



2025 Regional Education Meeting Proposal Submission Guide

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Event Information

Midwest Region:

University of Dayton
Dayton, Ohio
March 18 - 22, 2025

South Region:

Agnes Scott College
Decatur, Georgia
June 8 - 12, 2025

Additional information about the overall programming is forthcoming, and any changes to the format/programming will be communicated.

Our commitment at PAEA is to plan a top-notch learning experience for our community that meets the high standards of excellence you have come to expect while prioritizing safety above all else.

By submitting a proposal for a Regional Education Meeting, you agree that if your proposal is accepted, you can present in-person at the regional meeting you are submitting for. You will be able to select the region at the beginning of the submission process.

Areas of Focus

1. Innovative Teaching & Technology in PA Education

- a. Exploring new teaching methods such as active learning, flipped classrooms, and simulation-based education.
- b. Integrating digital and hybrid learning models into traditional PA curricula.
- c. Approaches for adapting competency-based education and assessment.
- d. Harnessing technology such as virtual reality, AI, and simulation in PA training.
- e. Preparing students for the future of healthcare through tech-enhanced learning experiences.

2. Bridging Clinical Practice and Education

- a. Strengthening connections between academic instruction and clinical practice.
- b. Preceptor development strategies and optimizing clinical rotations.
- c. Addressing gaps between classroom learning and real-world practice readiness.

3. Diversity, Equity, and Inclusion in PA Programs

- a. Implementing culturally responsive teaching practices in PA education.
- b. Strategies for recruiting, retaining, and supporting underrepresented minority students.
- c. Developing inclusive learning environments that reflect community needs.

4. Assessment, Program Development, and Accreditation

- a. Developing modern tools for evaluating curriculum, clinical competence, professional growth, and/or techniques.
- b. Utilizing data analytics to guide program improvements and accreditation readiness.
- c. Designing adaptable and forward-thinking PA curricula to meet evolving healthcare demands.
- d. Navigating changes in accreditation standards and preparing for site visits.
- e. Sharing best practices in maintaining program compliance and advancing quality.

5. Regional Challenges and Solutions in PA Education

- a. Addressing unique regional issues and how PA programs respond.
- b. Overcoming geographical barriers in clinical placements and student support.
- c. Tailoring curricula to meet region-specific health needs, disparities, and regulations.
- d. Facilitating collaboration across PA programs within a region to address common challenges.

6. Wellness and Success in PA Programs

- a. Strategies to address burnout, stress, and mental health in faculty and staff.
- b. Strategies to address burnout, stress, and mental health in PA students.
- c. Advising and mentoring of faculty for academic advancement.
- d. Holistic approaches to advising and mentoring to promote academic and personal success for students.
- e. Implementing wellness initiatives that align with rigorous program demands.

Important Dates

Proposal Submission Period: October 31 - December 2, 2025 (11:59 pm ET)

Proposal authors must submit proposals through PAEA's Call for Proposals website. Proposals will not be accepted after the deadline.

Proposal Decision and Notification: late January 2025

Proposals will be reviewed and presentation speakers will receive email notification as to whether each proposal has been accepted or not.

Accepted Proposals

Registration

All accepted presenters for in-person presentations are responsible for registering for the meeting, paying the meeting registration fee, and securing and paying for travel and lodging, if applicable. Please plan and budget accordingly before submitting your proposal. (PAEA will not cover any additional costs such as travel and lodging expenses, online tools, assessments, books, or other presentation materials).

Sharing Resources

Accepted presenters may be asked to upload related session resources (documents or links) prior to the start of the meeting. These resources provide support for the presentation and may become a part of the conference proceedings, such as the professional learning community so that your valuable information is accessible beyond your session. If selected and instated, you will be provided with further instructions on uploading your presentation materials.

Proposal Information

Accepted proposal information will be shared on the PAEA website and in meeting materials as it was submitted, with the exception of potential copyediting by PAEA staff. Changes to proposals will not be accepted after the online submission deadline.

Provisional Acceptance

PAEA may provisionally accept a proposal pending requested revisions, which may include a change to the presentation format. The primary speaker/lead author of the proposal will be notified if revisions are requested.

General Submission Criteria

Presentation Format

A presentation format (Spotlight Presentation, Facilitated Discussion, What's Your Story, Research Poster) must be chosen for each proposal submitted. Submission of the same presentation material in multiple formats will not be accepted. Additionally, presentations cannot be sequential (i.e., part 1, part 2). **Please note proposal titles, descriptions, objectives, and presenters/authors cannot be changed after submission approval has been granted.**

Areas of Focus

All presentations must fall into one of the six areas of focus:

1. Innovative Teaching & Technology in PA Education
2. Bridging Clinical Practice and Education
3. Diversity, Equity, and Inclusion in PA Programs
4. Assessment, Program Development, and Accreditation
5. Regional Challenges and Solutions in PA Education
6. Wellness and Success in PA Programs

Restrictions

To achieve programming that encompasses diverse interests, concepts, needs, and emerging issues in regional PA education, you may submit more than one proposal for consideration, but you can only be accepted for involvement in up to two presentations, regardless of whether you are a primary speaker/lead author or a co-speaker.

Proposal Designations

While completing the proposal application, the individual submitting a proposal (proposal contact) will be asked to provide information for the primary speaker and co-speakers. The PAEA proposal process will ask for each speaker's information individually.

- **Primary Speaker:** The **Primary Speaker** is the individual expected to be present at a specific time during the meeting and is the designated point of contact for PAEA. This role will also complete presentation-related tasks leading up to the conference.

- **Co-Speaker:** The Co-Speaker(s) are any additional individuals who are part of the proposal and will assist the primary speaker as needed for their presentation if accepted. It's assumed that a co-speaker of a proposal plans to present during the Forum. If a co-speaker is later unable to attend, please notify PAEA at learning@PAEAonline.org.

Conflict of Interest

All presenter(s) with accepted proposals must read and complete a Conflict of Interest and Disclosure statement. Presenters must disclose any known or potential conflicts of interest as well as any source of funding. Presenters can expect to receive a Conflict of Interest and Disclosure statement shortly after they receive their official proposal acceptance letter.

Right to Curate Content

PAEA reserves the right to solicit proposal submissions to ensure the vibrancy and applicability of offerings meet the membership's needs. All proposal submissions will be critiqued using the same published guidelines and criteria.

Scoring

Each submission is blinded and peer-reviewed by multiple proposal reviewers and PAEA staff. Submission acceptance will be determined by both quality and relevance to the conference.

Blinded Review

All submissions will be blinded for peer-review. Do not include identifying information in any part of your proposal text. This includes names of the primary speaker or co-speaker(s), the institutions they represent, or any other information that would identify them.

Attendance Policy and Speaker Changes

The primary speaker and co-speakers of the proposal are expected to be present at the specified time during the meeting.

If the primary speaker/lead author is unable to attend due to unforeseen, urgent circumstances, they must notify PAEA immediately. In most cases, the remaining co-speaker(s) will be asked to present the material. A person who was not included in the original proposal cannot substitute for the absent presenter.

Please submit questions or concerns to PAEA staff at learning@PAEAonline.org.

Session Formats

PAEA offers three unique session formats for which you can submit a proposal:

- **Spotlight Presentations**
 - o (60 mins) - In this format, presenters will provide information in a lecture format on a specific topic, particular educational findings, or observed experiences. The goal is to share, propose, or report findings that may be of interest to PA educators. Of the 60-minute presentation, a minimum of 10 minutes must be reserved for audience questions and answers.
 - **Facilitated Discussions**
 - o (60 mins) - Like a traditional presentation, with a speaker (or multiple speakers) at the front of the room presenting an idea. After 30 minutes, the focus shifts from the presenter(s) to the audience. For the remainder of the session, the presenter(s) become facilitators inviting comments, insights, and questions from those around the room. Facilitated discussions allow attendees to drive their own learning and share experiences with others, which also assists with networking.
 - **What's Your Story?**
 - o (20 minutes) - Three speakers are selected to tell stories that help illustrate or enhance conference themes/focus. They should reflect the authentic experience of an individual, a team, or a community, but be told like a traditional story. The narrative should contain a beginning, middle, and end, characters and themes that hold interest, like adversity and triumph. Stories should be about 10 minutes long, with 10 minutes provided for discussion after each one.
 - **Research Poster Presentation**
 - o Research poster presentations allow PA educators to display their scholarship in research innovations. Authors will post research results on a finished poster and present their work alongside other poster presenters. These are not formal presentations; the sessions are open to all attendees.
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Research Poster Presentations

Research poster presentations can (but is not limited to) fall into the following categories:

- Report of an empirical, data-driven research project that has not been previously presented or published in PA education or other areas where PAs are involved, including results from a grant-funded project.
- A poster about teaching methodology, curricular design or implementation, learning opportunity, or another educational modality introduced into the clinical or didactic phase of a PA program.

Literature reviews are not acceptable for poster proposals, although meta-analyses are acceptable. Evidence of data collection and analysis is required at the time of submission.

Authors are responsible for expenses associated with the submission, preparation, and materials for their presentation. This includes the printing and/or digital costs of a poster for poster presentations, dependent on format/programming. In addition, authors of accepted proposals are encouraged to submit an article to the Journal of Physician Assistant Education (JPAE) for consideration. These articles will not automatically be published. Please refer to the JPAE website for submission guidelines.

Authors will post research results on a finished poster and on an electronic poster (i.e. PowerPoint or PDF) and present their work alongside other poster presenters. These are not formal presentations; the sessions are open to all Forum attendees.

A maximum of five authors can be included in the final program; however, a maximum of two presenters for in-person presentations is allowed to manage foot traffic and attendee capacity.

Proposal Components (Submission Fields)

- Presentation Title (10 words max): Attendees often choose which presentation to attend based on the presentation title. Make sure it encourages attendees to want to find out more.
- Presentation Description (50 words max)
- Learning Objectives (200 words max): Learning objectives are required for evaluation and CME credit purposes.
- Abstract (400 words max): Please include the following in this section:
 - o Purpose
 - o Engagement Strategy
 - o Evidence from Research

- Results/Outcomes (required for research submissions): A clear statement of the presentation's main conclusions and findings. If final results are not yet available, preliminary results must be included.
 - Abstracts submitted as research proposals without any results/outcomes or discussion will be disqualified. It is very difficult for reviewers to judge the merits of a research poster proposal without data or results.
If you feel you will not have adequate results, including any preliminary findings, in time for the deadline, you are encouraged to delay your submission until the next call for proposals opportunity.
 - Relevance to PA Educators (200 words max)
 - Statement of Qualifications (100 words max): This is a summary that validates the knowledge, skills, and abilities of the presenters submitting the proposal. Remember, submissions are blinded for peer-review. Do not include any identifying information. This includes names of the primary author or co-author(s), the institutions they represent, or other information that would identify them.
 - Citation References (3-5 references following AMA style)
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Proposal Scoring Criteria

- *Relevance*—Align with current needs, challenges, or gaps in the field or community. Clearly define objectives and outcomes that connect to important issues or priorities. Demonstrate a strong understanding of the context and stakeholders.
- *Originality* - The idea or methodology may stand out as innovative compared to typical approaches in the field.
 - For Education: You may build upon existing work but offer a novel approach, concept, or perspective that is not widely explored and adequately addresses the new value.
 - For Research: Adequately demonstrate the current state of knowledge and how this proposal builds upon it or offers new perspectives.
- *Engagement Plan* - Clearly define how the target audience or participants will be involved or benefit. Define strategies for outreach, communication, and/or participation. Ensure the timeline and activities are feasible and logically structured to achieve the intended outcome.
- *Ability to Inspire Action* - Define how you will motivate the audience, stakeholders, or participants to act or make changes based on the project results or initiatives. Ensure the outcomes have a practical impact and will likely influence attitudes, behaviors, or

policies. Include a compelling call to action or strategy for ensuring sustained engagement.

- *Results & Outcomes (Research Poster Submissions only)* - Ensure the proposals include a clear plan for evaluating the outcomes or impact. Provide metrics or indicators of success. Define the plan for sustaining the impact beyond the funding period (if applicable).

Please note: Once you begin a proposal submission, you can save and return to the submission until the deadline by selecting the "Save" only button. You cannot reopen the submission after selecting the "Save and Finalize" button. If you feel you will have edits, please click "Save" only. Please be sure to come back and select "Save and Finalize" before the submission deadline.

Frequently Asked Questions

- **When is the submission deadline?**
December 2, 2024 (11:59 pm ET)
- **If I miss the deadline, can I still submit?**
No, all submissions must be received by the deadline.
- **Can I submit for both Regions?**
No, you must select one region to submit your proposal(s).
- **What's important to know this year?**
 - Midwest Region:**
University of Dayton
Dayton, Ohio
March 18 - 22, 2025
 - South Region:**
Agnes Scott College
Decatur, Georgia
June 8 -12, 2025

Additional information about the overall programming is forthcoming, and any changes to the format/programming will be communicated.

Our commitment at PAEA is to plan a top-notch learning experience for our community that meets the high standards of excellence you have come to expect while prioritizing safety above all else.

- **What are the Areas of Focus this year?**

All presentations must fall into one of the six areas of focus:

- Innovative Teaching & Technology in PA Education
- Bridging Clinical Practice and Education
- Diversity, Equity, and Inclusion in PA Programs
- Assessment, Program Development, and Accreditation
- Regional Challenges and Solutions in PA Education
- Wellness and Success in PA Programs

- **Is there a limit to how many proposals I can submit?**

There is no limit to the number of proposals you can submit.

- **How many presentations am I allowed to participate in?**

To achieve programming that encompasses diverse interests, concepts, needs, and emerging issues in PA education, you may submit more than one proposal for consideration, but you can only be accepted for involvement in up to two presentations, regardless of whether you are a primary speaker/author or a co-speaker/author, unless otherwise invited by PAEA.

- **What if I am not sure which format will work best for my proposal?**

Refer to the Session Formats and Descriptions section. If you are still not sure which format might work best for your proposal, contact PAEA staff at learning@PAEAonline.org.

- **What are some of the common reasons that proposals do not get accepted?**

- The submission does not adhere to the guidelines. Please be sure to read all of the guidelines and criteria prior to submitting.
- The submission contains significant typographical and/or grammatical errors. Please proofread your submission and have someone else review it before you submit it.
- Research proposals contain no stated results. (Preliminary results are acceptable.) Proposals for which no results are available at the time of submission will not be reviewed.

- Citations are not relevant to the submission topic or do not represent the most recently available information on the subject.

- **Can I make changes to my proposal?**
You may save and make changes to your proposal up until the deadline. Please be sure you submit the proposal as the final step before the deadline.
All proposals must be finalized and submitted by December 2, 2024 (11:59 pm ET).

- **Do I have to include references?**
All submissions must include a minimum of three references and a maximum of five. References must be written using AMA citation format.

- **What if I am unable to attend the meeting? Can I ask someone else to present in my place?**
All speakers are expected to be present at the specified time of their presentation during the meeting. If the primary speaker/lead author is unable to attend due to unforeseen, urgent circumstances, notification must be sent immediately to PAEA at learning@PAEAonline.org. In most cases, the co-speaker(s) will be asked to present the material. A person who was not included in the original proposal cannot substitute for the absent presenter.

- **When will I find out if my proposal has been accepted?**
Notifications will be sent in late January by email to the addresses submitted for the speakers. Email is our primary method of communication used to provide updates, solicit information, etc.