



## RECOMMENDED BEST PRACTICES FOR SAEM DIDACTICS SUBMISSIONS

On behalf of the SAEM Program Committee, we would like to thank you for your interest in submitting one or more didactic proposals for SAEM20 in Denver, Colorado.

All didactic submissions are reviewed and scored by the Didactics Subcommittee of the SAEM Program Committee. The didactic submission review process is highly competitive due to the large volume of submissions received. However, we are committed to helping you create high-quality didactic submissions that will enrich the content of our Annual Meeting and advance the mission of the Society. This document offers some specific guidance on:

1. Selecting your speaker(s)
2. Formulating the content and style of your didactic
3. The context of the selection process
4. Examples of successful submissions from a prior Annual Meeting

We hope that you find this guide useful as you develop your didactic submission(s). If you have questions regarding the submission platform or scheduling, please contact Holly Byrd-Duncan at [hbyrdduncan@saem.org](mailto:hbyrdduncan@saem.org) or Andrea Ray at [aray@saem.org](mailto:aray@saem.org). For all other questions and concerns, please do not hesitate to contact us at [didactics@saem.org](mailto:didactics@saem.org). Good luck!

Sincerely,

Ryan LaFollette, MD  
Jean Sun Scofi, MD  
Co-Chairs, Didactics Sub-Committee 2020

Jody Vogel, MD, MSc, MSW  
Chair, Program Committee, 2020

## SPEAKER(S)

Who will be presenting?

*Think big and collaborate with others.*

### Tips

- **Expertise matters.** Seek speakers or panelists that are well-respected and reputable experts for your topic. While speakers with national recognition are considered favorably, we also appreciate lesser-known speakers for whom you can clearly demonstrate expertise, experience, or quality.
- **Diversity matters.** If you are proposing multiple speakers or panelists, please include candidates with diverse backgrounds, viewpoints, or experiences. Each speaker that you include should offer a different perspective that enriches your submission.
- **Consider multi-institutional or multidisciplinary collaborations.** As with abstract submissions, didactic submissions that involve collaborations between multiple institutions or disciplines are considered favorably. The bigger and more creative your scope, the better.
- **Work with other SAEM members or groups.** Submissions that demonstrate thoughtful collaboration across SAEM Academies, Committees, Interest Groups, or individual members are considered favorably.

### Example

- The SAEM Residents and Medical Students (RAMS) Committee collaborates with the SAEM Education Committee to invite a panel of national EM education experts to debate the merits of traditional versus innovative bedside teaching. The proposed panel is a diverse mix of men and women from different geographic areas with varied academic backgrounds.

## CONTENT

What will you present?

*Be organized and scientifically rigorous.*

### Tips

- **Pick an engaging title.** Remember that SAEM attendees will be flipping through a massive program spanning four days. What title will your didactic stand out?

- **Be focused.** Clearly state your objectives and intended audience. What problem(s) or controversies will you tackle? What knowledge gaps will you address? What insights will your audience gain that they cannot easily acquire elsewhere?
- **Be organized.** Clearly outline the structure and flow of your presentation. Propose a cogent introduction, message, and closing. If you have multiple presenters or panelists, describe what each one will present. If you have a non-traditional format, describe exactly what you propose to do and how this will enrich your presentation.
- **Consider timing.** Demonstrate thoughtful consideration of time constraints. Panels and small groups are typically more appropriate for a 50-minute format, whereas a single speaker is typically more appropriate for a 20-minute format (with some rare exceptions).
- **Offer high-quality supporting evidence.** Submissions that take an evidence-based approach, have a strong scientific basis, or incorporate critical thinking and analysis are considered favorably.
- **Submit a well-developed proposal.** Please only submit fully developed ideas. Avoid making vague promises that content “will be developed later upon acceptance.” Submissions that do this implicitly by including descriptions that are only 1-2 sentences long are not considered favorably, even if high-quality speaker(s) or collaborations are involved.

## Example

- **Title:** “Decrease Malpractice Risk - What your Charts are Lacking and How to Fix It”
- **Objectives:** “1) Summarize the analysis of malpractice data from a NYC consortium, compared to benchmarks across a national database; 2) review outcomes of varied strategies to codify gaps in documentation that relate to malpractice claims; 3) develop an ideology of how to close gaps in your personal documentation practices; and 4) propose systems based solutions to improve documentation across your organization.”
- **Description:** “The average settlement in emergency room malpractice misdiagnosis cases in 2013 was approximately \$362,000. In a recent review of contributing factors resulting in the settlements, 35% of medical malpractice cases could have been avoided by improving documentation. Despite its significance as a major contributing factor in lawsuits, documentation is considered drudgery by many clinicians. Using data gleaned from unique malpractice insurance company sponsored quality improvement initiatives from a large consortium of health systems in the NYC area, we will discuss lessons learned to 1) identify key areas of ED charts where poor documentation was a contributing factor in a malpractice claim, 2) determine if scribes can improve documentation quality while improving patient satisfaction and provider efficiency, and 3) understand the impact of electronic medical

record prompts to improve documentation among patients with high-risk chief complaints. Speakers have expertise in patient safety, operations, and experiential learning.”

## FORMAT

How will you present?

*Propose effective ways to engage your audience.*

### Tips

- **Be interactive.** Active audience participation and engagement are strongly encouraged. This can be in the form of audience polls, small groups, breakout sessions, or simply asking your audience questions during your presentation. Clearly describe the interactive components of your didactic(s) in your proposal(s).
- **Be creative.** We welcome all creative or innovative presentation styles. There is no “standard” format for SAEM didactics so long as you adhere to the time limit.
- **Avoid gimmicks.** While creativity is encouraged, please avoid adding an activity just for the sake of having one. All activities and interactions should be clearly linked to your objectives and advance or support your message in a meaningful way.
- **Include time for questions.** Please adjust your content to allow for at least 5 minutes of questions or comments from the audience during or after your didactic(s).

### Example

- **Format:** “For the first half of the presentation, we will use an interactive lecture format to present key information relevant to malpractice risk and documentation (objectives 1 and 2). Will integrate poll everywhere to deliberately engage audience members and use it as a forum for submitting questions to our presentation group. The second half of the presentation will employ small breakout groups facilitated by speakers to help participants develop goals to improve their personal and organizational documentation practices (objectives 3 and 4). Take-aways and goals from the smaller groups will be shared with the entire audience.”

# CONTEXT

What are you up against?

*Stay informed about other work in your focus area.*

## Tips

- **Look into current “hot topics,” controversies, or novel research in your topic area.** This will increase the relevance of your proposal.
- **Review accepted didactics in your topic area from prior years.** This will help you avoid submitting a redundant proposal, and may inspire you to expand or improve upon past sessions. Sometimes proposals are rejected not because they are poor quality, but because a very similar presentation was already given. Please note that we consider audience feedback from past sessions as part of the selection process for current submissions.
- **Consider collaboration.** Is there an Academy, Interest Group or Committee in the content area of your submission? Consider reaching out to collaborate or tailor your didactic to highlight separate areas of content.
- **The submission pool can vary significantly from year to year.** Your didactic submission will be compared to submissions in the same focus area or topic. The number and quality of submissions in each topic can vary widely from year to year. Similarly, some years will have more 20 vs 50 minute slots available in your focus area. Because of this, your submission may be highly competitive in some years and less competitive in others. We encourage you to remain open to revision, resubmission in subsequent years, or submitting to other SAEM speaking venues. You are always welcome to reach out to us for further guidance.

## WANT MORE ADVICE? SIGN UP FOR ONE OF OUR WEBINARS.

We are excited to announce that the SAEM Program Committee will be hosting brand new webinars to share best practices for didactic submissions this year. These webinars are for any SAEM member who wants to bring submission ideas for tips and advice, is curious about the selection process, or wants to improve their overall submission quality. During the webinar, the Didactics Sub-Committee Co-Chairs will provide guidance about how to enhance didactic submissions, and offer examples of best submissions from previous years.

**The webinars for SAEM20 will be held on  
August 30th, September 3rd, and September 4th  
from 4-5 pm Eastern Time.**

**To sign up for the webinar, please click [here](#).**

Please note that we will only be offering general advice during the webinars. We will not be reviewing individual written submissions or drafts during the call. While the Program Committee will offer guidance during the webinar, every didactic submission will still undergo unbiased review by our independent selection committee. Participation in the webinar will not impact the prioritization or final selection of submissions.