

**Society of Family Planning Annual Meeting**  
October 1-2, 2021

Join us as we bring together scholars, clinicians, and partners from a range of disciplinary and specialty backgrounds who are united by a shared interest in advancing science that will lead to more just and equitable abortion and contraception.

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Call for session proposals

Key dates

- Wednesday, February 3, 2021 (9:00 am ET): Session submissions open
- Wednesday, March 10, 2021 (11:59 pm ET): Session submissions close
- May: Acceptance notification

We invite proposals for sessions that focus on timely family planning topics, share new and applied research findings, provide concrete solutions to common difficulties in delivering family planning care, address challenges and invite discourse in conducting research, engage attendees creatively in a virtual setting, and promise to move the field of family planning forward in the US. We ask for submissions that innovate, inspire, generate solutions, and drive impact.

Session details

Session proposals will be considered for the following virtual presentation formats:

- Plenary sessions: livestreamed and open to all attendees, are 60 minutes, and are scheduled without competing sessions. A question and answer period of 15 minutes is recommended.
- Concurrent sessions: presented live or pre-recorded and run simultaneously with other sessions, are 50 minutes, and have 50-150 people in attendance. A question and answer period of ten minutes is recommended.
- On-demand sessions: pre-recorded and made available in the days before the livestream.
- Workshops: livestreamed and open to all attendees, are 90 minutes and skill-building. Should deliver an in-depth training on clinical or research practices, career development, or other topics that require more time than available in a standard session. We are particularly interested in trainings that address best practices in sustaining a clinical or research career, collaboration across disciplines, and building a more inclusive family planning field.
- All sessions will be recorded and made available to registered attendees.

In terms of **speakers**, we are particularly excited about panels that bring together presenters with new, multidisciplinary, and diverse perspectives.

In terms of **format**, we encourage proposals that consider the virtual space. Presenters can utilize the chat feature, polls, and additional platform engagement tools. Virtual interaction can be bolstered through interviews and storytelling.

In terms of **universal topics**, we are interested in proposals that:

- Shed light on the perspectives and needs of populations commonly overlooked or misrepresented, including individuals who identify as BIPOC (Black, Indigenous, people of color), people with low-incomes, people who are transgender or non-gender conforming, and people with disabilities.
- Offer solutions for addressing field-wide issues, such as bias, racism, and sexism.
- Advance or change the field's understanding of an abortion or contraception topic.
- Provide practical guidance and techniques addressing common difficulties in delivering abortion and contraception care.
- Address challenges in conducting research on abortion and contraception.
- Offer career development advice, or skill-building training.
- Support workforce development or medical or graduate education and training.
- Focus specifically on the US, or have applications for the US setting.

In terms of **timely topics**, we are interested in proposals that:

- Address emergent issues related to the COVID-19 pandemic with a focus on patient experience and equity.
- Demonstrate innovations in new clinical techniques or practical clinical applications of emerging evidence such as cervical preparation techniques.
- Outline policy updates such as new developments out of the Biden/Harris administration and legislative and practice changes related to REMS.
- Share new and applied research findings from all academic fields relevant to abortion and contraception.
- Address pressing gaps in research and topics such as conceptualizing race, ethnicity, and/or gender, and best practices in community engaged research, comparing different service delivery models, and influencing evidence-based policy.

### Diversity on panels

The Society of Family Planning and the Society of Family Planning Research Fund recognize that institutionalized exclusionary and oppressive systems such as racism, sexism, classism, ableism, nationalism, cis-genderism, and other discriminatory practices are barriers to the full participation of all contributors to the field of family planning. The Society is committed to building and supporting an inclusive, multidisciplinary, and diverse community. One of the ways we reflect on this in our programming is to examine the diversity of presenters in proposed sessions and abstracts. Session organizers are strongly encouraged to make good-faith efforts at an inclusive roster and may be asked to modify their panel to include a wider range of voices. Proposals with diverse perspectives are more likely to be accepted for presentation. We are specifically seeking submissions prioritizing individuals who identify as BIPOC (Black, Indigenous, people of color) or sexual and gender minorities, or who represent a range of geographic locations and multidisciplinary perspectives.

### Speaker roles and information

- Moderator/lead contact: responsible for confirming speaker participation; acts as the primary point of contact between presenters and Society staff; responsible for leading the panel discussion and for keeping the session focused on the topic at hand and on time; should be selected to bring balance to the panel; should be comfortable with virtual facilitation. May also act as a presenter.
- Secondary contact: Panelist who can be contacted if the moderator is unable to respond.
- Presenter: responsible for the content and presentation, and may be subject to change at the discretion of the planning committee.
- Panelists and moderators are offered a discounted conference registration fee.
- Panels should have four to five members for ideal session timing.
- 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).
- **Please note that employees of a commercial interest are not permitted to present in an ACCME accredited session.** If selected as faculty, all presenters will be asked to complete a Conflict of Interest form. Failure to submit this form and resolve any conflicts of interest by the deadline will result in speaker removal.

### Review process and criteria

All session proposals will be reviewed by clinicians and scholars who represent a broad array of disciplines using the following 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 that align with our DEI priority areas?
- Is the proposed presentation format an effective way to communicate information and engage the audience?
- Does the proposal consider race, gender and other equity perspectives?

### Submission guidelines

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

- Formatting requirements: Please avoid using abbreviations or acronyms that do not clearly explain the session's content. Title, published description, and author information will be used in meeting materials for accepted sessions.
- Title (no more than 15 words): Briefly identify the content and give a clear idea of what will happen in the session.
- Session description (no more than 150 words): Describe the topic to be addressed.
- 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.
- Relevance to field: Address how your session will move the field of family planning forward (clinical practice, policy, programs, etc.)
- Learning objectives: List three to five learning objectives that address the intended changes in knowledge, skills, and/or attitudes. A clear learning objective states what the learner will be able to do upon completion of the activity, in terms of behavioral change. A clear objective identifies the terminal behavior or desired outcome of the education offering. The learning objective should be stated in a specific measurable way. Avoid words that are not measurable, such as: to know, to understand, to appreciate, to improve, to learn. Learning objectives are essential to ensure accreditation of the Annual Meeting.
  - Example: Upon completion of this activity, the participant should be better able to define the step-by-step principles of the surgical treatment of the hand.
  - Please [click here](#) for a guide to writing clear learning objectives.

- Format: Select the format(s) that will be used during this session to engage or involve the attendees in the learning process in a virtual space. Examples include audience polling, case studies, debate, group discussion, interview.
  - [Click here](#) for virtual guidelines to consider while planning your format.
- Timing: Indicate the timing that best suits your proposed session. Plenary: (60 mins), concurrent (50 mins), or skills workshop (90 minute).
- Plenary: Do you want your submission to be considered as a plenary?
- Track designation: Please select a track designation. Note: Final track assignments are subject to change.
  - Basic science (eg, fundamental or bench research such as biochemistry, microbiology, physiology, and pharmacology)
  - Clinical practice (eg, skills, best practices, and guidelines)
  - Medical/graduate education, training, and workforce-related topics
  - Policy (eg, guidelines, strategies, proposals, and legal trends)
  - Population health (eg, public health, health service delivery, ethics, and health equity)
  - Research practice (eg, skills, best practices, and innovations when conducting research)
- Diversity on panels: Please be prepared to submit specific demographic information about each speaker. [Click here](#) to view the questions asked for each speaker. This data is confidential and will only be used for internal purposes.
- DEI priorities: Please describe how your panel aligns with our DEI priorities.
- We are currently assessing how we can support the dissemination of presentations at the Annual Meeting. However, we recognize that not all presentations are ready for dissemination.
- Social Media: Would you and your panel be comfortable with social media coverage during your session? Click here to review the [Social Media Policy](#).
- Speaker funding: Are any of your speakers unable to attend unless the Society of Family Planning provides support to attend? If so, please list speaker names and support required. Please note: This funding is subject to approval and is not guaranteed. If your panel is accepted we will follow up with further information.
- Presented elsewhere: Do you intend to present this session at another conference or have you presented this session at another conference? If so, which conference?
- Please describe any special needs or considerations for this session.

**\*If selected, the information provided in this form (names, titles, institutions, descriptions) will be used in online and printed conference materials.**