Potpourri Proposal Information Guide

Key Dates
Proposal Deadline: February 2, 2024
Notification of Selected Faculty: March 15, 2024
Conference: August 16-18, 2024

Submission Guidelines
Proposals must be submitted online at laaap.org/2024potpourri/proposal-form/ by midnight on February 2, 2024. Proposals must be completed fully in order to be considered for inclusion in the conference. Most presentations will be 30 minutes. Please keep this in mind as you write your proposal.

Reach out to the Louisiana AAP Education Department at CME@laaap.org with any questions.

Presentation Format
The majority of presentations for this conference will be 30 minutes. Talks will be paired to have two related 30-minute talks followed by 10 minutes of shared Q&A.

This format allow us to focus on the most actionable insights in each topic and provide education on a variety of topics

Faculty Support and Benefits
The Louisiana AAP strives to support our faculty from proposal through presentation.
Proposal Submission: Please reach out to the education department at CME@laaap.org for support
Notification of Selected Proposals: All proposal submissions will be reviewed by the Education committee and submitters will be notified by March 15th whether their proposal has been selected for the conference. Some proposals may be selected for inclusion in the Louisiana AAP’s Webinar series, the Pediatric Gumbeaux.
Faculty Forms: Selected faculty will be asked to submit a headshot, disclosure, and W-9 by the end of March.
Presentation Development: Draft Presentations will be due for review two weeks before the conference on August 2nd. Education Department Staff will provide support through a webinar in July.
MOC Questions: MOC Questions will be due with the draft of the presentation on August 2nd.
Conference Registration, Hotel Rooms, and Other Benefits: Registration, one hotel night, travel reimbursement, and an honorarium are available to conference faculty.

Hotel
Avalon Hotel & Suites | Alexandria Conference Center | 2301 N MacArthur Drive, Alexandria, LA 71303 | (318) 619-3300

Conference Objectives
Upon completion of this activity, learners will be able to:
1. Apply updated clinical guidance in their practice.
2. Identify and implement strategies to improve practice performance.
3. Identify cases that require multi-disciplinary management or referral to a subspecialist.
4. Identify opportunities for collaboration and growth as a part of the pediatric community.
## Selection Criteria

<table>
<thead>
<tr>
<th></th>
<th>Excellent - 4</th>
<th>Great - 3</th>
<th>Good - 2</th>
<th>Poor - 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current</strong></td>
<td>Proposal is in alignment with current science and/or best-practices on the topic.</td>
<td>Proposal is fully aligned with best practices</td>
<td>Proposal needs few changes to align with best practices</td>
<td>Proposal needs a number of changes to align with best practices</td>
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<tr>
<td><strong>Relevant</strong></td>
<td>Topic is extremely relevant to Louisiana pediatricians</td>
<td>Topic is very relevant to Louisiana pediatricians</td>
<td>Topic is somewhat relevant to Louisiana pediatricians</td>
<td>Topic is not relevant to Louisiana Pediatricians</td>
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<td><strong>Timely</strong></td>
<td>Topic is both timely AND Important</td>
<td>Topic is very timely OR important</td>
<td>Topic is somewhat timely OR important</td>
<td>Topic is neither timely NOR important</td>
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<tr>
<td><strong>Actionable</strong></td>
<td>Proposal is very applicable in practice for many pediatricians</td>
<td>Proposal is applicable in practice for many pediatricians</td>
<td>Proposal is applicable in practice for some pediatricians</td>
<td>Proposal is not applicable in Practice</td>
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WHAT YOU WILL NEED

Name (First | Last | Credentials):
Are you currently a member for the Louisiana Chapter of the AAP? (yes/no/not sure)

Academic Role
Title:
Department:
Affiliation:
Location:

Clinical Role
Title:
Department:
Affiliation:
Location:

Contact Information
Address:
Phone:
Email:
Assistant Name:
Assistant Phone:
Assistant Email:
Biography (3-4 sentences in 3rd person):

Plan Your Presentation
Title:
Type of Activity: (expert presentation/didactic, roundtable/discussion panel, multi-disciplinary presentation, other)
Number of Presenters:
Names and emails of additional Presenters:
Knowledge Gap: (current state, ideal state, and why the gap between the two should be addressed)
How will Gap Be Addressed: (specific change needed to close the gap and how this session will target one or more needed change)
Competencies: (relevant ACGME/ABMS, Institute of Medicine, and/or Interprofessional Education Collaborative competencies)
Expected Changes: (Knowledge/Competence/ Performance in Practice/ Patient Outcomes)
Objectives:
Relevant Practice Areas: (specialty or sub-specialty areas)

Are you open to offering this session as a webinar? (Y/N)
Are you open to being part of a discussion panel? (Y/N)

Upload Current CV