



Scientific Assembly Speaking Proposal Guide

When submitting a speaking proposal, you will be asked to provide:

- The **session type** (e.g. track session, Breve Dulce, Small Group workshop, etc..)
- **Topic category**, and an optional secondary topic category (e.g., cardiology, infectious disease, toxicology, etc.)
- **Session description** (max 300 words)
- **How have you demonstrated content expertise in this topic?** For example, fellowship training, research, manuscripts, previous speaking or teaching in this topic area. (max 300 words)
- **Learning objectives** (2 or 3) (max 30 words)
- **Presenter** name(s), faculty listing, demographic information, and speaking experience.

When reviewing proposals, the Scientific Assembly Program Planning Committee will first conduct a blind review. Proposals are scored based on three criteria: relevance to emergency medicine, clarity of learning objectives, and innovative topic. The presenters' names and speaking experience will not be visible to the reviewers.

Proposals are then un-blinded and ranked in order according to the sum of their scores. After considering the scores, individual reviewer recommendations, comments from group discussion, and balance of topics presented, the SA Program Planning Committee will nominate the best-reviewed educational proposals for each session type (track session, Breve Dulce, etc.) for the scientific program.

Learn more about the criteria and tips for writing a great proposal below.

Who Can Submit?

Speakers in the main Scientific Assembly program must be members of AAEM. If invited to present, all speakers must renew their AAEM membership for 2026-2027. Speakers who are not eligible to join AAEM – such as physicians from another specialty – may only participate as a co-speaker with an AAEM member. Emergency medicine residents may speak in the AAEM/RSA Track. Residents are not eligible to present in the main Scientific Assembly program.



Topics

Relevance to emergency medicine and **Innovative topic** are two criteria that the planning committee will consider when reviewing proposals. Our conference covers various topics within emergency medicine. When you submit a proposal, you will select one primary topic category and (optionally) one secondary category such as cardiology, critical care, infectious disease, toxicology, and many more. The planning committee strives for a balance of topics. MOC topics like stroke, risk management, and opioids are a plus.

Scientific Assembly focuses on cutting edge clinical medicine as well as practical application to patient care. Our audience are practicing emergency physicians.

The ideal proposal will be:

- ✓ **Innovative** and likely to stimulate interest
- ✓ **Relevant** to the practicing emergency physician
- ✓ Applicable to **community** physicians
- ✓ Applicable to a **national audience**

Try to avoid:

- ✗ **Narrow audience**, e.g., residency program directors, ED administrators, or EMS directors
- ✗ **Niche topic**, like those that require very specific tools, training, or practice setting
- ✗ **General medical education** at the resident level (except for quick refreshers on uncommon procedures or diagnoses, or lectures in the AAEM/RSA Track)
- ✗ **Region-specific** topics

Session Description

A great session description will be:

- **Informative** - lays out clearly what the audience can expect.
- **Intriguing** - leaves us wanting to learn more.



Examples of strong lecture descriptions:

You receive a call over the radio from EMS that they are bringing in a patient who is 32 weeks pregnant and was just in a high speed care accident. The patient is complaining of abdominal pain and the last blood pressure was 90/52. How do you prepare to take high quality care of this patient? What special considerations do you need to keep in mind? What controversies in care exist within this unique population? Come learn how to prepare for the assessment and care of gravid patients with traumatic injuries. (from 'Approach to Trauma in the Gravid Patient' by Dr. Lauren Friend at AAEM25)

This description hooks the reader with a case scenario and lists specific questions that the learner will want to find answers to.

Disturbingly, few providers understand the critical difference between tracheostomies and laryngectomies. This lack of knowledge has been shown to be present across multiple specialties, including emergency medicine. If a doctor mis-identifies the type of surgical airway present in a patient, catastrophic consequences can occur. This talk will teach the audience the critical differences between these surgical airway types, including how to identify a tracheostomy vs a laryngectomy and how to properly treat patients with each type of airway. (from 'Tracheostomy vs Laryngectomy: The Life and Death Difference' by Dr. Laura Bontempo at AAEM26)

This description highlights an important gap in physicians' knowledge, emphasizes the potential consequences of the knowledge gap, and provides specific strategies that the audience will learn.

Example of a weak description:

This session will provide an overview of several topics integral to risk management and patient safety.

This description is too vague. It does not include information about the specific topics in the session. It doesn't intrigue the reader, nor does it explain why the topic is important or helpful.

Learning Objectives

A learning objective is a **brief, clear, and specific statement** of what learners will be able to do at the end of the session. Each proposal requires two or three learning objectives.

Learning objectives should include measurable verbs (action verbs) explaining how the learner will demonstrate what they learned (e.g. *perform, implement, diagnose, list, identify*.) A learning objective completes the sentence: *After this session, the learner will be able to...*



Examples of strong learning objectives:

- Explain safe ways to obtain urine from atypical sources
- Describe common tracheostomy malfunctions including obstruction, decannulation, and partial displacement.
- Identify 'can't miss' musculoskeletal ligament and tendon injuries, their common mechanisms, and key physical exam findings.

Examples of weak learning objectives:

- Know when to use a linear probe.
- Overcome challenges in the workplace.
- Learn to treat knee pain.

Session Types

Scientific Assembly features several session types to accommodate different learning styles and preferences. The planning committee may determine that your proposed topic is better suited for a different session type than the one you proposed.

Track Session

(18 minutes speaking time followed by 2 minutes Q&A) A didactic presentation style to share topics related to emergency medicine. The most common type of session at Scientific Assembly.

Breve Dulce

(7 minutes plus 3 minutes Q&A and transition to next speaker) A "short and sweet" presentation of an emergency medicine related topic within 20 slides. A Breve Dulce talk is best suited for very specific topics or drilling down to one specific aspect of a broader topic. Most Breve Dulce lectures have two learning objectives.

Plenary Session

(40 minutes speaking time followed by 5 minutes Q&A) The plenary session is topic focused, often highlighting what's new or literature updates in a specific field related to emergency medicine. There are no other educational sessions held at the same time as a plenary session. Plenary sessions require content expertise and a seasoned speaker.



Panel Discussion

(45-50 minutes including audience Q&A) A moderated, deep dive discussion featuring two or three panelists. The time allotted includes an extended audience Q&A, usually 5-10 minutes.

Meeting of the Minds

(45-50 minutes including audience Q&A) Meeting of the Minds is a unique panel discussion that blends journal club and debate club into one engaging presentation. The session features one moderator and two content experts. The moderator begins the session with an overview of the topic. Each expert briefly presents an article, then the moderator facilitates a discussion or debate between the experts with prepared questions. The time allotted includes an extended audience Q&A, usually 5-10 minutes. This session works best with a controversial topic or new evidence that is up for debate in the EM community.

AAEM/RSA Track Session

(18 minutes speaking time followed by 2 minutes Q&A) A didactic presentation on a topic that prepares residents for their careers in emergency medicine. The focus of the AAEM/RSA Track varies year to year, but usually includes clinical topics, career preparation, and 'the missing curriculum': the crucial knowledge not taught in residency programs. Proposals from residents are welcome.

Small Group Clinic

(45 minutes) An interactive workshop that offers hands-on practice for skills or procedures. Five groups of six participants learn the content simultaneously (no audiovisuals, slides, group rotations or presentations). The Workshop Leader will recruit five facilitators (leader may be one of them) and identify sponsors.

Add-on Course

(Full day or half day) Formerly known as pre- and post-conference courses. An opportunity to provide hands-on, interactive learning and development opportunities that are directly managed by AAEM or organized in agreement with a partner group. Times and course fees will be determined by AAEM with partner group. Course must be self-sustaining, and director(s) are responsible for recruiting their own faculty and identifying sponsors.

Competition or Research Forum

AAEM groups and journals can request to host a competition or research forum at Scientific Assembly. These sessions may include research abstracts, case reports, or competitions showcasing speaking skills and technical skills. Groups and journals are responsible for recruiting abstract reviewers and judges and developing submission and scoring criteria.



Presenting Faculty Information

Each presenter in the proposal will be asked to provide:

- Current position, designation, and demographic information (for statistical purposes only.)
- Experience speaking at other educational conferences (if applicable)
- Fellowships completed and practice setting

CVs are not accepted. Multiple presenters are acceptable, but travel stipends may be split amongst faculty, depending on the session type.

Proposal Review Criteria

The SA Program Planning Committee will score proposals based on the criteria below in a blind review process:

1. Relevance

2 = Topic is highly relevant and highly important to emergency medicine

1 = Topic is relevant to emergency medicine and of modest importance

0 = Topic is not at all relevant to emergency medicine and area has limited importance

2. Clarity of Learning Objectives

2 = Well thought out learning objectives

1 = Learning objectives are comprehensible but need improvement

0 = Unclear learning objectives

3. Innovative Topic

2 = Very likely to stimulate interest

1 = Moderately likely to stimulate interest

0 = Not likely to stimulate interest