

Guidelines for a Strong Educational Proposal

Below are the criteria that reviewers will follow to evaluate each proposal submitted.

Criteria	Description
Overall Quality of the Proposal	<ul style="list-style-type: none"> The proposal itself was thorough and provided enough insight into the proposed session.
Submitter	<ul style="list-style-type: none"> The submitter has described experience planning educational programs. The submitter is an EXPERT in the topic and well connected with other experts.
Content	<ul style="list-style-type: none"> The topic is practical – meaning there will be knowledge, skills, or information that can be <u>applied</u> right away. The topic will have an impact <u>directly</u> on improving patient care. This is a hot topic, cutting edge, or a fresh perspective. If not, do you think there will still be significant interest in the session? Content is culturally sensitive, diverse, balanced, and evidence-based. Content promotes understanding of diverse values, attitudes, and behaviors.
Needs Assessment	<ul style="list-style-type: none"> Relevant practice gaps are described and should be persuasive as to the importance of this topic and the impact on improving patient care. At least two sources to support the current need for this activity are included and described.
Session Activity Elements	<ul style="list-style-type: none"> Learning objectives make sense based on the topic, content level, and intended audience. The objectives should be specific and measurable and can be accomplished within the allotted time. An active learning strategy to engage the audience in the content is included for each objective. A method of learning assessment (examples: participant feedback, case discussion, answers given) is included for each objective to allow participants to assess their proficiency in the content and their learning.
Faculty	<ul style="list-style-type: none"> The proposed faculty are well-known experts. The proposed faculty are experienced presenters. The faculty should represent geographical diversity