

# PAFP FOUNDATION

## CALL FOR PRESENTATIONS and CME SPEAKER GUIDELINES

Thank you for your interest in speaking at a PAFP Foundation CME event. The PAFP Foundation conducts two live CME conferences each year attended by nearly 500 primary care providers. All subject matter is applicable to primary care and is designed to be put into practice immediately.

### Types of Speakers:

- Family Physicians (PAFP members and non-members)
- Sub-specialists
- Specialists with information pertinent to family medicine

### Types of Presentations:

- Didactic Presentation - Up to 1 hour maximum time allowed including Q & A (**Experienced Speaker**)
- Procedures Workshop - Up to 3 hours maximum (typically 2 hours) of hands-on procedures. (**Experienced Speaker**)

### Conference Dates/Location

Kalahari CME Conference, November 18-20, 2016  
Kalahari Convention Center

### Submission Deadline

Now

### Notification Date (if chosen as a speaker)

July 15, 2016

Harrisburg CME Conference, March 17 - 19, 2017  
Hilton Harrisburg

September 1, 2016

October 1, 2016

Applications are reviewed as they are received from PAFP and can be submitted anytime before the deadline. Applications submitted after the deadline, may be accepted if there is an opening on the event agenda.

### Presentation/Speaker Eligibility:

- Subject matter must be relevant to family medicine;
- Information is educational, **NOT** promotional. Proposals of a commercial nature which promote a particular product or service will not be accepted;
- Application is completed correctly and received by the stated deadline;
- A speaker rating of 4.25 or higher if the speaker has presented at a past PAFP CME event. Please send past evaluation scores with application if from other non-PAFP speaking events.

### Submission Tips:

- Title should be engaging;
- Information presented should be about new, cutting edge or emerging issues;
- Clinical content should be evidence-based with appropriate resources/citations included;
- Case studies, round table discussions, and interactive teaching methods are highly encouraged - strictly didactic presentations are discouraged and learning is enhanced by interaction with the learner.
- Include realistic and actionable take-aways and practice pearls.

**Handouts:** Live CME events are paperless. No handouts will be duplicated or distributed by PAFP on-site. Electronic copies will be posted online in advance of each event and made available to registered attendees as interactive pdf's.

**Questions?** Contact Janine Owen, VP Education, at [jowen@pafp.com](mailto:jowen@pafp.com) or direct 717-418-0398.

VALUABLE | PRACTICAL | AFFORDABLE

PAFP Foundation  
**CME**

[www.pafp.com](http://www.pafp.com)



PENNSYLVANIA ACADEMY OF  
FAMILY PHYSICIANS FOUNDATION

# APPLICATION TO SPEAK AT A PAFP FOUNDATION CME PROGRAM

- Please complete the entire form.
- If submitting more than one topic, please use a separate form for each topic.
- Please email your completed form to [jowen@pafp.com](mailto:jowen@pafp.com) or fax this to me at 717-418-0398.

Topic/Title of Presentation: \_\_\_\_\_

## Primary Presenter:

Full Name & Credentials (please print) \_\_\_\_\_

PAFP member Yes \_\_\_ No \_\_\_ Specialty or sub-specialty: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Names of Co-Presenters (if applicable): \_\_\_\_\_

Have you spoken at a previous PAFP CME Conference? \_\_\_ Yes \_\_\_ No If yes, when? \_\_\_\_\_

## Program date/location for which you are applying:

\_\_\_ Kalahari CME Conference, November 18-20, 2016

\_\_\_ Harrisburg CME Conference, March 17-19, 2017

## Presentation Format:

\_\_\_ Didactic Presentation – time needed including Q & A: \_\_\_ 30 mins \_\_\_ 45 mins \_\_\_ 60 mins

\_\_\_ Procedures Workshop - Up to 3 hours maximum (typically 2 hours) of hands-on procedures.

\_\_\_ Panel Discussion (list co-presenters above)

\_\_\_ I would be willing to repeat my session a second time during the conference.

\_\_\_ I would be willing to lead a discussion group (if applicable and available).

\_\_\_ Round table case studies (you will moderate and lead discussion about individual cases)

## Past Experience

Please list previous speaking experience, (if an experienced speaker) including topics and audience size, and attach evaluation summaries if available.

1) \_\_\_\_\_

2) \_\_\_\_\_

**REQUIRED INFORMATION**

**(THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH YOUR APPLICATION)**

**(1) Learning Objectives/Measured Outcomes**

**USE: EASY TO OBSERVE OR MEASURE:**

- The participant will be able to **perform** cerumen management procedures;
- The participant will be able to **identify** language disturbances due to dementia;
- The participant will be able to **list** three benefits of the new AAC device.

**AVOID: DIFFICULT TO OBSERVE OR MEASURE**

- Participant will **understand** the importance of cochlear implants;
- Participant will **become familiar with** oral motor therapy techniques;
- Participant will **learn** about accent reduction strategies;
- Participant will **appreciate** the value of FEES procedure.

**Learner Objectives:** List three measurable learner objectives:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Patient Safety/Risk Management** (Pennsylvania physicians are required to have 12 hours patient safety/risk management credits per licensure period).

The State Board of Medicine defines risk management and/or patient safety to include topics that cover:

- Improving medical records and record keeping
- Preventative medicine / Screening
- Improving Communications
- Reducing medical errors
- Healthcare quality improvement
- Professional Conduct/Ethics

Will your session meet any of these criteria?     Yes     No (A “yes” answer is NOT required.)

**(2) Pre-Post Test Questions**

**Pre-Post test questions must accompany your application.** PAFP uses an audience response system for these questions to measure outcomes and applicability of education to practice. Many sessions will be grant-funded, and this information is requested by funders after the conference. If your session is grant-funded, you will be notified prior to the event. Please provide three questions for these purposes.

# Pre/Post Test Questions

## (Required For Grant Funded Sessions)

**Speaker Name:** \_\_\_\_\_

Questions should be multiple choice – 4 to 5 possible answers - with one correct answer (in the example below do not choose #5 as the correct answer. Avoid: Questions written as a negative, all of the above answers, and easy to guess answers. Also, avoid overly complex answer choices where various permutations of the answers are presented as answers.

**Example:**

Long term use of which of the following has been shown to increase the risk of prostate cancer?

1. Selenium
2. Vitamin E
3. Finasteride
4. Dutasteride
5. None of the above

**Pre/Post Test Questions and Correct Answer**

**Question #1:** \_\_\_\_\_  
\_\_\_\_\_

Choices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Correct Answer: \_\_\_\_\_

**Question #2:** \_\_\_\_\_  
\_\_\_\_\_

Choices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Correct Answer: \_\_\_\_\_

**Question #3:** \_\_\_\_\_  
\_\_\_\_\_

Choices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Correct Answer: \_\_\_\_\_

**(3) Permission to tape (when applicable)**

\_\_\_\_ Please check here if you give your permission to have your session recorded and/or made available at [www.pafp.com](http://www.pafp.com) for viewing after the conference. Granting permission does not mean that your session will automatically be taped.

**(5) Biography – this will be used by the moderator to introduce you before your session**

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If you have suggestions for possible corporate support for this topic please list all contact information here. We will contact them:

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Please mail, fax or email the application:

**MAIL:** Janine Owen, PAFP Foundation, 2704 Commerce Drive, Harrisburg, PA 17110  
**FAX:** 717-564-4235  
**ONLINE:** Email to [jowen@pafp.com](mailto:jowen@pafp.com)

**Upon approval of your application, you will be notified promptly to confirm your participation and specifics. A speaker packet with all faculty information and deadlines will then be sent to you via e-mail.**