

Alliance Annual Conference Abstract Submission Checklist

Use this checklist as a guide to ensure you include all required elements for a successful abstract submission. Once you have all the necessary tasks completed, log in to the submission portal and submit your abstract.

Conference Learning Objective

Submissions should reflect the following objectives:

1. Apply evidence-based educational design strategies to develop CEhp activities that improve learner engagement, performance, and outcomes.
2. Integrate data, outcomes measurement, and quality improvement approaches to assess and enhance the impact of CPD across healthcare systems.
3. Implement practical tools and frameworks to address compliance, accreditation, and interprofessional education requirements.
4. Design educational interventions that align with the needs of diverse learner populations across roles, experience levels, and practice settings.
5. Evaluate and apply emerging trends, including AI and digital learning technologies, to enhance the effectiveness and reach of CEhp programs.
6. Develop strategies to translate educational activities into meaningful changes in clinical practice, team performance, and cross-institutional collaboration.
7. Execute SMART professional development goals and networking strategies that expand your leadership capacity, support your career progression, and strengthen your contributions to CEhp within your organization and across the broader professional community.

Task 1 – Abstract Authors

The Alliance aims to create a conference that reflects the breadth and diversity of the CEhp community.

- Submitters are encouraged to build a faculty team of 3–4 speakers/authors.
- When possible (but not required), consider including contributors who reflect differences such as:
 - Organization
 - State or region
 - Generational perspectives
 - Level of professional experience

These elements are optional and serve only to strengthen community connection and represent a variety of viewpoints.

- If you do not currently have collaborators outside your organization, you are encouraged to share your session idea on the Alliance Community Forum to connect with potential co-presenters.
- Submitters may invite faculty through the portal; once a speaker's name and email are entered, you can send an automated request for them to complete required forms.
- A full list of required author information appears at the end of this checklist.

Role Descriptions:

- **Primary Presenter:** The Primary Presenter is responsible for uploading all presentation materials, including handouts and presentation files. This individual will also serve as the main point of contact for all communication related to the presentation.
- **Co-Presenter:** Co-Presenter(s) will assist in delivering the presentation and may also help facilitate audience engagement or support the Primary Presenter as needed.



Task 2 – Abstract/Poster Details

Please complete the fields below, including as much relevant detail as possible.

1. **Submission Title** – max 12 words

Your submission should have a specific presentation/poster title (containing no abbreviations) that indicates the exact subject of the presentation/poster. This will be the title you must use at the conference.

2. **Learning Domain**

Select one appropriate learning domain.

For more information on the Learning Domains, [click here](#).

- Measurement and Evaluation
- Educational Design (including Adult Learning Principles)
- Accreditation
- Evolving and Emerging Trends
- Research and Scholarship
- Grants and Industry Support
- Leadership
- Program Management
- Technology
- Quality Improvement

3. **Presentation Format**

New this year: 60-minute sessions must be structured as follows: 45 minutes of content delivery and 15 minutes reserved for Q&A and/or peer discussion and reflection.

- 60 Minute Session
- 90 Minute Workshop

4. **Teaching Methods** (Abstract Only)

Please select which of the following teaching methods will be used.

- Lecture and Q&A
- Panel Discussions
- Case Studies
- Small Group Work
- Role Play

5. **Has any portion of the content in this submission been presented at another conference or educational setting outside of the Alliance in the past two years? If yes, please briefly describe.**

6. **Session/Poster Description** – 500 words max

Submissions must include a brief description of your proposed session, with information about what participants can expect to gain from the session AND what learners will be able to do when they return to work after the conference based on what is taught in your session.

Please consider

- What immediate next step will participants be able to take when they return to their organization?
- What specific action will participants be able to implement within the first 30–60 days after returning to their organization?



Task 3 – Upload IRB Approval or Exemption Documentation (*Posters Only*)

Task 4 – Learning Objectives

Provide at least 3 learning objectives that are clear, measurable, and achievable.

[Click here to view a list of suggested action verbs.](#)

For the Learning Objectives, complete the sentence, 'Upon completion, participant will be able to...!' Use action words to begin this learning objective, such as evaluate, design, identify, translate, create or demonstrate, define, conduct, etc.

Task 5 – Target Audience

1. Expected Level of Experience of the Learner

Identify the experience level you are targeting in your session.

- FOUNDATION (1-5 years): Assumes minimal prior knowledge, covers basics and fundamentals, step-by-step guidance
- BUILDING SKILLS (6-10 years): Assumes working knowledge, focuses on application and advancement, interactive practice
- ADVANCED (11+ years): Assumes deep expertise, explores nuances and strategic thinking, peer problem-solving
- ALL LEVELS: Valuable across career stages, structured for multiple entry points

2. Alignment to Specific Member Sections

Please select a member group only if your abstract content is specifically designed for that audience.

You are not expected to select all options. Make a selection only when the topic is directly relevant to a particular member group (e.g., healthcare professional associations, medical schools). This information helps Alliance Staff organize sessions into appropriate content tracks and identify gaps in programming across member groups.

If your abstract is not specifically intended for a listed member group, you may leave this question unanswered.

- Federal Health Care Educators
- Health Care Education Organizations
- Hospitals and Health Systems
- Medical Education Companies
- Medical Schools
- Healthcare Professionals Membership Societies
- Industry Alliance for CE (IACE)
- State Medical Societies
- Professionals with Educational Expertise, Resources, and Services (PEERS)

Task 6 – Acknowledgement of Eligibility and Compliance

Read the eligibility requirements below.

Note: As the primary presenter submitting a proposal, you are agreeing to these terms on behalf of your co-faculty, if applicable, and are responsible for communicating these terms to your co-presenters.

You are eligible to submit a proposal if:

- The content of each proposal you develop is unique
- You as the principal faculty, verify that all co-faculty, if applicable, consent to be included on the proposal
- You and your co-faculty, if applicable, agree to present on any day during the conference, with no exceptions made
- You and your co-faculty, if applicable, plan to register for, attend, and present at the conference
- You and your co-faculty, if applicable, can pay all expenses related to conference preparation, travel, and participation (e.g., registration fee, preparation of presentation materials, travel, hotel, subsistence, etc.)

The following special considerations also apply:

- No more than four faculty should be listed on any submitted proposal

Task 7 – Disclosures

1. Disclosure Declaration

Do you have any financial relationships with organizations whose products or services utilized by CE professionals in the development, distribution, or evaluation of CE activities that may be discussed or referenced in your presentation?

- No, I have no relevant financial relationships.
- Yes, I have relevant relationships to disclose.

2. Financial Relationships

If you answered “Yes” above, please indicate the type of financial relationship.

3. Other Roles

Do you hold any non-financial roles with companies/entities that provide services utilized by CE professionals in the development, distribution, or evaluation of CE activities that could influence your presentation?

- Yes
- No

All tool(s) were used to assist in drafting and editing this abstract. All AI-generated material was reviewed and validated by the author(s) to ensure accuracy, relevance, and content validity.

- Yes
- No

4. Presenter Commitments

To be eligible for submission, presenters must attest to *all* of the following statements by selecting each item below. Submission indicates full agreement with every commitment.

- I will provide balanced, non-promotional content.
- I will disclose relevant relationships at the start of my presentation.
- I will avoid promoting specific products or services.



5. **Attestation**

I attest that the information above is accurate at the time of submission and that I will provide updates if any are needed prior to the Annual Meeting.