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 between both. All subject matter offered must be applicable to primary care and designed to be put into practice immediately. Practice pearls are required to be part of each presentation.

**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. Depending on content, sessions are either 30 minutes; 45 minutes or 1 hour.
- Procedures Workshop - Up to 3 hours maximum (typically 2 hours) of hands-on procedures.

<table>
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<tr>
<th>Conference Dates/Location</th>
<th>Submission Deadline</th>
<th>Notification Date (if selected)</th>
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<tbody>
<tr>
<td>Gettysburg CME Conference, March 7 -10, 2019</td>
<td>October 7, 2018</td>
<td>November 8, 2018</td>
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<tr>
<td>Bedford Springs CME Conference, Nov 8 – 10, 2019</td>
<td>July 7, 2019</td>
<td>August 8, 2019</td>
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Applications are reviewed as they are received from PAFP and can be submitted any time 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. (Promotional sessions – see Symposia/Product Theatre information)
Application is completed correctly and received by the stated deadline;
A speaker rating or 4.25 or higher if the speaker has presented at a past PAFP CME event.

Please send past evaluation scores with this 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 any interactive teaching method 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:** PAFP 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, Chief Education Officer, at jowen@pafp.com or direct 717-418-0398.
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 or fax this to me at 717-564-4235

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:

___  Gettysburg CME Conference, March 8 – 10, 2019
___  Bedford Springs CME Conference, November 8 – 10, 2019

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 ...

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 may use an audience response system for these questions to measure outcomes and applicability of education to practice. Some 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 record (when applicable)

_____ Please check here if you give your permission to have your session recorded and/or made available at www.pafp.com for viewing after the conference. Granting permission does not mean that your session will automatically be recorded and posted.

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

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

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

____________________________________________________________________________________

Please mail, fax or email the application:

MAIL: Janine Owen, PAFP Foundation, 2704 Commerce Drive, Suite A, Harrisburg, PA 17110
FAX: 717-564-4235
ONLINE: Email to jowen@pafp.com

Upon approval of your application, you will be notified by the stated date on the previous page confirming your participation and specifics. A speaker packet with all faculty information and deadlines will then be sent to you via email.

Thank you for our interest in being faculty at one of our programs!