PRIM&R PUBLIC RESPONSIBILITY IN MEDICINE AND RESEARCH

PRIMR24 Call for Session Proposals Program
Frequently Asked Questions

1. How do I submit a conference session proposal?
Review the **submission guidelines** above and complete the **online form** **by February 2, 2024**, **at 11:59 PM ET**. Notification of your proposal status will be sent **before registration opens** (late June/early July).

2. Can I submit more than one conference session proposal?
Yes, you may submit more than one session proposal, but you must submit a form for each proposal.

3. Can I submit a session proposal for a session I saw on the prior year's program or for a session proposal I had accepted last year?
No. Do not submit proposals for sessions that were presented at last year's meeting (session proposal or not). The Conference Planning Committees review prior year sessions to determine which to carry over to the current year.

5. Are there any financial benefits for accepted conference session proposals?
Any person invited to speak will receive a discounted registration to the conference. Proposal authors who attend the conference, but do not speak, are required to register at the full price. Call for Session Proposal sessions are acknowledged on the agenda with an icon.

6. When will I know if my conference session proposal has been accepted?
Notifications will be emailed **before registration opens** (late June/early July).

7. Will the content of my proposed session change if it is accepted?
PRIM&R reserves the right to edit accepted proposals so they're in line with PRIM&R's style, formatting, etc., or modify proposals to help address perspectives/topics not included, but that could benefit the session overall. In addition, PRIM&R often receives multiple proposals on the same topic. In those cases, PRIM&R may ask proposal authors to work together on a single session on the topic, and we may need to refine the number of speakers invited to teach. In those cases, authors are notified in advance.

8. How many speakers can I recommend for a session and will the speakers I recommend be chosen to teach?
Session proposal authors may recommend two to three speakers for breakout sessions and up to four speakers for plenary sessions (including themselves). Please be mindful of format and number of speakers (to ensure there is time for all presentations plus any interaction with the audience). PRIM&R and the Conference Planning Committees will make every effort to invite the speakers listed on the proposal, but may ask fewer speakers to participate and/or suggest alternate speakers if proposals do not meet the guidelines above for recommending speakers (this will be discussed with the submitting author first).

9. Can I still submit a session proposal if I don't have suggestions for speakers?
Yes. For sessions that don't have speaker suggestions, the Conference Planning Committees will suggest individuals who can speak.

10. What are reasons why session proposals are not accepted?
- The proposal is incomplete (i.e., does not include enough information for the Conference Planning Committees to accurately assess the proposal).
- The proposal is not well designed or thought-out.
- The proposal is not inclusive of multiple perspectives (ideas and speaker).

- The proposal does not apply to the audience.
- The proposal is similar to a session already in planning by the Conference Planning Committees.

Each year, the Conference Planning Committees consider nearly 200 proposals. Unfortunately, due to space restrictions, we're not able to accept all ideas.

11. How do the Conference Planning Committees review Call for Session Proposal ideas?
Conference Planning Committees, made up of subject matter experts, put together the conference agenda by reviewing and selecting from session proposals, considering prior year sessions to repeat, and generating new session ideas of their own. **Given the number of ideas under consideration and the number of available session slots, we are unable to accept all session proposals**. We aim for about 30% of the program to be made up of session proposals.

While proposals on a how an institution manages a certain aspect of their program are interesting, we'd prefer to see **topics tackled from a diversity of perspectives** and that are of broad interest (our Poster Presentation Program is a better space to discuss new program innovations/impact on programs; that call will open in February 2024).