



Elements of a Good Proposal

Below are the criteria that reviewers will follow to evaluate each proposal submitted.

Criteria	Description
Overall Quality	The proposal itself was thorough and provided enough insight into the proposed session.
Submitter	<ul style="list-style-type: none">• The submitter has described experience planning educational programs.• The submitter is an EXPERT in the topic and well connected with other experts.
Content	<ul style="list-style-type: none">• The topic is practical - meaning there will be knowledge, skills, or information that can be <u>applied</u> right away.• The topic will have an impact <u>directly</u> on improving patient care.• This is a hot topic, cutting edge or a fresh perspective. If not, do you think there will still be significant interest in the session?
Needs Assessment	<ul style="list-style-type: none">• Relevant practice gaps are described.• At least two sources to support the current need for this activity are included and described.

Session Development

Session Activity Elements	<ul style="list-style-type: none">• Learning objectives make sense based upon the topic and intended audience.• An active learning strategy to engage the audience in the content is included for each objective.• A method of learning assessment (examples: participant feedback, case discussion, answers given) is included for each objective to allow participants to assess their own mastery of content and their learning.
Faculty	<ul style="list-style-type: none">• The proposed faculty are well known experts.• The proposed faculty are experienced presenters.