

CACPR Annual Conference Workshop Submission Guideline

The CACPR Annual Conference Planning Committee is inviting CACPR members to submit ideas for workshops, with interactive and innovating approaches to learning, to be presented at the 27th Annual General Meeting and Symposium, October 21-22, 2017 in Vancouver, BC.

Workshop sessions are 1 hour in duration and could include a maximum of 3 speakers. When preparing a workshop, consider that an effective session:

- has not been offered in previous meetings/sessions;
- is balanced and objective;
- has high scientific merit and will be reviewed by CACPR Conference Committee;
- has relevant and timely topic and content;
- is based on a needs assessment that demonstrates the perceived or unperceived educational needs of the target audience;
- has three (3) learning objectives describing what the participants will learn or achieve that have been formulated from the needs assessment and written from the participant's perspective. Learning objectives are observable and measurable behaviours that need to demonstrate a change in knowledge, skills or attitudes of the learner at the end of the program. This can be done by framing the learning objectives in the following manner: "At the end of this program participants will be able to:" This sentence can then be followed by learning objectives based on actions verbs. You can find these action verbs and other important information regarding learning objectives at the Royal College website:
[\(\[http://www.royalcollege.ca/portal/page/portal/rc/members/cpd/cpd_accreditation/group_learning/cpd_accreditation_toolkit/learning_objectives/creating_learning_objectives\]\(http://www.royalcollege.ca/portal/page/portal/rc/members/cpd/cpd_accreditation/group_learning/cpd_accreditation_toolkit/learning_objectives/creating_learning_objectives\)\)](http://www.royalcollege.ca/portal/page/portal/rc/members/cpd/cpd_accreditation/group_learning/cpd_accreditation_toolkit/learning_objectives/creating_learning_objectives)
- is free of industry involvement/support; and,
- devotes at least 40% of education time to interactive learning strategies.

Interactive Learning Activities:

Describe the interactive learning activities you plan to integrate into your Workshop. The development of the educational format should be designed to best present the content developed. For example, for controversial material, a debate may be an appropriate format. For content based on interprofessional issues, small breakout groups may be appropriate. For skills development, simulation or performance assessment activities may be appropriate.

Interactive learning needs to be a component of approved educational activities, whether they are face-to-face activities or asynchronous.

Live event interactive strategies include:

- discussion periods for questions (potentially using the audience response system)
- panel discussions
- small breakout groups
- Think, Pair, Share: opportunities to reflect and discuss content with a nearby colleague
- debate

Interactivity will be included as a question in the post-workshop evaluation.

Grading and Selection of Workshops

Workshop submissions will be peer-reviewed by the CACPR Annual Conference Planning Committee. Presenters are expected to attend the meeting and present their workshop. All presenters must register for the CACPR Annual Symposium, and are responsible for their own transportation and accommodations at the meeting. Registration is not complimentary.

Submission Guidelines

Workshop submission deadline - Workshop submissions must be received electronically through the CACPR administrative office (admin@cacr.ca) by midnight April 14, 2017.

Workshop Submission Outline:

Workshop title	
Primary presenter: name, title, affiliations, contact information	
Co-presenters: name, title, affiliations	
Learning objectives	“At the end of this program, participants will be able to:”
Interactive Learning Activities	e.g. Small breakout groups
Summary of workshop (no more than 250 words)	