

CSM FOME Pre-Conference Workshop – Proposal Guidelines

Types of Proposals

You may submit a proposal for a 45-minute workshop, 45/25-minute educational demonstration, 20-minute presentation, or a poster presentation. Workshops, demonstrations, and presentations will take place during the education workshop on Tuesday June 20th. Poster presentations will be during the workshop and the CSM Annual Conference poster session(s). (Presenters can submit a proposal for both a workshop/demo/presentation and a poster, if applicable.)

Review Process

The CSM FOME committee will review submitted proposals. Proposals for an interactive workshop and/or educational demonstrations will be given preference over 20-minute presentations.

Session Formats

Workshops/ demonstrations (45 minutes/25 minutes): “Workshops engage participants fully in active learning to develop ideas, relate research results, and innovative practices to their own contexts. Interaction and participant engagement are especially essential to a workshop, so elements of a traditional presentation should be kept to an absolute minimum.” (Adopted from the Oakland-Windsor Conference-Call for Proposals: <http://cleo.uwindsor.ca/oakland/callforproposals.php>)

Presentations (20 minutes): Presentations are 20-minute sessions providing the opportunity for presenters to involve their peers in an engaging paper, novel research, debate, panel discussion or other creative formats.

Poster Presentations: Posters are visual displays of novel research that promotes informal dialogue between the poster’s author(s) and their peers. At least one of the poster's authors must be available for discussion during the poster session. **Please note: poster sessions will take place during the workshop and at the CSM Conference Poster Sessions throughout the week.**

Proposal Format:

Proposals should be submitted to csmfome@gmail.com and include:

1. **Proposal title** – 25 word maximum
2. **Presenter(s) information** - Names, positions, institutional affiliations, and contact information for the presenter(s). The person who submits the proposal will be the key contact. Please indicate whether each presenter is attending the education workshop and CSM conference.
3. **Session Type** – 45-minute workshop, 45 or 25-minute demonstration, 20-minute presentation, and/or poster presentation.
4. **A tweet summary (optional)** – Up to 140 character tweet that describes/summarizes your proposal. This can be tweeted to advertise your

CSM FOME Pre-Conference Workshop – Proposal Guidelines

- session and promote discussion over social media. Inclusion of additional tweets to be posted during your session to promote online conversation is encouraged. (#CSMFOME is our proposed hashtag!)
5. **Abstract (not to exceed 250 words)** - Outline the objectives (two-four) that you will accomplish during your session, insights about leading change in microbiology teaching and learning, and format for the session. This abstract will appear in the conference program.
 6. **Elements of engagement** – How will you engage the audience during this session (discussion, tech-demonstration, activities)? Can you use activities or methods in your session that can be extended to the classroom? (As in evidence-based educational practice, we're encouraging participants to go beyond a traditional presentation structured as a single presenter speaking to an audience “sage-on-stage” approach.)
 7. **Audiovisual requirements.** There will be a screen and projector for computer display. If additional AV equipment or materials are needed, please indicate.
 8. **Other requirements.** If there are any other materials needed, please indicate what they are.

Submissions are accepted by email (csmfome@gmail.com) until April 24, 2017. Please **DO NOT** use the CSM abstract submission site to submit proposals for this workshop or education poster presentations.

Please contact Tanya Noel (tnoel@uwindsor.ca) and/or Josie Libertucci (josiell@umich.edu) at any of the listed email addresses for additional information or clarification.

We look forward to seeing your submissions!