

17th Annual European CME Forum

6–8 November 2024

Meliá Avenida América, Madrid, Spain



Pre-meeting session, workshop and breakout: Call for Proposals

Eligibility

The content must be pertaining to, or of relevance to, the practice of CME-CPD/IME. It can draw on experiences in undergraduate and graduate education, outside the medical field, or be examples from countries outside of Europe, as long as it is applicable to the European and global CME-CPD sphere.

The pre-meeting session/workshop/breakout and related materials must not promote a company, product or service, or be promotional in nature. Session leaders must be registered participants of the 17th Annual European CME Forum.

Pre-meeting sessions

This year we are asking for proposals to present a pre-meeting skills-based session (45 min) on Wednesday morning, between 9:00 and 12:30, ahead of the 17ECF opening session. The session should be didactic in nature and aim to enhance the core competencies and knowledge of the European CME-CPD professional. Examples of core competencies in CME-CPD are provided below. The session should be suitable for people working in an accreditation body, medical society, professional provider or industry and for people with experience in or who are new to CME.

Core competencies in CME-CPD (pre-meeting session)

Looking at how to enhance the core competencies in our field e.g. glossary of CME-CPD terminology and definitions, education planning and design, measuring education effectiveness and outcomes, or the role of industry funding in accredited CME, etc.

Wednesday workshops and Thursday breakouts

Following on from the positive response last year, we are asking for proposals to run a workshop (45 min) or breakout (45 min) at 17ECF. The session should contribute to one of the meeting categories listed below. The workshop or breakout should be interactive and educational in nature and be structured to engage participants in identifying challenges and solutions within a defined theme or concept. Note that in contrast to previous meetings, the Wednesday workshops will be 45 minutes and either repeated once or continued if there is a “Part 1” and Part 2” structure. This is to enable participants to benefit from multiple sessions.

We may ask you to adapt your proposal slightly to fit in with other sessions or themes. As you will know from last year, we aim to collate related sessions in order to have a cohesive discussion during the following ‘reflection’ session.

Digital innovations in lifelong learning (Wednesday workshop)

Looking at how to utilise and apply digital techniques in our field e.g. AI, simulation, online engagement, social media, etc.

Thriving today: current best practices (Thursday breakout)

A topic focusing on or demonstrating an aspect of CME-CPD, e.g. instructional design, deriving educational objectives, successfully securing funding, engaging faculty, compliance, etc.

Anticipating tomorrow: developments, techniques and challenges (Thursday breakout)

A view on or experience with an emerging technology, new technique, or regulatory/accreditation consideration that is evolving or emerging, e.g. something that could affect our profession in the next 12–24 months.

Crossing borders

News or experiences in CME-CPD internationally.

Deliverables

Pre-meeting session

Introductory video (before the meeting): video (1–2 min) outlining the objectives of the session

Pre-reading: it is encouraged to provide some pre-meeting materials to help prepare the participants

Session: to deliver a 45 minute pre-meeting session on Wednesday morning

Wednesday workshop

Introductory video (before the meeting): video (1–2 min) outlining the objectives of the session

Pre-reading: it is encouraged to provide some pre-meeting materials to help prepare the participants

Elevator pitch (delivered live during the meeting): to deliver a pitch (1–2 min) to the plenary room outlining the session

Workshop: to be presented twice as part of several concurrent sessions (see notes above; 2 x 45 min)

Reflection session: participation in a panel discussion to review key outcomes from the workshop

Thursday breakout

Pre-reading: it is encouraged to provide some pre-meeting materials to help prepare the participants

Breakout: to deliver a 45 minute breakout on Thursday

Process

Proposal to be submitted by **Monday 8 July 2024**. The entries will be reviewed by the session chairs. Participants will be notified of the outcome by email on **Monday 15 July 2024**.

Application

Submit your proposal using the submission form provided at the [17ECF Call for submissions page](#).

Send the form and any questions to cme@CMEforum.org.

Feel free to contact us before the deadline if you would like to brainstorm your idea with us.

We look forward to receiving your submission and seeing you in Madrid!