

# Empowering You and YOU-th To Make Our Voices Heard

Tuesday, March 4<sup>th</sup> – Friday, March 7<sup>th</sup>, 2025 ▪ Baltimore Marriott Waterfront ▪ Baltimore, MD

SAHM 2025  
ANNUAL MEETING



## Educational Sessions:

### Workshop and Institute Proposal Submission Instructions

**Submission Deadline: July 30, 2024**

## SAHM 2025 Annual Meeting

### Empowering You and YOU-th To Make Our Voices Heard

March 4 - March 7, 2025

Baltimore Marriott Waterfront

Baltimore, Maryland

## [Submit a Proposal](#)

The SAHM 2025 Annual Meeting will bring together interprofessional adolescent and young adult health professionals from diverse communities. This Annual Meeting will focus on the translation of the SAHM aspirational pillars (research, policy, advocacy, intervention, and clinical care) into tangible, positive impacts for adolescents and young adults. Advocacy will be a key focus of the conference and participants will expand their knowledge and comfort to collaborate with and intervene for youth to improve health outcomes across the globe.

**Submissions do not have to tie into this year's theme and will not receive credit or extra points based on connection to the theme.**

### Important Dates for Educational Sessions

- Now Accepting Submissions: Educational Sessions ..... May 21, 2024
- Submission Deadline: Educational Sessions ..... July 30, 2024
- Notification of Decisions: Educational Sessions ..... Fall 2024
- SAHM 2025 Annual Meeting Registration Opens ..... Fall 2024
- Disclosure Deadline for Accepted Proposals ..... December 31, 2024
- SAHM 2025 Annual Meeting in Baltimore ..... March 4-7, 2025

**Click on the section headings below to jump to that specific section:**

- [General Information](#)
- [Tracks](#)
- [Key Submission Proposal Scoring/Select Criteria](#)
- [Inclusion of Youth Presenters](#)
- [Proposal Requirements](#)
- [How to Submit a Proposal](#)

**SAHM 2025 Annual Meeting**  
Educational Sessions: Workshop and Institute  
Proposal Submission Instructions

## General Information

- **Format of Sessions:** Workshops are 1.5 hours (90 minutes). Institutes are 3 hours, with one 30-minute break for a total time of 3.5 hours. Please note, we have a very limited number of slots for institutes.
- **Presenter Requirements:** Presenters must be available to present at the time and date assigned by the Program Committee between March 4-7, 2025. If your submission is accepted for presentation, ALL presenting authors are required to register to attend the in-person meeting at the standard rates. Registration fees will be waived for our Youth Presenter(s) as stated in the Youth Presenter Disclosure.
- **Registration Waivers:** Occasionally, Workshop/Institute leaders have invited, as a co-faculty member, an eminent leader or expert who is ONLY able to attend the presentation and cannot attend any other portion of the conference and have asked the Program Committee to waive registration fees for that presenter. If this applies to your submission, please complete the following form prior to submitting your proposal or up to one month following the acceptance of the proposal [through this form](#). **Registration waivers will not be considered after this period.**
- **Proofreading and Publication:** Proofreading, including spelling and punctuation, is the responsibility of the submitting author. Please review the proposal carefully before submission as your writing is a reflection of you, your organization and SAHM if accepted. Sections of accepted proposals will be published on the SAHM 2025 Annual Meeting website and the meeting conference app.
- **Program Selection:** In selecting workshops and institutes, the Program Committee strives to present a balanced program that meets the needs of our culturally diverse, multidisciplinary meeting attendees from throughout the world. Acceptance of workshops and institutes is at the sole discretion of the committee.

## Tracks

Workshops and institutes are categorized within the program schedule using the educational tracks listed below. The online submission proposal form will allow you to select which track is most applicable to your proposal.

**Clinical Foundations:** Sessions that provide an evidence-based review or reinforcement of knowledge, skills, or management guidelines of core issues addressed in clinical care. *(Intended audience: primary care health professionals including physicians and advanced practice providers, nurses, dietitians, psychologists, social workers, trainees etc.)*

**Clinical Advances:** Sessions that address advanced knowledge or highlight innovations or new advances in diagnostic, treatment, or management strategies of issues addressed in clinical care. *(Intended audience: subspecialty physicians, advanced practice providers and nurses working in specialty clinics, dietitians, psychologists, etc.)*

**SAHM 2025 Annual Meeting**  
Educational Sessions: Workshop and Institute  
Proposal Submission Instructions

**Professional Development/Training/Education:** Sessions to enhance professional leadership, networking, wellness, or trainee education skills; not patient/client education. *(Intended audience: all attendees)*

**Public Health/Advocacy:** Sessions about public health promotion, health policy, or advocacy skills; not the provision of clinical care in a community based or school setting. *(Intended audience: attendees from all disciplines interested or working in public health or advocacy fields, trainees from all disciplines.)*

**Research:** Presentations designed to enhance research method skills, introduce newer research methodologies, or highlight innovative content areas for adolescent health and medicine research. *(Intended audience: trainees from all disciplines, academic physicians and clinicians, professionals engaged in research or interested in becoming engaged in research)*

**Youth Engagement and Empowerment:** Sessions that meaningfully include adolescents and young adults (AYA) as live presenters who have collaborated in the initiation, planning, and/or delivery of the project, program, research, or presentation with co-presenters. Note: All AYA presenters must be 18 years or older.

## Key Submission Proposal Scoring/Select Criteria

The key submission proposal scoring/ selection criteria are the following:

- Innovative session content that can change and/or challenge how attendees conduct clinical practice, education, research, and/or programming.
- Topic is timely and relevant to the field.
- Well-described interactive and engaging teaching methods
- Clear, appropriately scoped, and achievable learning-based objectives
- Abstract demonstrates a clear effort to support SAHM's goal for equity and inclusion.
- Diverse representation of presenters based on discipline (e.g. across disciplines and/or across specialties), background, nationality, country, and/or perspective.
- Anticipated roles of presenters are clearly defined.

[Download the AM25 Educational Sessions Scoring Rubric](#)

## INCLUSION OF YOUTH PRESENTERS

The Program Committee is seeking proposals that prominently feature youth voices for placement within the Youth Engagement and Empowerment track. We also welcome, **but do not require**, the inclusion of adolescent and young adult voices within all session track types. For those considering submitting a proposal that includes youth presenters, we encourage you to review our [Principles of Youth Engagement in Conference Presentations](#).

Youth Presenters include anyone between the ages of 18 and 25 who cannot be categorized under another [SAHM member/attendee category](#), such as medical/graduate students, fellows, or trainees. For submissions that include a Youth Presenter, you will be asked to provide their name/s. There will

**SAHM 2025 Annual Meeting**  
Educational Sessions: Workshop and Institute  
Proposal Submission Instructions

be flexibility to replace the youth presenter named in the original proposal with a new Youth Presenter if the original becomes unavailable, up until January 15, 2025.

If a proposal with a Youth Presenter(s) is accepted, SAHM will waive the youth presenter(s) registration fees if they cannot be categorized under another SAHM member/attendee category.

**SAHM does not provide financial support for Youth Presenters' travel, lodging, or meals** except for the meals provided to attendees during conference days.

It is the expectation of the Program Committee that sessions that include Youth Presenters will engage them in the planning and delivery of the session. Include a description in the workshop/institute submission of how youth will be engaged. The SAHM Youth Engagement working group will be available to provide additional guidance and support as needed.

## Proposal Requirements

To complete your workshop or institute submission, please provide the following through the online submission:

- **Proposal Type:** Workshop or Institute
- **Workshop or Institute Title** (Up to 250 characters, excluding spaces)
- **Description of Innovative Workshop/Institute Content** (10,000 characters or less excluding spaces): Include a description of the session content and how it can change clinical practice of those in attendance and/or challenge how attendees conduct training, treatment, research, or programming. If this is a workshop you have previously presented at SAHM in the last five years, please describe how the content has been updated with new clinical or research information. Include a description (if applicable to the content focus of the proposal) of how the session content supports SAHM's goal to be inclusive of diverse populations, encourages international voices, and applies to a multidisciplinary audience and membership. To ensure your submission receives fair review, **DO NOT include presenter names in the description**. Please note: If accepted, this description will be listed on the SAHM 2025 Annual Meeting website and conference app.
- **Description of Interactive Educational Methods** (1,000 characters or less, excluding space.) Include a description of how the teaching methods will be interactive, engaging, and achieve the learning objectives. Include how the session will be organized and describe the educational activities/formats that will be used (e.g. *small group, interactive, didactic, case-based presentation/discussion, panel discussion*). **DO NOT include presenter names here**.
- **References** (800 characters or less, excluding spaces: *Include three recent references within the last five years*) Justify why the workshop topic/teaching method is timely, relevant or innovative.

**SAHM 2025 Annual Meeting**  
Educational Sessions: Workshop and Institute  
Proposal Submission Instructions

- **Learning Outcome** (250 characters or less, excluding spaces) Briefly describe your proposal’s learning outcome(s). A learning outcome describes the overall purpose or goal of an educational activity.
- **Educational Objectives** (250 characters or less, excluding spaces per objective)  
All workshop/institute submissions require a minimum of three educational learning objectives, which should be measurable descriptions of what attendees should be able to do upon completion of attending the session. Objectives are used to structure the content of an educational activity, and may include tasks such as “list”, “compare”, or “explain. Do not use words: understand, appreciate, learn, know, or familiarize. Please note that learning objectives are not an overview or outline of the presentation. Objectives of accepted proposals will be listed on the SAHM 2025 Annual Meeting website and conference app.

Example of objectives:

- Analyze the current epidemiology of the global HIV/AIDS epidemic.
- Identify and verbalize effective HIV prevention strategies.
- State an alternative intervention framework for approaching prevention of HIV among adolescents and young adults.

For additional guidance on creating objectives, please visit:

- Writing Learning Objectives: [Writing Learning Objectives \(aamc.org\)](#)
- Writing SMART Objectives: [Evaluation Briefs No 3b \(cdc.gov\)](#)

- **Workshop or Institute Educational Track:** Select the track that best represents your submission. See track descriptions above.
- **Topics:** Choose a minimum of one and up to three topic areas that best fit your presentation. If you choose “other” please specify. Topic options include: Clinical Counseling/Communication Skills, Contraception, Eating Disorders, Educational Theory and Methods, Ethics in Research, Health Equity/Health Disparities, Health Policy, Immunizations, Intervention Development, LGBTQ, Media/Social Media, Nutrition, Reproductive Health, Research Methods/Design, Sexual Health, Substance Use Disorders, Suicide, Wellness, and Other (*please specify in provided text box*).
- **Presenter(s) Primary Discipline** (100 characters or less, excluding spaces.) Please list the primary discipline and subspecialty (*if applicable*) of each presenter from which they will be contributing to the workshop content (*e.g., primary care physician, subspecialty physician, advanced practitioner, nursing, public health, psychology, social work, sociology, nutrition, law, AYA as live presenter, etc.*). **DO NOT include presenter names here.** For example, if your workshop includes three presenters in which one will be presenting as a physician, one as a nurse, and one as a psychologist, write: “physician, nursing, psychology.”
- **Name & Contact information for each presenter/panelist.** Presenters will be listed on the SAHM 2025 Annual Meeting website and conference app in the same order in which they are entered in this section. The primary session leader (*name listed first*) will serve as

**SAHM 2025 Annual Meeting**  
Educational Sessions: Workshop and Institute  
Proposal Submission Instructions

the primary contact for all correspondence related to the proposal. All presenters are expected to present in person. For proposals that include a Youth Presenter, please provide their name and email address. There will be flexibility to replace the Youth Presenter named in the original proposal if the original Youth Presenter becomes unavailable up until January 15, 2025. All speakers at the meeting are expected to present in person. Information required: Full name, credentials, institution and email address

- **Presenter Expertise** (400 characters, excluding spaces.) Please briefly describe the presenter's expertise by listing relevant clinical experience; a summary of prior teaching, speaking, and publishing on this topic; and any additional training attended/received in this area.
- **Presenter Curriculum Vitae (CV):** CVs for all presenters, including Youth Presenters, are required upon submission. Please upload CVs for ALL named presenters with the following naming convention: presenter's last name, first name in the document name, **for example:** Smith, John. **Documents must be uploaded as a PDF.** Word documents are not accepted.
- **Virtual Learning Adaptability Throughout the Year** (Yes/No response) If your proposal is accepted to the SAHM 2025 Annual Meeting program, is your proposal adaptable for virtual learning opportunities either synchronously or asynchronously via an online platform, such as Zoom Meetings, before or after the in-person meeting throughout the year? (Please note: Responses to this question are for informational purposes for planning and will not impact the Program Committees decision to accept your proposal).
- **Youth Presenters** (Yes/No response) Are you including young people in your proposal? Youth presenters include anyone between the ages of 18 and 25-years-old who cannot be categorized under another SAHM member/attendee category, such as medical/graduate students, fellows, or trainees.
- **Faculty Disclosures:** ALL workshop/institute presenters are considered faculty for the annual meeting and **MUST** disclose whether or not they have any financial relationship with commercial interests, including but not limited to, participation on speaker bureaus or advisory boards, receipt of grant support, etc. Should the proposal be accepted, the lead presenter associated with the submission will receive a link to a disclosure survey that must be shared with each presenter on the panel. **The disclosure must be completed by each presenter by December 31, 2024.**

## How to Submit a Proposal

Proposals will only be accepted through the Catalyst site. To submit a proposal for consideration for the SAHM 2025 Annual Meeting in Baltimore please do the following:

1. Go to the SAHM 2025 Annual Meeting Catalyst site: [catalyst.omnipress.com/#event-home/SAHM2025](https://catalyst.omnipress.com/#event-home/SAHM2025)
2. Sign in to your existing Catalyst account or create a new one. Please note that if you have ever submitted using Catalyst your account, you can use that account.

**SAHM 2025 Annual Meeting**  
Educational Sessions: Workshop and Institute  
Proposal Submission Instructions

3. Select the Submission Type you would like to submit.
4. Follow the onscreen instructions to submit your proposal.

Please only start a submission if you plan on completing it. If you encounter any issues with the proposal management system, please reach out to Catalyst support through the site. Submitting authors can revise submitted proposals until the submission deadline on **July 30, 2024 at 11:59pm CT (Chicago)**.

**Correspondence:** All emails regarding your submission will be sent to the submitter of the abstract. If you are using a professional email, not personal such as Gmail or Yahoo, PLEASE be certain to whitelist, 'omnipress.com', 'catalyst@omnipress.com', and, 'noreply@omnipress.com' to ensure they received all emails. If you do not, emails regarding the submission may be blocked.

**Important Information:** If you re-enter the site and make changes after you have finalized your submission and submitted it, please make sure you **resubmit** your submission. **Once the submission site closes on July 30, 2024 at 11:59pm CT, edits will not be possible.**

**[Submit a Proposal](#)**

Thank you for considering a submission and we hope to see you in Baltimore! For questions, contact SAHM staff at [info@adolescenthealth.org](mailto:info@adolescenthealth.org).