

# 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



## Hot Topics

### Proposal Submission Instructions

**Submission Deadline: October 28, 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.

**Authors are encouraged to consider how their proposal aligns with this year’s theme. However, submissions do not have to tie into the theme and will not receive credit or extra points based on connection to the theme.**

#### Important Dates for Hot Topics

- Now Accepting Submissions: Hot Topics .....August 28, 2024
- Submission Deadline: Hot Topics ..... October 28, 2024
- SAHM 2025 Annual Meeting Registration Opens ..... Fall 2024
- Notification of Decisions: Hot Topics ..... Early 2025
- SAHM 2025 Annual Meeting in Baltimore .....March 4-7, 2025

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## **General Information**

**Format of Sessions:** Hot Topic presentations are oral and are a total of 20 minutes in length including 15 minutes of presentation and 5 minutes for questions and answers presented by one author of the proposal. Hot Topic presentations are organized into three separate sessions over the course of the Annual Meeting. Presentations are in-person only.

**Program Selection:** In selecting Hot Topics presentations, 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 Hot Topics is at the sole discretion of the committee.

**Key Scoring/Section criteria include:**

- “Hotness” & Innovation – New or recent developments or particularly relevant since the last SAHM Annual Meeting that are presented with a unique or different spin.
- Significance of content to Adolescent and Young Adult Health and Medicine
- Clarity of proposed content & learning objectives
- Supports SAHM’s goal to be inclusive of diverse populations and nationalities.

**Updating Accepted Presentations:** Because “hotness” of presentation topics can change between submission date and presentation date, the Program Committee recognizes the presenter’s expertise on the topic and is willing to work with the presenter on updating the information to reflect any changes.

**Presenter Requirements:** Though multiple authors may be listed on the submission, only ONE author may present. The presenting author 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, the presenting author is required to register to attend the in-person meeting at the standard rates based on training and membership status.

**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.

## **Proposal Requirements**

To complete your Hot Topic submission, please provide the following through the online submission:

- **Hot Topic Title** (Up to 250 characters, excluding spaces)
- **Educational Objectives** (*250 characters or less, excluding spaces per objective*)  
All Hot Topic proposals require a minimum of three educational learning objectives, which should be measurable descriptions of what attendees should be able to do upon completion of the proposed presentation. Objectives are used to structure the content of

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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 \(aamc.org\)](https://www.aamc.org/learning-objectives)
- Writing SMART Objectives: [Evaluation Briefs No 3b \(cdc.gov\)](https://www.cdc.gov/evaluation/briefs/3b)

- **Description of Hot Topic Content (250 words or less):** Using three (3) clear bullet points that tie into the learning objectives and provide a good overview of the presentation, please include a compelling description of the significance of the presentation topic to the field of adolescent health and medicine, and the relevance of the presentation to our diverse, multidisciplinary and international meeting attendees.
- **Name & Contact information for the Presenter:** The presenter will be listed on the SAHM 2025 Annual Meeting website and conference app. Information required: Full name, credentials, institution (including department and division, if applicable) and email address. Only one speaker is permitted to present per proposal. If the presentation has additional contributors, they can be added in this section within the submission form and will be included on all public facing information regarding the presentation as a contributor. If multiple authors, acknowledgement that only one author may present.
- **Presenter Expertise (200 words):** Please highlight content and educational expertise of the presenter that contributes to the presentation of this topic.
- **Presenter Curriculum Vitae (CV):** The CV for the presenting author are required upon submission. Please upload the CV 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:** 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).

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- **Faculty Disclosures:** ALL Hot Topic 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, a link to a disclosure survey will be provided and it **must be completed by the deadline noted in the acceptance communication.**

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## **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.
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 **October 28, 2024 at 11:59pm CT (Chicago)**.

**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 October 28, 2024 at 11:59pm CT, edits will not be possible**

**Correspondence:** All emails regarding your submission will be sent to the submitter of the proposal. 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.

**Thank you for following these detailed instructions!**

**We hope to see you in Baltimore! For questions regarding the SAHM 2025 Annual Meeting, please contact SAHM Staff at [info@adolescenthealth.org](mailto:info@adolescenthealth.org). If you need support with the submission site, Catalyst, click on Support at the top of the page**

**(Special Note: Only start a submission if you plan on completing it. If you experience any issues with the proposal management system, contact SAHM staff.)**