

# 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/](https://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](mailto: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](mailto: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

	<b>Excellent - 4</b>	<b>Great - 3</b>	<b>Good - 2</b>	<b>Poor - 1</b>
<p><b>Current</b> Proposal is in alignment with current science and/or best-practices on the topic.</p>	Proposal is fully aligned with best practices	Proposal needs few changes to align with best practices	Proposal needs a number of changes to align with best practices	Proposal does not align with best practices
<p><b>Relevant</b> Topic is relevant to Louisiana Pediatricians.</p>	Topic is extremely relevant to Louisiana pediatricians	Topic is very relevant to Louisiana Pediatricians	Topic is somewhat relevant to Louisiana pediatricians	Topic is not relevant to Louisiana Pediatricians
<p><b>Timely</b> Topic is timely.</p>	Topic is both timely AND Important	Topic is very timely OR important	Topic is somewhat timely OR important	Topic is neither timely NOR important
<p><b>Actionable</b> Proposal includes actionable insights and is designed to drive change in practice.</p>	Proposal is very applicable in practice for many pediatricians	Proposal is applicable in practice for many pediatricians	Proposal is applicable in practice for some pediatricians	Proposal is not applicable in Practice

# 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