



## Society of Family Planning Annual Meeting

October 10-12, 2020  
Baltimore, MD

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 5, 2020 (9:00 am ET): Session submission opens
- Wednesday, March 11, 2020 (11:59 pm ET): Session submission closes
- May 2020: Acceptance notification

This call is for plenary and concurrent sessions.

Plenary sessions are open to all attendees, range from 60 to 75 minutes, and are scheduled without competing sessions. Concurrent sessions run simultaneously with other sessions with 50-150 people in attendance. All presenters are encouraged to include 15 minutes for discussion and Q&A.

We are particularly interested in sessions that focus on timely family planning topics, share new and applied research findings from diverse fields and perspectives, provide concrete solutions to common difficulties in delivering family planning care, address challenges in conducting research, offer career development tips, engage attendees creatively, 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.

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 submissions that are interactive, such as fishbowls, panel discussions, interviews, debates, group discussions, or role-playing.

In terms of **sessions**, we are interested in submissions that:

- Advance or change the field's understanding of an abortion or contraception topic.

- Share new and applied research findings from all academic fields relevant to abortion and contraception.
- Shed light on the perspectives and needs of populations commonly overlooked or misrepresented, including people of color, people with low-incomes, people who are gender non-conforming, and people with disabilities.
- Provide concrete solutions to common difficulties in delivering abortion and contraception care.
- Demonstrate practical clinical skills in delivering abortion and contraception care at an advanced level.
- Highlight best practices or new guidance in the provision of abortion and contraception.
- 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.
- Offer solutions for addressing field-wide issues, such as bias, racism, and sexism.
- Focus specifically on the US, or have applications for the US setting.

### 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?
- Is the proposed presentation format an effective way to communicate information and engage the audience?

### Speaker roles

- Lead contact—responsible for confirming moderator and speaker participation; the primary point of contact, coordinating between presenters and moderator; may also serve as a panelist.
- Presenter—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).
- **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.

### Diversity on panels

SFP 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 particularly interested in proposals that include presentations from people of color, people from across the US, and people with diverse disciplinary backgrounds.

### 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 and be sure to write in complete sentences.
- 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 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.” Please [click here](#) for a guide to writing clear learning objectives.

- 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.
- Timing: Indicate the timing that best suits your proposed session. Plenary: (75 mins), concurrent (60 mins), or concurrent skills workshop (120 minute concurrent session).
- Plenary: Do you want your submission to be considered as a plenary?
- Track designation: Choose a track for your session from the list below:
  - 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)
- Speaker information: Please be prepared to submit specific demographic information about each speaker. [Click here](#) to view the questions asked for each speaker. Please include a statement explaining how the speakers on your panel will contribute to a session with diverse perspectives.
- Speaker funding: Are any of your speakers unable to attend unless the Society of Family Planning provides support to attend? If so, how much support is required?
- Media and social media: Would you and your panel be comfortable with media or social media presence during your session?
- Presented previously: Do you intend to present this session at another conference or have you presented this session at another conference?
- Special needs or considerations for session.

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