describe your expertise by listing relevant clinical experience; a summary of prior teaching, speaking, and publishing on this topic; and any additional training you have attended/received in this area. Please limit your response to 100 words or less.
- **Workshop or Institute Track/Category:** Select the track that best represents your submission:
 - a. **Core Clinical Topics** - Sessions that provide an evidence-based review or reinforcement of knowledge, skills, or management guidelines of core issues addressed in clinical care
 - b. **Clinical Advances** - Sessions that highlight innovations or new research-based advances in diagnostic, treatment, or management strategies of issues addressed in clinical care
 - c. **Professional Development/Training/Education**– Sessions to enhance provider leadership, networking, wellness, or trainee education skills; **not** patient/client education
 - d. **Public Health/Advocacy** - Sessions about public health promotion, health policy, or advocacy skills; **not** the provision of clinical care in a community based or school setting
 - e. **Research** - Presentations designed to enhance research method skills or highlight innovative content areas for adolescent health and medicine research
 - f. **New for 2021! Youth Engagement and Empowerment**– Sessions that meaningfully include Adolescents and Young Adults (AYA) as live presenters (or virtual presenters if a virtual conference is needed) who have collaborated in the initiation, planning, and/or execution of the project, program, or workshop with co-presenters. **Note: AYA live presenters at an in-person SAHM Meeting must be 18 years or older.**
- Review the summary of your submission. Complete any necessary edits.
- If you wish to return to your submission before the deadline, choose “**Save**”.
- If your submission is complete, click “**Finalize**”.
- Your proposal will not be considered for presentation unless all required fields are completed and your submission has been finalized. **Once the submission site closes, edits will not be possible.**

Thank you for following these detailed instructions. We hope to see you at SAHM 2021! For questions, please contact: [Jennifer Lanphere](#), SAHM Administrative Director (***Special note: only start a submission if you plan on completing it. If you experience any issues with the proposal management system, contact SAHM Administrative Director, [Jennifer Lanphere.](#)***)