The COVID-19 pandemic has challenged and changed how we provide care to adolescents. It has highlighted disparities and lack of access to health care, exacerbated physical and mental health difficulties, and introduced concurrent developmental stressors on a grand scale (e.g., quarantine, social distancing, grief and loss, trauma). However, it has also led to innovative strategies in caring for adolescents such as increased use of telehealth. In this year’s meeting, we invite interprofessional collaboration to share how we can provide care and support to adolescents in a post-pandemic world.

The pandemic may not end globally in 2022, but how can we strategically provide care and support to adolescents as we move forward during uncertain times? To continue promoting the well-being of all youth affected by COVID-19, what considerations need to be in place? What practices need to be revisited? If you are considering submitting a workshop or institute proposal, please note that while it is not a requirement for acceptance, we do encourage submissions that align with the conference theme.

For all submission types - While our priority remains to plan for an in-person meeting, we understand it may not be possible for everyone to attend. Please indicate within your submission proposal whether or not your proposed session can be delivered virtually to help us consider options that best meet the needs of our audience. We recognize the pandemic is ongoing and public health guidance is evolving rapidly. SAHM is monitoring events closely and will adjust the annual meeting plans as needed to ensure the safety of all attendees.

General Information:

- **Format of Sessions:** Workshop presentations are 1.5 hours (90 minutes). Institutes are three hours long, with one 30-minute break. Please note, we have a very limited number of slots for institutes.

- **Tracks:** Accepted proposals for presentation of a workshop or institute are categorized within the program schedule using the below tracks. The online submission proposal form will allow you to identify which track is most applicable to your proposal.

- **Program Selection:** 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 and Publication:** Proofreading is the responsibility of the submitting author. If accepted, sections from the proposal will be published on the SAHM 2022 Annual Meeting website and mobile app.

- **Presenter Requirements:** 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 meeting at the standard rates. Registration fees will be waived for our youth presenter(s) as stated in the Youth Presenter Disclosure.

- **Registration Waivers:** 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. **Email your request to SAHM Administrative Director Jennifer Lanphere PRIOR to submitting your proposal. NO such requests will be considered after proposal acceptance.**

**Educational Tracks:**

- **Clinical Foundations:** Sessions that provide an evidence-based review or reinforcement of knowledge, skills, or management guidelines of core issues addressed in clinical care.

- **Clinical Advances:** Sessions that address nuanced knowledge or highlight innovations or new advances in diagnostic, treatment, or management strategies of issues addressed in clinical care.

- **Professional Development/Training/Education:** Sessions to enhance provider leadership, networking, wellness, or trainee education skills; not patient/client education.

- **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.

- **Research:** Presentations designed to enhance research method skills or highlight innovative content areas for adolescent health and medicine research.

- **Youth Engagement and Empowerment:** Sessions that meaningfully include adolescents and young adults (AYA) as live presenters (or virtual presenters if session offered virtually) who have collaborated in the initiation, planning, and/or delivery of the project, program, research or presentation with co-presenters. **Note: Any AYA live presenters at an in-person SAHM conference must be 18 years or older.**

**Inclusion of Youth Presenters:**

The Program Committee is seeking proposals that prominently feature youth voices for placement within the youth engagement and empowerment track. We also welcome the inclusion of adolescent and young adult voices within all session track types. For those considering submitting a proposal that include youth presenters, we encourage you to review our principles of youth engagement in conference presentations.

For submissions that include a youth presenter, you will be asked to provide their name/s. There will be flexibility to replace the youth presenter named in the original proposal with a new youth presenter if the original becomes unavailable, up until a few weeks prior to the conference. Youth presenters include
anyone between the ages of 18 and 25 who cannot be categorized under another SAHM member/attendee category, such as medical/graduate students, fellows or trainees. Presenters under the age of 18 can be included only as virtual presenters at this time.

If a proposal with a youth presenter(s) is accepted, SAHM will waive their registration fees. SAHM does not provide financial support for youth presenters travel, lodging or meals with the exception of meals (breakfast and lunch) provided to attendees during conference days.

It is the expectation of the Program Committee that sessions that include youth presenters will engage them in the planning and delivery of the session. Include a description in the workshop/institute submission of how youth will be engaged. The SAHM Youth Engagement subcommittee will be available to provide additional guidance and support as needed.

Key submission proposal 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: Caring for Adolescents in a Post-Pandemic World (if deemed applicable based on the proposal content focus; exceptions may apply)
- Content demonstrates a clear effort to support SAHM’s goal for equity and inclusion (if deemed applicable based on the proposal content focus; exceptions may apply)
- Inclusion of session leaders from multiple disciplines, backgrounds, nationalities, countries and perspectives (if deemed applicable based on the proposal content focus; exceptions may apply)

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 three educational objectives. These educational objectives, should the workshop/institute be accepted, will be listed on the SAHM 2022 Annual Meeting website and mobile app.
- **Description of Innovative Workshop/Institute Content** (250 words or less)
  Please note: If accepted, this description will be listed on the SAHM 2022 Annual Meeting website and meeting mobile app.
  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 (if applicable to the content focus of the proposal) 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.
- **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
**Presenter(s) Primary Discipline:** (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 three 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 presenter/panelist:**
Include their full name, degrees/licensures/certifications, institution, and email address. Presenters will be listed on the SAHM 2022 Annual Meeting website and mobile app in the same order in which they are entered in this section. The primary session leader (name listed first) will serve as the primary contact for all correspondence related to the chosen proposal. For proposals that include a youth presenter, please provide their name however, there will be flexibility to replace the youth presenter named in the original proposal if the original becomes unavailable up until a few weeks prior to the conference.

**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.

**Presenter Curriculum Vitae:** The primary leader must upload Curriculum Vitae (CV) for ALL named presenters with the following naming convention, presenter’s last name, first name in the document name (Smith, John). Documents must be uploaded as a PDF. **Word documents are no longer accepted.**

**Presenter/Panel Expertise:** Please briefly describe the panel’s expertise by listing relevant clinical experience; a summary of prior teaching, speaking, and publishing on this topic; and any additional training attended/received in this area. Please limit your response to 100 words or less.

**Workshop or Institute Educational Track:** Select the track that best represents your submission. See track descriptions above.

**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 in San Diego! For questions, 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.)