



24 – 28th August 2024

Abstract Submission Guidelines

Invitation

AMEE Invites abstract submissions relating to any aspect of health professions education across the continuum, from undergraduate through postgraduate to continuing professional development. There are multiple presentation formats available for you to present your work and ideas.

We want to help you maximise the prospect your abstract will be accepted for inclusion, so please read our guidance carefully and make sure you've completed the information as fully as possible. Before starting, you'll need to choose the right submission type from the menu and ensure you are able to meet the following criteria:

- Your work should be on the topic of health professions education. Abstracts are welcomed from any health profession, stage of education or subject area but we will not consider purely clinical research unless it has strong educational implications
- If you are presenting the outcomes of a research or evaluation project, or reporting on a new initiative or innovation, the work must be complete or there must be at least interim findings to report on. We do not generally accept abstracts based on speculative findings
- Your abstract should be of broad relevance to the global health professions education community. While we do not automatically reject work because it is not 'novel' please consider what your contribution will add to the field and why it is of interest to people from outside your own institution / national context when writing your abstract

Conference Dates

24 – 28 August 2024

Conference Location

In Person, Basel, Switzerland
Online

Conference Theme

The theme of AMEE 2024 is *'Develop your educational career: connect, grown and inspire with AMEE 2024'*.

AMEE 2024 will focus on how best to: engage with existing knowledge to guide practice, develop new knowledge, and consider how what we do is useful for learners, patients, and society.

AMEE 2024 will promote and inspire excellence, collaboration, and scholarship across the continuum of health professions education.

Submission Deadlines

Abstracts to be considered for AMEE 2024 must be submitted by the deadlines specified below:

Pre-conference workshops	6 November 2023
Symposia	6 November 2023
Research Papers	6 November 2023
Doctoral Reports	6 November 2023
Patil Teaching Innovation Award	6 November 2023
Short Communication or ePoster	31 January 2024
AMEE Fringe	31 January 2024
Conference Workshop	31 January 2024
Points of View	31 January 2024
PechaKucha™	31 January 2024

All abstracts must be submitted via the AMEE 2024 Abstract Portal. Abstracts will not be accepted in any other format. A new abstract system has been implemented and your AMEE username and password will not be accepted. Please register a new account.

The abstract portal will close at 23:59hrs on the dates specified above. Extensions will not be possible.

You may submit and edit submissions up until the abstract category deadline.

Abstract Submission

The track and educational theme you choose for your abstract will determine which reviewers it is sent to, and which group makes the decision about its inclusion in the programme. Please take care when selecting a track and theme as submission to the wrong category may result in a rejection even if the quality of the work is good. Some submissions will span more than one theme and you should choose which one is the best fit for your work. At the discretion of the programme committee, you may be offered a presentation slot in a different themed session if your abstract was rejected for inclusion in its original category.

Tracks and Themes

Designing and Planning Learning (including curriculum)

Includes approaches to course and curriculum development, topic selection, instructional design, needs assessment and any other aspects of the planning process whether at activity, course, or curriculum level.

Education and Management

Covers high-level issues faced by medical schools and other training providers where decisions are required about what type of programmes will be offered, to which types of learners, and by which staff members, and how these programmes are delivered, monitored, and improved.

Faculty Development

Abstracts submitted in this theme should relate specifically to the professional development of teachers or trainers of health professionals – i.e., the education faculty – whether at the individual or organisational level. This track also covers topics such as professional identity formation amongst health professions educators, evaluation of teacher performance and career progression of educators.

Teaching and Facilitating Learning

Abstracts submitted to this theme should relate to educational delivery, whether this is face-to-face, online, or blended. It includes the format and methods selected, group size and group management strategies.

The Scholarship of Teaching and Learning

This theme replaces the previous 'Education Research' track, in acknowledgement that scholarship of education is a broader area of work. Abstracts relating to the research *process* from start to finish, such as applying for funding, research ethics, data-sharing, methodology, theory, and dissemination can be submitted in this track, along with work exploring how research and scholarship is encouraged and supported in more general terms.

Assessment and Supporting Learners

Admission and Selection

Exploring innovative approaches to the assessment and selection of learners into healthcare programmes at all levels, and those which aim to enhance diversity and excellence in the field.

Assessment

Covers all aspects of assessment and feedback in the health professions, including written tests, clinical exams, and work-place based assessment, as well as performance appraisal.

Supporting Learners

This theme is concerned with any factors which may affect how and what learners learn. It includes topics such as student support and engagement, stress, wellbeing, and burnout, as well as studies exploring the learning environment and the characteristics and choices of learners.

Cross Cutting Themes

AI

AI is emerging as a powerful tool in health professions education to advance personalized learning and optimise training. Submissions to this theme may address AI as a tool to enhance teaching and learning but may also deal with the need to teach learners *about* AI as it is increasingly used in the health professions, for example to support clinical decision making or streamline patient journeys.

Equality, Diversity, and Inclusivity

Covers issues such as challenging bias and stereotypes, widening participation and improving representation in health professions education.

Humanities

This theme explores the integration of the humanities into health professions education to foster empathy, ethical reasoning, and a holistic understanding of patient care.

Interprofessional and Team Learning

Studies or initiatives specifically designed to promote learning across professions or disciplines, as well as those more generally aimed at encouraging team working.

Patient Safety

This theme is concerned with patient safety *education* – for example, how patient safety can be embedded into educational programmes and practices or learning from patient safety data. Submissions related to quality improvement science and human factors education are also welcome in this category.

Sustainability and Global Health

This theme covers any aspect of teaching, learning or assessment to promote sustainability in health professions education. It involves initiatives to equip learners or teachers with the knowledge, skills, values, competence, and confidence they need to sustainably promote the health, human rights, and well-being of current and future generations, while protecting the health of the planet.

Technology Enhanced Learning

Special emphasis on using technology to enhance teaching and learning. Relevant submissions should have a focus on the design, delivery, and implementation of learning by using a variety of devices and approaches, such as innovative content delivery, collaborative learning, social media, virtual and mixed reality environments, gamification, and application of artificial intelligence.

Competency Based Education in the Health Professions (CBE-HP)

This theme covers research, innovations, and program evaluations related to a competency-based approach to the design and implementation of health professions education. Scholarship relating to the core components of CBE—competency frameworks, sequencing training for progression, programmatic assessment, tailored learning for competence, and competency-focused teaching—as well as studies of graduate competence outcomes are welcome here. **Abstracts are invited for short communication and ePosters only.**

Surgery Education

Teaching, learning and assessment as it relates to surgery in undergraduate or postgraduate education and continuing professional development. **Abstracts are invited for short communication and ePosters only.**

Phase of Education

In addition to selecting a theme you will be asked to indicate which phase of education your work is relevant to, which will allow it to be considered for inclusion in any CPD or Postgraduate tracks in addition to any theme-based tracks.

Pre-Admission: applicants to HPE programmes who have not yet begun their education or training

Undergraduate and graduate: those enrolled in an HPE programme prior to initial professional qualification / licensing / registration

Postgraduate: the initial phase of professional training following qualification, for example residency, internship, specialist training

CPD: ongoing professional development and lifelong learning after the end of formal education and training

Generic: applicable to all and/or involving learners at multiple stages of education

Presentation Locations:

Pre-conference and conference workshop	In Person, Online, Hybrid
Short Communications	In Person, Online or OnDemand
ePosters	In Person or OnDemand
Symposia, Fringe, Research Papers, Patil	
Doctoral Reports, PechaKucha™, Points of View	In Person Only

If you are submitting for online delivery, we cannot guarantee that the programme will be accessible in all time zones.

Time Zones:

Zone 1: Local Switzerland time

Zone 2: Switzerland +8 hrs

You will have the ability to specify what suits your presentation times AM or PM within the time zones above.

Submission Categories

Pre-conference workshop

3-hour interactive 'Masterclass' session, intended to give practical tips on a topical issue, and suggestions for implementation in participants' own context. Approx. 24-36 participants would be expected.

Submissions are more likely to be considered favourably if they have previously been presented as a conference workshop and received positive reviews. However, it's important to note that while presenting a conference workshop it doesn't guarantee acceptance. Submissions are still evaluated based on their quality, relevance, and contribution to overall programme.

Abstract structure (max 350 words, excluding title and contributor's details)

- Title (*max 20 words*)
- Background
- Who Should Participate (*Please try to be as specific as possible when identifying the target audience for your workshop to help participants make an informed decision about whether to attend*)

- Structure of Workshop
- Intended Outcomes
- Contributors (*max 6*) and confirmation of lead facilitator (*max 1*), the lead facilitator should be indicated by ticking the presenter box. If you have more than 6 contributors, please use the et al function.
 - First Name
 - Last Name
 - Email
 - Contact Mobile
 - Primary Institution, City, Country (*only one affiliation may be listed*)
- Confirm acceptance of submission terms and conditions.
- Track and Educational Theme
- Phase of Education
- Level of Workshop (*introductory/intermediate/advanced*)
- Previously presented as a conference workshop at AMEE (*Yes/No*)
- Indicate if any conflict of interest and what the conflict is
- Presentation Location
 - In Person
 - Online (*If online, select a time zone*)
 - Hybrid (*facilitators need to be in person*)
 - No Preference
- Special Requirements (e.g., maximum number of participants, Audio-Visuals, room set-up, maximum number of participants). ***These are essential to allow us to try and accommodate your requests.***
- Confirm permission to publish and author approval

Symposium

90-minute session on a theme of topical interest or debate. Symposia are generally focussed on disseminating the latest knowledge in the field, including both research findings and expert opinions. They are hosted in theatre-style rooms and the structure usually involves one or more formal presentations and/or a panel discussion (max 45 minutes) with time for audience Q&A.

Symposia may only be presented in person.

Abstract structure (max 350 words, excluding title and contributor's details)

- Title (max 20 words)
- Background
- Why the topic is important
- Format including plans to engage participants
- Take-home Messages
- Contributors (*max 6*) and confirmation of lead facilitator (*max 1*), the lead facilitator should be indicated by ticking the presenter box. If you have more than 6 contributors, please use the et al function.
 - First Name

- Last Name
- Email
- Contact Mobile
- Primary Institution, City, Country (*only one affiliation may be listed*)
- Track and Educational Theme
- Phase of Education
- Indicate if any conflict of interest and what the conflict is
- Special Requirements (e.g., Audio-Visuals). *These are essential to allow us to try and accommodate your requests.*
- Confirm permission to publish and author approval

Research Paper

In person 15-minute presentation followed by 5 minutes for questions and discussion. Presentations will be placed together with up to 4 other presentations in a themed session of 90 minutes. Those not accepted will be given the opportunity to submit a short communication or ePoster for consideration.

Research Paper presentations may only be presented in person.

Abstract structure (max 650 words, excluding title, references, and contributor's details)

- Title (*max 20 words*)
- Introduction
- Methods
- Results (*you must include the results of your study – we very rarely accept papers for incomplete studies unless there are strong interim findings*)
- Discussion and Conclusion
- References (*max 2, not included in word count*)
- Contributors (*max 6*) and confirmation of presenter (*max 1*). If you have more than 6 contributors, please use the et al function.
 - First Name
 - Last Name
 - Email
 - Contact Mobile
 - Primary Institution, City, Country (*only one affiliation may be listed*)
- Confirm acceptance of submission terms and conditions.
- Track and Educational Theme
- Phase of Education
- Indicate if any conflict of interest and what the conflict is
- Confirm permission to publish and author approval

Doctoral Report

AMEE allows candidates to showcase their Doctoral Report and demonstrate how their work can contribute to new knowledge and understanding of health professions education. In addition, AMEE provides examples of the variety of Doctoral Report formats across countries and traditions of different scientific domains. Presentations are based on

the presenters Doctoral Report that has been completed a maximum of two years before the submission deadline. In Person Only presentations are 15 minutes followed by 5 minutes for questions and discussion. Presentations will be placed together in a themed session of 90 minutes. Priority will be given to PhD submissions.

Doctoral Report presentations may only be presented in person.

Abstract structure (max 650 words, excluding title, references, and contributor's details)

- Title (*max 20 words*)
- Introduction
- Methods
- Results
- Discussion and Conclusion
- References (*max 2*)
- Contributors (*max 6*) and confirmation of presenter (*max 1*). If you have more than 6 contributors, please use the et al function.
 - First Name
 - Last Name
 - Email
 - Contact Mobile
 - Primary Institution, City, Country (*only one affiliation may be listed*)
- Confirm acceptance of submission terms and conditions.
- Track and Educational Theme
- Phase of Education
- Indicate if any conflict of interest and what the conflict is
- Confirm permission to publish and author approval

Patil Teaching Innovation Award

The Patil Teaching Innovation Awards have been made possible through a donation from Professor Nivritti Patil, University of Hong Kong. The Awards are made to participants at AMEE conferences who have presented a short communication that is judged by a committee to have demonstrated innovation in relation to teaching and learning methods, assessment, or curriculum planning. To be considered for the award, submit your abstract in the Patil Teaching Innovation Awards category. Those not selected for presentation will be given the opportunity to resubmit as a short communication or ePoster. Abstracts selected will be scheduled for in person presentation in one of two sessions. The sessions will be judged by a committee and one or more presenters will receive a Patil Teaching Innovation Award. Each presenter will be allocated 10 minutes for presentation followed by 5 minutes for questions and discussion. Those not accepted will be given the opportunity to submit a short communication or ePoster for consideration.

Patil Teaching Innovation Award presentations may only be presented in person.

Abstract structure (max 350 words, excluding title and contributor's details)

- Title (*max 20 words*)

- Background
- Summary of Work
- Summary of Results
- Discussion and Conclusion
- Take-home Message
- Contributors (*max 6*) and confirmation of presenter (*max 1*). If you have more than 6 contributors, please use the et al function.
 - First Name
 - Last Name
 - Email
 - Contact Mobile
 - Primary Institution, City, Country (*only one affiliation may be listed*)
- Confirm acceptance of submission terms and conditions.
- Track and Educational Theme
- Phase of Education
- Indicate if any conflict of interest and what the conflict is
- Confirm permission to publish and author approval

Short Communication or ePoster

Short communications are 10-minute presentation followed by 5 minutes for questions and discussion organised into a themed session of 90 minutes.

ePosters are 3-minute introductions to the poster followed by 2 minutes for questions and discussion. Presentations are organised into a themed session of 90 minutes. All ePosters are hosted in the ePoster Showcase and can be viewed at any time by conference participants.

Abstract structure (max 350 words, excluding title and contributor's details)

- Title (*max 20 words*)
- Background
- Summary of Work
- Summary of Results
- Discussion and Conclusion
- Take-home Message
- Contributors (*max 6*) and confirmation of presenter (*max 1*). If you have more than 6 contributors, please use the et al function.
 - First Name
 - Last Name
 - Email
 - Contact Mobile
 - Primary Institution, City, Country (*only one affiliation may be listed*)
- Confirm acceptance of submission terms and conditions.
- Track and Educational Theme
- Phase of Education
- Indicate if any conflict of interest and what the conflict is

- Preferred Method of Presentation
 - Short Communication Only
 - ePoster Only
 - No Preference (*Short Communication or ePoster*)
- Presenter location
 - In person
 - Online (*Short Communication only, if online specify time zone*)
 - On Demand
- Confirm permission to publish and author approval

AMEE Fringe

An AMEE Fringe presentation gives you the opportunity to be creative and to present something entirely different. For example, it could include singing, dancing, acting or poetry. It could be amusing, sad, challenging, thought-provoking, but should be highly interactive, and on a topic related to health professions education. If you would like to discuss the suitability of your proposed submission contact conferences@amee.org.

AMEE Fringe presentations may only be presented in person.

Abstract structure (max 350 words, excluding title and contributor's details)

- Title (*max 20 words*)
- Description of presentation
- Upload a short video (*compulsory*)
- Contributors (*max 6*) and confirmation of presenter (*max 1*). If you have more than 6 contributors, please use the et al function.
 - First Name
 - Last Name
 - Email
 - Contact Mobile
 - Primary Institution, City, Country (*only one affiliation may be listed*)
- Confirm acceptance of submission terms and conditions.
- Track and Educational Theme
- Phase of Education
- Indicate if any conflict of interest and what the conflict is
- Presentation requirements (e.g., audio visuals). *These are essential to allow us to try and accommodate your requests.*
- Confirm permission to publish and author approval

Conference Workshop

90-minute interactive workshop. In person, online or hybrid presentation

Workshops are designed to teach or develop a specific skill and should incorporate interactive discussions, activities, and exercises to engage participants. They are hosted in cabaret-style rooms with participants seated around tables to enable small group

discussions. Submissions should include clear learning outcomes for participants and should indicate how participation will be encouraged.

Abstract structure (max 350 words, excluding title and contributor's details)

- Title (max 20 words)
- Background
- Who Should Participate (Please try to be as specific as possible when identifying the target audience for your workshop to help participants make an informed decision about whether to attend)
- Structure of Workshop
- Intended Outcomes
- Contributors (max 6) and confirmation of lead facilitator (max 1), the lead facilitator should be indicated by ticking the presenter box. If you have more than 6 contributors, please use the et al function.
 - First Name
 - Last Name
 - Email
 - Contact Mobile
 - Primary Institution, City, Country (*only one affiliation may be listed*)
- Confirm acceptance of submission terms and conditions.
- Track and Educational Theme
- Phase of Education
- Indicate if any conflict of interest and what the conflict is
- Level of Workshop (*introductory/intermediate/advanced*)
- Presentation Location
 - In Person
 - Online (If online, select a time zone)
 - Hybrid (facilitators need to be present in Person)
- Special Requirements (e.g., maximum number of participants, Audio-Visuals, room set-up, maximum number of participants). *These are essential to allow us to try and accommodate your requests.*
- Confirm permission to publish and author approval

Point of View

Is there something you feel passionate about, maybe something that frustrates you? Share and discuss it with the audience. Any topic related to health professions education is welcome.

Point of View presentations may only be presented in person.

Abstract structure (max 350 words, excluding title and contributor's details)

- Title (max 20 words)
- Description
- Track and Educational Theme
- Phase of Education

- Contributors (*max 6*) and confirmation of lead facilitator (*max 1*), the lead facilitator should be indicated by ticking the presenter box. If you have more than 6 contributors, please use the et al function.
 - First Name
 - Last Name
 - Email
 - Contact Mobile
 - Primary Institution, City, Country (*only one affiliation may be listed*)
- Confirm acceptance of submission terms and conditions.
- Indicate if any conflict of interest and what the conflict is
- Confirm permission to publish and author approval

PechaKucha™

The PechaKucha™ 20x20 format consists of 20 slides, each of which is set to advance automatically after 20 seconds, giving presenters limited time to talk about each slide. The total presentation time is 6 minutes and 40 seconds with 5 minutes allowed for questions and discussion.

PechaKucha™ presentations may only be presented in person.

Abstract structure (max 350 words, excluding title and contributor's details)

- Title (*max 20 words*)
- Background
- Track and Educational Theme
- Phase of Education
- Contributors (*max 6*) and confirmation of lead facilitator (*max 1*), the lead facilitator should be indicated by ticking the presenter box. If you have more than 6 contributors, please use the et al function.
 - First Name
 - Last Name
 - Email
 - Contact Mobile
 - Primary Institution, City, Country (*only one affiliation may be listed*)
- Confirm acceptance of submission terms and conditions.
- Indicate if any conflict of interest and what the conflict is
- Confirm permission to publish and author approval

Decision Dates

Expected decision dates are as follows:

Pre-conference workshops	27 November 2023
Symposia	27 November 2023
Research Papers	18 December 2023
Doctoral Reports	18 December 2023
Patil Teaching Innovation Award	18 December 2023
Short Communication or ePoster	21 April 2024
AMEE Fringe	21 April 2024
Conference Workshop	21 April 2024
Points of View	21 April 2024
PechaKucha™	21 April 2024

Terms and Conditions

Submission

- All correspondence relating to submission will be sent to the abstract submitter only.
- The submitter must be the presenter
 - Short Communication
 - ePoster
 - Patil Teaching Innovation Award
 - PechaKucha™
 - Point of View
 - AMEE Fringe
 - Research Paper
 - Doctoral Report
- The submitter must be the Moderator/Lead Facilitator
 - Symposium
 - Pre-conference Workshop
 - Conference Workshop
- A maximum of 6 contributors can be listed. If you have more than 6 contributors please use the et al function.
- Contributors should be restricted to anyone who has / will directly contribute to writing the abstract, preparing or delivering the presentation. For large, collaborative projects additional contributors should be acknowledged in the presentation if it is accepted.
- Please do not include your title (e.g., *Dr, Prof*) or any post-nominals (e.g., *MD, PhD*) when adding contributors/presenters.
- Only 1 primary affiliation may be provided. For research paper submissions, this should be the institution at which the researcher was based when the research was conducted.
- Pre-conference and conference workshops and symposia submitters must include any special requirements at the time of submission as it is not likely we can accommodate requests after acceptance.
- Any conflict of interest must be declared during submission process.
- All submissions are final upon submission. Amendments may be made up until the submission deadline after this date no amendments will be permitted to your abstract.
- Abstracts are only considered in the category for which they are submitted.
- Whilst you may submit any number of abstracts you are unlikely to have more than 1 accepted.
- All abstract submissions are peer reviewed by a minimum of 3 reviewers and a final decision will be made by the Programme Committee based on the reviewers' scores and comments.
- No feedback is provided except for Research and Doctoral Report submissions.

Accepted

- Confirmation of acceptance and associated terms and conditions is required within 14 days of abstract decision announcement by emailing conferences@amee.org
- All named presenters must register and pay the appropriate registration fee by **31st May 2024** and submit confirmation of registration id to conferences@amee.org for accepted abstracts to be included in the programme.
- Presenters **must** register using the same email address provided on the abstract submission.
- Presentations are awarded to the abstract presenter named only and cannot be transferred.
- Unless otherwise stated the presentation is accepted for in person presentation.
- The presentation format awarded cannot be amended.
- Presentation location (*in person/online/hybrid/on demand*) awarded cannot be amended.
- If the presentation awarded is to be delivered online, we cannot guarantee that it will be delivered in all time zones.
- Presentations accepted for OnDemand presentation will either be hosted in the AMEE Resource Centre (ARC) (*short communications*) or the ePoster Showcase (ePosters). Both platforms will be accessible via the conference app and via the AMEE website after the conference.
- Depending on your accepted presentation format your presentation may be recorded, live streamed and available on-demand.
- Pre-conference presenters should be available to present at any time between 0900hrs on Saturday 24 August and 1700hrs on Sunday 25 August. We are unable to take requests for specific presentation days or times.
- Main programme presenters should be available to present at any time between 0900hrs on Monday 26 August and 1600hrs on Wednesday 28 August. We are unable to take requests for specific presentation days or times.
- Any abstracts without a named presenter registration by **31 May 2024** will be removed from the programme. This is non-reversible.
- Confirmation of presentation date and time will be made available from mid-July.
- Presenters must include a conflict-of-interest slide in their presentation.
- Presenters agree to their name and institution being included in the conference programme, abstract book, and App. Authors agree to their names and institutions being included in the abstract book to be uploaded to the AMEE website, AMEE Resource Centre and made available via the conference App.
- If presenters fail to appear at the conference or the presentation is not given the abstract will be removed from the abstract book and no certificate of presentation will be awarded.
- Certificates of presentation will be issued within 6 weeks of the conference.
- The Conference Abstract Book will be made available via the conference app and the AMEE Resource Centre.

Submit your abstract for the chance to take part in the leading international health professions education conference. With your help, we hope this year's programme will be one of the best we've had!

AMEE 2024 Team