

— NORTH AMERICAN —
FORUM
— ON —
FAMILY PLANNING

CALL FOR SESSION PROPOSALS 2018

October 20–22, 2018 ■ New Orleans, Louisiana

The *North American Forum on Family Planning* (the *Forum*) is produced jointly by Planned Parenthood Federation of America (PPFA), the Society of Family Planning (SFP), and the Association of Reproductive Health Professionals (ARHP). The *Forum* is the premier scientific and educational family planning conference, and is focused on advancing access to safe, convenient, and high-quality family planning care. At this annual convening, approximately 1,500 medical and social scientists, clinical providers and staff, and other partners share and debate research and clinical practice recommendations, provide trainings on best clinical practice, and form new and exciting collaborations.

Session call

This call is for plenary and concurrent sessions. Plenary sessions are scheduled without competing sessions, and approximately 1,000-1,500 people attend. Concurrent sessions are scheduled simultaneously with other sessions, and 30-300 people attend. Sessions range from 60 to 75 minutes, including 15 minutes for discussion.

For the 2018 *Forum*, we are seeking sessions that inform, inspire, and identify next steps and solutions for pressing challenges in the field. Sessions of particular interest are those that:

- Engage attendees through interactive sessions such as fishbowls, panel discussions, interviews, debates, group discussions, and role-playing
- Feature novel, interdisciplinary, and diverse perspectives—including those of patients
- Provide concrete solutions to challenges in delivering family planning care—may include updates on best clinical practices, descriptions of new clinical guidelines, or hands-on skills training
- Address practical challenges in conducting research—may include information about working with IRBs, providing informed consent, recruiting hard-to-reach populations, working across disciplines, or solutions for collecting or analyzing data

Session proposal review and notification timeline

- Wednesday, February 14, 2018: Session submission opens
- **Wednesday, March 21, 2018 (11:59 PM ET): Session submission closes**
- May 2018: Acceptance notification

- Describe and address challenges in medical/graduate education and training, or in the family planning workforce—may include discussion of how to diversify, train, and support the workforce; best practices in medical/graduate education and training; or anticipated changes in medical/graduate education and training
- Share new and applied research findings from diverse fields such as economics, public health, psychology, health equity, health service delivery, sociology, and anthropology

We are also interested in proposals that respond to requests from 2017 *Forum* attendees, specifically sessions that:

- Address the relevance of the #MeToo and #TimesUp movements within family planning clinical care and within the family planning clinical and research work force—particularly sessions that address multiple dimensions of equity and inclusion, and not just gender
- Offer solutions for addressing issues of racism and sexism within the clinical and social sciences
- Describe failures within the field and how those failures (in career trajectories, research projects, or clinical work) led to innovations, successes, or other outcomes
- Suggest priority research or clinical topics that the field must address and develop an agenda for doing so
- Share lessons learned about innovative or large-scale research studies and describe how the research was done, its impact, and future directions
- Support the work of the Social Science Interest Group (SSIG), a space for coming together, connecting, and discussing pressing topics within the social sciences—typically for two hours, with time dedicated to networking and discussion

Review process and criteria

The *Forum* Planning Committee reviews all session proposals. This committee consists of 20-25 clinicians and scholars who represent a broad array of disciplines. The Planning Committee will use the following review criteria:

- Does the proposal address an important and/or timely topic in the field of family planning?
- Is the proposal thoughtfully conceived and well-developed with proper learning objectives?
- Does the proposal include relevant speakers with new, interdisciplinary, and diverse perspectives?
- Is the proposed presentation format an effective way to communicate information and engage the audience?

Speaker roles

- Session organizer—responsible for confirming moderator and speaker participation; the primary point of contact, coordinating between presenters and moderator; may also serve as a panelist or a moderator; must obtain prior consent from everyone included in the session proposal.

- Panelists—responsible for the content and presentation, and may be subject to change at the discretion of the planning committee.
- Moderator—responsible for leading the panel discussion, and for keeping the session focused on the topic at hand and on time; may also be the session organizer; should be selected to bring balance to the panel.
- Session organizers, panelists, and moderators are offered a discounted conference registration fee. They are responsible for their own travel, hotel arrangements, and expenses.
- To ensure a diversity of panelists, no one may act as a panelist or moderator in more than two sessions (with the exception of oral abstracts).

Session submission guidelines

All session proposals must be submitted using the [online submission form](#), which includes the following:

1. **Title** (no more than 15 words): Briefly identify the content and give a clear idea of what will happen in the session.
2. **Session description** (no more than 150 words): Describe the topic to be addressed.
3. **Published description** (no more than 50 words): Provide a clear and concise summary (present tense) of what will be presented. This will appear in promotional materials if the session is accepted.
4. **Question**: Address how your session will help advance the field of family planning.
5. **Learning outcomes**: List three to five learning outcomes that address the intended changes in knowledge, skills, and/or attitudes. Learning outcomes should be clearly measurable and *should not* begin with general words or phrases such as “understand” or “be better able to.”
6. **Format**: Describe how the session will engage or involve the attendees in the learning process. Examples include polling, debates, case studies, role-playing, interviews, and skills workshops.
8. **Intended audience**
9. **Speaker information**: Please include a statement explaining how the speakers on your panel will contribute to a session with diverse perspectives.
10. **Special needs or considerations for session**

Formatting requirements: Please avoid using abbreviations or acronyms that do not clearly explain the session’s content. Write in complete sentences.

