8TH ICFDHP BARCELONA 2025

Future-Ready Educators: Empowering Faculty for Tomorrow's Challenges

Abstract Submission Guidelines

Invitation

The 8th International Conference on Faculty Development in the Health Professions (ICFDHP) in conjunction with AMEE, invites abstract submissions relating to any aspect of *faculty development in the health professions*.

For the purposes of the conference and abstract submission, *Faculty Development is defined as the broad range of activities that institutions use to renew or assist faculty members in their multiple roles. Faculty development activities include programs to enhance teaching and education, research and scholarly activity, academic leadership and management, and faculty affairs, including faculty recruitment, advancement, retention, and vitality. The intent of these activities is to assist faculty members in their roles as teachers, educators, leaders, administrators and researchers.*

There are several 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 about faculty development.
- Your abstract should be of broad relevance to the global faculty development community.
- If you are presenting a faculty development initiative or practice, ensure that its relevance and usefulness to others is emphasised rather than describing it in detail to the audience. Explain how others might adapt your initiative or apply insights from your practice to their context. (During your presentation, you can

encourage delegates to contact you for more information about the details of your initiative or practice).

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.

Please note that if you submit more than one abstract, the additional abstracts may not be accepted to allow other delegates an opportunity to present their work.

Due to the limited number of presentation slots, your abstract may be accepted in an alternative presentation format than you have requested.

Conference Dates
23-24 August 2024

Conference Location
In Person – CCIB Forum Convention Centre, Barcelona, Spain

Conference Theme
The conference is entitled: *Future-Ready Educators: Empowering Faculty for Tomorrow's Challenges*

Submission Deadlines
All abstracts to be considered for ICFDHP 2024 must be submitted before **10 February 2025**.

All abstracts must be submitted via the ICFDHP Abstract Portal. Abstracts will not be accepted in any other format.

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

Submission Categories

Short Communications
Short communications are 10-minute presentation followed by 5 minutes for questions and discussion organised into themed sessions.

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
  - Primary Institution, City, Country (*only one affiliation may be listed*)
- Confirm acceptance of submission terms and conditions.
- Presenters Mobile Number
- Indicate if any conflict of interest and what the conflict is
- Confirm permission to publish and author approval
- Willingness to accept an alternate method of presentation (Short Communication only, either Short Communication or e-Poster)

ePosters

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
  - Primary Institution, City, Country (*only one affiliation may be listed*)
- Confirm acceptance of submission terms and conditions.
- Presenters Mobile Number
- Indicate if any conflict of interest and what the conflict is
- Confirm permission to publish and author approval

Conference Workshop

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

- Title (*max 20 words*)
- Background (Introduce the topic)
- 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 (including the strategy you will use to encourage audience members to actively participate in the workshop)
- Intended Outcomes
- Presenters (*max 4*) and confirmation of lead facilitator (*max 1*), the lead facilitator should be indicated by ticking the presenter box. You will have the opportunity to include up to 6 authors. If you have more than 6 authors, please use the et al function. **Presenter numbers are restricted to allow maximum delegate attendance. Presenter numbers contribute to room capacities.**
    - First Name
    - Last Name
    - Email
    - Primary Institution, City, Country (*only one affiliation may be listed*)
- Confirm acceptance of submission terms and conditions
- Presenters Mobile Number
- Indicate if any conflict of interest and what the conflict is
- Level of Workshop (*introductory/intermediate/advanced*)
- 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
- Willingness to accept an alternate method of presentation (Workshop only, either Workshop, Short Communication, or e-Poster)
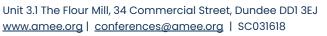
Point of View

Is there something you feel passionate about in the field and practice of faculty development? Maybe something that frustrates you? Share and discuss it with colleagues. Any topic related to faculty development is welcome.

This 30-minute session is the place to discuss different viewpoints on a topic with all participants in the session. Share your point of view briefly the open a discussion with colleagues. Seek alternative perspectives and debate the nuances. Be inspired by the experiences of colleagues from around the world.

The introduction of your point of view should take no longer than 10 minutes and should end with a proposition that starts the discussion. This discussion can be shaped as a debate on pros and cons, a brainstorm around dos and don'ts, a discussion about

different perspectives or methods to solve a problem. The discussion must provide room for interaction among all participants.

Abstract structure (*max 350 words, excluding title and contributor's details*)
- Title (*max 20 words*)
- Background (*Introduce the topic and your viewpoint*)
- Discussion statement(s) (*Include up to three statements or questions that will be used to prompt audience members to present their point of view on the topic*)
- Plan for interactive discussion (*Describe the strategy you will use to encourage audience members to be actively engaged in the discussion*)
- Indicate if any conflict of interest
- Contributors (*max 6*) and confirmation of presenter (*max 1*)
  - First Name
  - Last Name
  - Email
  - Primary Institution, City, Country (*only one affiliation may be listed*)
- Confirm acceptance of submission terms and conditions.
- Presenters Mobile Number
- Indicate if any conflict of interest and what the conflict is
- Confirm permission to publish and author approval
- Willingness to accept an alternate method of presentation (Point of View only, either Point of View, Short Communication, or e-Poster)

Symposia
Symposia will be organised by the scientific committee and be composed of abstracts submitted as Short Communications. Three short communications will be grouped to form a symposium. A discussant will facilitate the symposium so the themes and implications of the short communications can be further explored by the audience. The discussant will be selected by the organising committee.

Decision Dates

Expected decision date for all abstracts will be no later than 28 April 2025.

Terms and Conditions

Submission
- All correspondence relating to submission will be sent to the abstract submitter only.
- **<u>The submitter must be the presenter</u>**
  - Short Communication
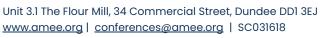 - ePoster
  - Point of View

- **<u>The submitter must be the Lead Facilitator</u>**
  - 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.
- Conference workshop 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. No amendments will be permitted to your abstract after it has been submitted. 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 presentation type 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

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 **<u>31st May 2025</u>** 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.
- Presentation is accepted for in person presentation only.
- Presentation format awarded cannot be amended.

- Presenters should be available to present at any time between 0900hrs on Saturday 23 August and 1630hrs on Sunday 24 August. We are unable to take requests for specific presentation days or times.
- Any abstracts without a named presenter registration by **31 May 2025** will be removed from the programme. This is non-reversible.
- Confirmation of presentation date and time will be made available from early-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 may be requested post conference and will be issued within 6 weeks of the request.
- The Conference Abstract Book will be made available via the conference app and the AMEE Resource Centre.

We look forward to receiving your submissions and welcoming you to Barcelona, Spain.

8th ICFDHP Planning Committee

Chairs: Megan Anakin (AUS) and James Boyle (UK)
Annette Burgess (AUS)
Lisette van Bruggen (NED)
Boukje Compen (NED)
Udechukwu Ezepue (NIGERIA)
Mark Lavercombe (AUS)
Rachel Levine (US)
Jennifer Meka (US)
Andrew Ong (SING)
Andrew Parsons (US)
Olanrewaju Sorinola (UK)

8th ICFDHP Aims to:

1. Share and discuss how faculty developers promote and demonstrate future readiness in faculty development for the health professions

2. Address how faculty developers engage with challenges when preparing educators in the health professions

3. Provide a forum for shared learning across the global faculty development community

4. Provide a forum for enhancing research and scholarship in faculty development