



2024 AAMC Forum on Conflict of Interest (FOCI) Professional Development Conference *Call for Proposals*

Submission Deadline: October 9, 2023

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Submitters are encouraged to read the guidelines thoroughly before starting a submission.

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About Us

The [AAMC Forum on Conflict of Interest \(FOCI\)](#) provides a forum for leadership in the biomedical arena who oversee and manage conflicts of interest to promote the highest ethical and professional standards in the conduct of their institutions as they carry out their missions of patient care, research, education, business, and service.

FOCI's mission is to promote and advance ethical standards in universities and their academic affiliates related to individual and institutional conflicts arising from external financial and fiduciary interests.

Membership currently consists of over 900 individual representatives from over 300 institutions and organizations. Current representatives include senior institutional officials who are accountable for conflict of interest oversight (e.g., institutional vice president, associate dean for research or research administration, vice president, dean, or associate dean); directors and staff of conflict of interest offices; chairs and members of conflict of interest committees; compliance officers; CME officials; chief medical officers; and members of offices of general counsel.

Important Information

- To submit a conference session proposal, complete the online submission form by **October 9, 2023**. Submissions received after this date will not be considered.
- Please remember that the submission does not need to be finalized in one session. You can access your proposal at any time prior to the submission deadline: **October 9, 2023**.
- Only completed submissions will be reviewed (i.e., all fields in the online form must be completed*).
- Include as much detail as you are able so the Planning Committee can accurately assess the proposal.
- Ensure your conference session proposal is relevant to conflicts of interest impacting AAMC member institutions and is timely.
- Where possible, ensure your proposal has a diverse set of speaker perspectives (i.e., proposals should feature speakers from different backgrounds, institutions, professional roles, etc.**).

* Feel free to propose yourself or your colleagues as session presenters/facilitators.

**If you have a fully fleshed out proposal, but don't have speaker recommendations, the Planning Committees will review your proposal and select speakers if they accept the idea.

Speaker Requirements

All persons listed as a speaker must agree to and have knowledge of being included in the proposal.

A session proposal submission is considered a commitment to attend the meeting and to help organize or present at the session if accepted, as outlined at the time of submission:

- All session presenters agree to read and abide by the AAMC Health & Safety Protocol for All In-Person Meetings.
- All session presenters agree to register for the meeting and pay the registration fee.
- All session presenters will be responsible for their own travel and lodging expenses.
- All session presenters agree to attend the 2024 FOCI Professional Development Conference and conduct the session or presentation at the time(s) assigned.
- All session presenters are responsible for bringing and distributing handouts, if any.
- All session presenters agree to use the standard audiovisual setup provided by the AAMC (LCD projector, laptop, wired podium microphones).

Notifications

Committee decisions will be emailed to the primary submitter in November 2023.

Conference Fees, Travel, Lodging

Session facilitators and speakers are responsible for the costs associated with their travel and meeting registration. The AAMC and the Program Committee must formally approve and confirm all speakers.

Presentation Types

Proposals may be submitted in any of the formats listed below. Proposals may be reclassified to a more appropriate format at the Program Committee's discretion.

Plenary Session (four speaker limit)

Plenary sessions are larger offerings focused on a topic of broad interest. They should be intended for all audiences. Plenary sessions may feature up to three highly reputable speakers and one facilitator depending on the topic, with a variety of perspectives.

Breakout Session

Breakout sessions are 60-minute offerings focused on more narrow topics. Attendees are in these sessions to learn best practices, discuss examples and case studies, network with and learn from their colleagues, and leave with practical strategies. Active learning sessions are encouraged to get the audience involved in the discussion. They can be introductory, intermediate, advanced, or intended for all audiences.

Presentation Levels

“Introductory” is defined as a broad-based overview of a topic. Attendees are assumed to have minimal knowledge of the subject.

“Intermediate” is defined as topics beyond the beginner level but does not focus on deeply advanced content or concepts. Attendees are assumed to have knowledge of foundation concepts.

“Advanced” is defined as a level of content that is beyond the intermediate level. Attendees are assumed to have knowledge of foundation and intermediate concepts.

Topic Areas

We invite submissions on all topics related to conflict of interest, including topics like:

- Best practices in COI policies and procedures
 - Subtopic: Disclosure best practices
- Institutional COI
 - Subtopic: COI Committees: vision, structure, operations, and engagement
- Entrepreneurship and innovation
 - Subtopic: Faculty startups
- COI in clinical care
 - Subtopic: Retrospective reviews
- Physician-industry relationships
- Conflict of commitment

- Inappropriate foreign influence / Research security
- Artificial intelligence in research
- COI and intellectual property/licensing
- Risk tolerance
- Ethical considerations of COI
- Professional development / engagement for COI professionals

If your session does not fit one of the suggested categories, you may select “other” and provide a topic heading that is appropriate in the submission form. **All ideas are welcome for consideration.**

Review and Selection Process

The Program Committee will review and evaluate submissions based on the following criteria noting alignment with theme/topic areas, appropriate session format, a clear plan for content delivery, and a suitable level of activities and audience engagement:

- **Relevance:**
Proposal is applicable to the audience and is associated with topic areas of interest as stated in the call for proposals.
- **Method of Teaching and Audience Participation:**
A clear plan has been identified for content delivery and is found to be appropriate for the time allotted. Emphasis is placed on engagement through small group exercises, networking, and sharing of tools and other experiential learning methods or interactive activities. Presentation and engagement should spark discussions and deliver strategies, best practices and solutions that appeal to attendees across the continuum.
- **Definition of Objectives:**
Proposal has clear and obtainable learning objectives. (*Resource: [Writing Learning Objectives](#)*)
- **Outcome Measures:**
Proposal has evidence of implementation, demonstrated impact and/or practical strategies. If the outcome has not been measured, the activity should have a clear purpose, plan, process, and description of how the initiative will be evaluated with intended/projected results.
- **Quality of Content:**
Proposal is thoughtfully constructed, includes required submission elements, and follows a logical flow.
- **Reproducibility/Adaptability:**
Where appropriate, the proposal includes strategies on how the programs/models could be adapted/implemented in attendees’ institutions; innovation, creativity, and originality;

and significance for advancing current knowledge or developing novel models and/or practices.

Get Started

1. Select “Join Now” and complete your profile.
2. Select “Click here to begin a new proposal.”
3. Follow the online submission form as listed below. Each task should have a green checkmark after you have completed it.
4. Select “Save Submission” after completing all tasks.
5. At the Proposal Summary screen, select “Click here for a preview of your proposal.” After reviewing, click the “Previous” arrow to return to last screen.
6. Select the “Submit” button to formally submit your submission to the Planning Committee.

Proposal Form

You are encouraged to compose the submission in Word before completing the online submission form. All fields will be required to complete a submission. Fields in the online submission form include:

- I. Proposal Title. **Max. 100 characters.**
- II. Presentation Type. **Select one.**
 - a. Concurrent session
 - b. Plenary session
- III. Session Format. **Select one.** *Resource: [Sample Learning Formats](#).*
 - a. Panel Discussion
 - b. Workshop or Breakout Session
 - c. Case Studies
 - d. Peer-to-Peer Round Table Discussion
 - e. Other
- IV. Topic Area. **Select one.**
 - a. Best practices in COI policies and procedures
 - b. Institutional COI
 - c. Entrepreneurship and innovation
 - d. COI in clinical care
 - e. Physician-industry relationships
 - f. Conflict of Commitment
 - g. Inappropriate Foreign Influence / Research Security
 - h. Artificial Intelligence in Research
 - i. COI and intellectual property/licensing
 - j. Risk Tolerance


- k. Ethical Considerations of COI
 - l. Professional development / engagement for COI professionals
 - m. Other
- V. Secondary Topic Area (Optional). **Select one.**
- VI. Subtopic Area (Optional). **Select one if applicable.**
If you would like to submit under a subtopic, please ensure the primary topic area selected is the appropriate [Topic Area](#).
- VII. Level of Expertise. **Select all that apply.**
- a. Introductory
 - b. Intermediate
 - c. Advanced
- VIII. Short Session Description.
Provide a short description of your proposal. This description will appear in the final meeting program. It should be descriptive, thought-provoking, and accurately reflect the session content. Descriptions should also be free of grammatical and spelling errors as it will be published as submitted. **Max. 1,800 characters.**
- IX. Detailed Session Description.
Provide a detailed description of your proposal, including an assessment of outcomes (either achieved or a plan for assessing impact). This description will be used by the reviewers to evaluate your proposal. **Max. 2,500 characters.**
- X. Instruction Strategies and Activities. *Resource:* [Session Activities](#).
Please describe any activities or instructional strategies used to engage or involve the audience, e.g., in-session survey questions, problem-based learning, role play, etc. **Max. 500 words.**
- XI. Session Learning Objectives. *Resource:* [Writing Learning Objectives](#).
Learning objectives should be specific and allow for assessment of outcomes. For example, if developing a best practice, how can the impact of implementation be assessed? **Min. 2 Learning Objectives Required (Max. 200 words each).**
- XII. Speakers
Please note: the system requires at least one speaker entry, feel free to enter your name, if the speaker(s) still need to be identified.
- a. First Name/Last Name
 - b. Presenter Role (Speaker or Facilitator)
 - c. Email Address
 - d. Title
 - e. Institution
 - f. Credentials
 - g. Biography (**Max. 2,500 characters**)

h. Headshot (Max. 2 MB)

The primary author may invite suggested speakers to complete their own profile. After adding a speaker, select the “Invite” button. Invited speakers will receive an email notification with a custom link to complete their profile.

Speaker List

You must add at least 1 speaker and no more than 4.
You can add a maximum of 3 speakers for this proposal.
You can add a maximum of 1 facilitator for this proposal.

1 J Smith, PhD
Specialist, Association of American Medical Colleges
Profile completed 
Presenter Role: Speaker
Login details sent Tuesday, October 4, 2022, 10:59 AM inviting J to complete the task(s) for this proposal.

[Edit J Smith's Profile](#) [Invite J Smith](#) [Remove J Smith](#)

XIII. Submission Acknowledgement

If my submission is accepted, I will agree to the terms identified:

- a. All session presenters agree to read and abide by the AAMC Health & Safety Protocol for All In-Person Meetings.
- b. All session presenters agree to register for the meeting and pay the registration fee.
- c. All session presenters will be responsible for their own travel and lodging expenses.
- d. All session presenters agree to attend the 2024 FOCI Professional Development Conference and conduct the session or presentation at the time(s) assigned.
- e. All session presenters are responsible for bringing and distributing handouts, if any.
- f. All session presenters agree to use the standard audiovisual setup provided by the AAMC (LCD projector, laptop, wired podium microphones).

Questions?

Contact foci@aamc.org.