**Call for Presentations: #NaRCAD2018**

**INSTRUCTION & OVERVIEW PAGE**

**(Do not submit this initial page with your application.)**

As of March 1st, 2017, NaRCAD will be accepting proposals for presentations at the 6th International Conference on Academic Detailing on November 12th & 13th, 2018.

We encourage you to submit proposals highlighting work that advances the field of academic detailing and clinical outreach education, describing your successes and challenges, and presenting data, results, and best practices to share with conference attendees and our larger [community](https://www.narcad.org/partners.html).

To review presentations from previous conferences, please visit our [Conference Hub page.](https://www.narcad.org/the-conference-hub.html)

* **Formatting, & Submission Deadline:** Please complete your submission in one continuous Word Document attachment in size 12 font, and submit to narcad@partners.org on or after March 1st, 2018, using the subject line: ""**NaRCAD2018 Proposal: Your Organization's Name & Presenter Name."**
* Proposals will be reviewed between March 1st and July 1st 2018; with **the final deadline to submit being Friday, June 15th, 2018 by 5 p.m. EST.**
* Applications will be reviewed on a rolling basis, with priority given to early applicants. Our review team will make final selections and contact all applicants between July 15th & August 1st, 2018. Applications will not be read prior to March 1st.

Please choose from the following list of format options for your presentation and indicate the category on your submission.

**Submission categories:**

1. **Presentation of Program Results (Field Presentation or Poster Format)**

*(Max. number of presenters: 1)*

1. **Panel Discussion**

*(Max. number of presenters: 1 moderator + 3 panelists)*

1. **Breakout Session (Workshop)**

*(Max. number of presenters: 2)*

***Please use the following page to frame your submission.***

**Submissions:**

*Please adapt this page for your submission. Please delete information regarding formats impertinent to your submission. Contact* *narcad@partners.org* *with submission questions.*

* + 1. **Background Information:**
* *Submission date*
* *Presentation title*
* *Submission category*
* *Names and affiliations of all presenters*
* *Primary submitting presenter with contact information*
* *Institutional affiliation and location (complete mailing address)*
* *Organization website*
* *Sources of funding for the project*
* *Potential conflicts of interest for all presenters*
1. **Project Description:** *Based on submission category choice, please use the appropriate instructions below to prepare your proposal.* ***Please, do not cut and paste a publication abstract as your submission.***
2. **Presentation of Program Results (750 word limit)**

Program result submissions will be considered for inclusion as oral presentations of 15 minutes or as posters made available throughout the conference with dedicated poster sessions providing opportunities to engage with attendees. Submissions should include the following sections:

1. **Background/context**
2. **Interventions and details of implementation**
3. **Evaluation methods (include main and secondary outcomes, description of control populations, analytic approach)**
4. **Results**
5. **Conclusions, lessons for other programs**

**B. Panel Discussion (1000 word limit)**

Panel sessions will be presented to the entire conference audience and will run 60-90 minutes, depending on number selected. Panels should include a moderator and 3 or more panel participants. Submissions should include the following sections:

1. **Panel title and brief (1-2 sentence) statement of purpose**
2. **List of topics to be discussed during session with anticipated questions/areas of focus for each topic**
3. **Expertise of each proposed panelist for the specific topics**
4. **Relevance of the overall panel and the specific topics for academic detailing and related outreach educational interventions**

**C. Breakout Session (1000 word limit)**

Breakout sessions will occur once on each day of the conference. Anticipated breakout group size is 15-35 participants, depending on number selected. Breakout sessions will run for 90 minutes. Breakout sessions should include substantial interaction between presenters and participants. Submissions should include the following information:

1. **Breakout session title and brief (1-2 sentence) statement of purpose**
2. **List of learning objectives for participants**
3. **Detailed agenda for session, including precise times planned for activities, explanation of how interactive activities will be managed, role of leaders/moderators in each activity**
4. **Relevance of the session and learning objectives for academic detailing and related outreach educational interventions**
5. **Materials you may include as part of an interactive session (e.g. worksheets/handouts, etc.)**