

Med Ed Week Submissions Criteria

General Guidelines

- No more than 500 words
- No more than 3-5 references
- Suggested Naming Convention for Files: Last Name_First Initial_TYPE
 - (for example: Tendhar_C_ResearchAbstract)
- [Please click here to complete the submission form](#)

Research Abstract:

Required categories:

- Introduction
- Method
- Results
- Conclusion

Review criteria for Research:

- Clearly stated research question(s); clear description and connection to the context/background in an organized, specific and concise manner
- Describes and connects the subject and context/ background to the purpose of the investigation in an organized, specific and concise manner
- Discusses the methods or resources used to study the subject of the investigation in an organized, specific and concise manner
- States results in an organized, specific and concise manner
- Provides an interpretation of the results in a clear and concise manner
- [Please see the full detailed review rubric here.](#)

Innovation Abstract:

Required categories:

- Background/Theory and importance in medical education
- Design
- Evaluation Plan
- Feasibility
- Intended Outcomes
- Transferability

Review criteria for Innovation:

- Clarity of Purpose
- Strength of background/theory
- Strength of design

- Evaluation Plan that reflects intended design
- Outcomes are stated clearly and measurable
- [Please see full detailed review rubric here.](#)

Workshop Proposal Categories and Review Criteria:


Required categories:

- Workshop Facilitator(s) and Titles
- Background - Why the topic is important/What is the need and how it was assessed.
- Learning objectives
- Method for Teaching and why you chose this method
- Breakdown of Timing for the one hour . i.e., introduction - 5 min; small group discussion - 10 minutes, wrap up - 5 minutes. Etc. - No more than 60 minutes total, including Q&A.

Review criteria for Workshops:

- Current topic and relevance
- Well written learning objectives for content that can be taught in one hour
- Utilization of appropriate learning methods
- Writing is clear, concise and interesting in that participants will want to take the workshop.
- [Please see full detailed review rubric here](#)

Please review this guide for additional assistance!

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