

# Guidelines for a Strong Educational Proposal

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

Criteria	Description
<b>Overall Quality of the Proposal</b>	<ul style="list-style-type: none"> <li>The proposal itself was thorough and provided enough insight into the proposed session.</li> </ul>
<b>Submitter</b>	<ul style="list-style-type: none"> <li>The submitter has described experience planning educational programs.</li> <li>The submitter is an EXPERT in the topic and well-connected with other experts.</li> </ul>
<b>Content</b>	<ul style="list-style-type: none"> <li>The topic is practical – meaning there will be knowledge, skills, or information that can be <u>applied</u> right away.</li> <li>The topic will have a direct impact on improving patient care.</li> <li>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?</li> </ul>
<b>Needs Assessment</b>	<ul style="list-style-type: none"> <li>Relevant practice gaps are described and should be persuasive as to the importance of this topic and the impact on improving patient care.</li> <li>At least two sources to support the current need for this activity are included and described.</li> </ul>
<b>Session Activity Elements</b>	<ul style="list-style-type: none"> <li>Learning objectives make sense based on the topic, content level, and intended audience. The objectives should be specific and measurable and can be accomplished within the allotted time.</li> <li>An active learning strategy to engage the audience in the content is included for each objective.</li> <li>A method of learning assessment (examples: participant feedback, case discussion, answers given) is included for each objective to allow participants to assess their proficiency in the content and their learning.</li> </ul>
<b>Faculty</b>	<ul style="list-style-type: none"> <li>The proposed faculty are well-known experts.</li> <li>The proposed faculty are experienced presenters.</li> <li>The faculty should represent geographical diversity</li> </ul>