



Selection Process for Symposia and Pre-conference workshops (PCWs)

We were delighted at the number and quality of Symposia and PCWs submitted for consideration for the AMEE 2024 Conference Programme. There are always more submissions than timetable space, so the selection process is competitive and difficult decisions need to be made. For transparency, we provide some insight into the selection processes below.

Symposia

The programme allows for 26 symposia. Some of these symposia sessions are pre-assigned, to core AMEE groups (e.g., the Simulation Committee, the Research Committee) and an additional few are pre-assigned to partners and “streams” (e.g., the Surgical Education Stream). In 2024, 15 symposia sessions were openly competitive.

We had 72 submissions for these 15 symposia, translating into a 20.83% chance of success.

Pre-conference workshops

The programme and the local facilities allow for 22 half day PCWs. Some of these sessions are pre-assigned to “streams” (e.g., the Competency Based Stream). In 2024, twenty in-person PCW and four online sessions were openly competitive.

We had 125 submissions for these 24 PCW sessions, a 20.8% chance of success.

Selection process

Our aim is to have a range of symposia and PCWs which align with the AMEE Educational Tracks. These Educational tracks/themes remain consistent from year to year, with additional themes sometimes added to align with that year’s overarching conference theme.

The selection process was the same for both Symposia and PCWs. There was a first review, where submissions which did not meet the basic criteria were rejected.

Stage one review criteria

Pre-conference workshop:

- Single presenter
- No clear plan of activities/no explicit group activities
- No learning outcomes

Symposium

- Single presenter or Single institution
- No stated/explicit take home messages

The remaining submissions were moved to stage 2 and were reviewed by the appropriate Track Committee (as indicated on the submission e.g., Faculty Development, Teaching and Facilitating Learning).

Within each track, each abstract was reviewed by at least two, usually three, reviewers from the Track Committee. Reviewers were asked to rate each abstract on a scale of 0–4 where 0 is 'reject' and 4 is 'definitely accept' and to add a short comment with regards to their decision and by using the following review criteria

- Is the work appropriate for inclusion within the selected theme?
- Have clear conclusions / take home messages been identified?
- Is the work relevant to a global audience?
- Is the work broadly relevant across all health professions and specialities?
- Does the work present a particular social, geographic, or cultural perspective that is under-represented and/or of broader interest?
- Is the work relevant to current practice and/or does it contribute to advancement of current thinking?
- Does the work offer opportunities for scholarly discussion or debate?
- Is the presentation format appropriate for the content?

Criteria for Selection

Selected abstracts were those which were rated most highly by the Track Committee reviewers. Where PCW or symposia with very similar focus were rated highly, final decisions were made through discussion, presenter diversity (e.g., from different institutions) and global regional representation.

This process ensured a fair and transparent assessment of quality and interest, leading to a diversity of PCWs and Symposia aligned to the AMEE Tracks.

Observations/common issues

One of the things noticed in Symposia submission was that many colleagues did not include information in the section “Why the topic is important”. Omitting this “hook” made the reviewer’s job much more difficult.

Both PCW and symposia request details of several contributors (max 6), reflecting that both formats work best with multiple contributors. We do not specify a minimum number of presenters, assuming it is clear that submissions with one or two contributors will be less favourably received than those with a good spread of contributors. This will be made more specific in future.

Symposia are generally focussed on disseminating the latest knowledge in the field, including both research findings and expert opinions. Some submissions seemed more “show and tell” of local innovations, more suitable for short communications or posters. Other submissions seemed more of the format expected for a PCW or intra-conference workshop.

We urge those submitting to reflect on whether their proposal and team align with the guidance for different types of presentation.

Educational Tracks

- Admission and Selection
- AI
- Assessment
- Competency Based Education in the Health Professions (CBE-HP)
- Designing and Planning Learning (including curriculum)
- Education and Management
- Equality, Diversity, and Inclusivity
- Faculty Development
- Humanities
- Interprofessional and Team Learning
- Patient Safety
- Supporting Learners
- Surgery Education
- Sustainability and Global Health
- Teaching and Facilitating Learning
- Technology Enhanced Learning
- The Scholarship of Teaching and Learning

Phase of Education

- CPD
- Generic
- Postgraduate
- Pre-Admission
- Undergraduate and Graduate