



ACRP 2026 Annual Conference

Friday, April 24 – Monday, April 27, 2026 | Hyatt Regency Orlando, Orlando, FL

Call for Proposals (CFP) Guide

OVERVIEW

The ACRP Annual Conference is the premier education and networking event for clinical research professionals, offering four days of gold-standard education and insights to boost professional development—while ensuring quality and integrity in the clinical research process.

To develop this positive learning experience for attendees, ACRP seeks educational proposals that enhance clinical research professionals' competencies, skills, professional development, and knowledge.

Proposals Should:

- Explore topics related to developing core competencies in clinical research.
- Encourage attendees to consider fresh solutions to industry challenges.
- Illustrate forward thinking in the field.
- Feature inclusion, equity, and representation.
- Showcase innovative and engaging program formats.
- Demonstrate the relevance of lessons learned through real-world case studies.

The Instructional Design Should:

- Be informed by sound learning principles (e.g. clear learning objectives, introduction, conclusion, and call to action).
- Facilitate knowledge transfer and development of new competencies.
- Stimulate and provoke discussion, audience engagement, and outcomes-focused design. The most successful sessions involve interactivity with the audience, e.g. Q&A.
- Use methods that draw out relevant past knowledge and experiences. We encourage real-life examples and scenarios to reinforce the content presented.

Audience

Our primary audience is a diverse community of clinical research end users, influencers, and decision-makers involved in clinical trial management, study conduct, business operations, and administration. Attendees are looking to learn something new, build on existing knowledge, and gain continuing education credits (CEUs) to maintain their professional development and ACRP Certification.

About the Review and Session Selection Process

ACRP strives to be inclusive when reviewing session proposals, combining the collective input of peers, volunteer leaders, and professional staff to ensure that a variety of perspectives are considered when developing the conference programming. Together, our volunteer members and staff work to ensure that program content is timely, relevant, and targeted to attendees' needs. More details on the review and selection can be found in this guide.

Important Submission Guidelines and Speaker Expectations

- Submissions are limited to two per person.
- DO NOT include any reference to your name in the session title, description, or learning objectives. You will be asked to provide your name, biography, and your speaking history in the application.
- Submissions that do not abide by this guideline will receive a lower score.
- Speakers will need to have an ACRP account prior to proposal submission. If you do not have an ACRP account, please create one [via this link](#).
- Accepted speakers will receive a discounted speaker rate to attend the conference and will be responsible for covering their own cost of travel and accommodation. Note: speakers will be notified of when and how to register, so please do not register via the general registration link.

Important Dates

- Call for Proposals Closes: **Monday July 21, 2025, at 11:59 PM EST (8:59 PM PST)**
- Conference Session Notifications: **Friday, October 3, 2025**
- Accepted Speakers Gain Access to Speaker Service Center: **Friday, October 3, 2025**
- Speaker Agreement Due: **Friday October 17, 2025**
- Session Materials (Slides and Resources) Due for Review: **Tuesday, January 20, 2026**
- Save the Conference Dates: **Friday, April 24 – Monday, April 27, 2026 | Hyatt Regency Orlando, Orlando, FL**

Questions

Thank you in advance for your time and for sharing your ideas, expertise, and leadership. The ACRP Educational Programs team is committed to making this experience a positive one. If you have questions, please do not hesitate to [contact us](#).

Marian Valia
ACRP Head of Learning & Development

PROPOSAL SUBMISSIONS

As you consider your proposal submission, please keep these in mind:

- Conference track
- Topic
- Knowledge level of the audience you are trying to reach, and
- Alignment to Joint Task Force for Clinical Trial Competency (JTF)

CONFERENCE TRACKS

The ACRP 2026 content will be identified by one of five learning tracks to assist attendees in selecting sessions.

- **Clinical Operations** - Offers clinical research leaders (e.g. Sponsors, CROs, etc.) the insights and best practices needed to effectively plan and manage clinical trials.
- **Study & Site Management** - Offers clinical study site teams the insights and best practices needed to improve clinical trial execution and monitoring.
- **Regulatory & Quality** - Offers clinical research leaders and teams the insights and best practices needed to support compliance and quality in clinical trials
- **Innovation & Change Management** - Offers clinical research leaders and teams the insights and best practices needed to foster innovation and lead change management in clinical research.
- **Workforce & Professional Development** - Offers clinical research leaders and teams the insights and best practices needed to support career advancement and workforce development.

TOPIC AREAS

While we welcome and encourage **all proposal ideas**, we are looking for content in the following areas (this is based on feedback we have received from the previous conference):

Conference Track	Specific Topics	Knowledge Level
Clinical Operations	Study Startup, Design, and Feasibility; Data Management; Operational Implementation and Efficiencies; Industry Trends and Adaption; Collaboration and Communication; Global Trials	Intermediate and Advanced
Study & Site Management	Project Management; Budgeting; Informed Consent; Monitoring; Technology Implementation; Community Engagement; Patient Recruitment and Retention; Data Collection; Sponsor and Site Communication; Health Literacy	Beginner, Intermediate, and Advanced
Regulatory & Quality	ICH E6(R3) Preparation, Implementation, and Challenges; Inspection Preparation and Management; Risk Management; IRB Collaboration; Regulatory Changes and Updates	Beginner, Intermediate, and Advanced
Innovation & Change Management	AI in Clinical Research; Digital IP Management; Data Management; Integrating Multiple Systems or Technologies; Emerging Models for Study Delivery, Patient Recruitment, Feasibility, etc.; Product Specific Considerations (Drug, Device, or Combination); Change Management with New Technologies	Beginner, Intermediate, and Advanced
Workforce & Professional Development	Clinical Research Pathways; Fraud Prevention; Staff Onboarding; Staff Training and Development; Workforce Development; Future-Proofing the Clinical	Beginner, Intermediate, and Advanced

KNOWLEDGE LEVELS

ACRP organizes content into three knowledge levels. For learning programs, these levels relate to prerequisite learner knowledge, instructional techniques, and the complexity of the learning objectives.

- **Beginner:** Sessions will provide broad information, awareness, and understanding of a topic to attendees with limited or no prior knowledge or experience of the subject required. New information is gained without substantial prerequisite knowledge to process or use it. This level is appropriate for employees or managers with limited experience in the subject area seeking to learn fundamentals, mid-career managers and directors looking to fill in gaps to solidify their skill set, and individuals new to the field before or after a career change.
- **Intermediate:** Sessions will focus on the extensive application, comprehension, and implementation with in-depth material or explanation by the instructor, preparing learners to exhibit a definitive skill. They are highly interactive, including case studies and assessment measures, and require the learner to be more engaged, interacting with the material, and using the information in practical applications. Therefore, attendees will benefit from some prerequisite knowledge. This level is appropriate for individuals with some knowledge and experience in the subject area, mid-level managers and directors in their fields with an established degree of competence, and those seeking to build on, apply, or enhance existing knowledge.
- **Advanced:** Sessions will focus on high-level creativity, innovation, and peer-to-peer knowledge sharing of highly technical or detailed topics and complex case studies preparing learners to shape organizational strategy and aid in the growth or progress of industry best practices. The content and activities focus on problem identification, analysis, and solutions while emphasizing risk-taking, autonomy, and opportunities for exploration. Objectives may be to enhance the learner's ability to lead change, manage high-performing teams, and develop leadership throughout their organizations. This level is appropriate for senior staff, executives, and officers with significant expertise, knowledge, and experience who could be deemed an expert in the field.

ALIGNMENT TO JTF COMPETENCIES

If possible, please align your presentation content to the Joint Task Force for Clinical Trial Competency (JTF). While proposals may address more than one area, you must select one that is the best fit. The competency domains noted below are intended to help you develop your proposal, but we also welcome and encourage additional ideas.

- Scientific Concepts and Research Design
- Ethical and Participant Safety Considerations
- Investigational Products Development and Regulation
- Clinical Study Operations (Good Clinical Practice)
- Study and Site Management
- Data Management and Informatics
- Leadership and Professionalism
- Communication and Teamwork

Learn more about the JTF [here](#).

LEARNING FORMATS

Learning formats support a range of instructional methods that give attendees more control over setting priorities and choosing the right content, materials, and methods that match their learning styles and objectives. Please check the format that applies to your session in the application:

- **Lecture:** A formal presentation given by **1 or 2 speakers** (45 minutes). This includes Q&A time.
- **Panel Discussion:** A formal panel discussion given by **3 to 4 speakers** (45 minutes). This includes Q&A time.
- **Educational Poster (Student or Business submission):** Visual summaries that present key information in a clear, concise, and compelling way. They allow researchers and professionals to share their work, spark discussions, and inspire new approaches to clinical research challenges. **Posters must be free from commercial influence.**

PROPOSAL PROCESS & SELECTION CRITERIA

ACRP employs a methodology that widely solicits content proposals and combines the input of peers, volunteer leaders, and professional staff to help ensure that members of the clinical research community have a significant voice in co-creating conference programs.

1. **Educational Program Reviewer:** Proposals are initially reviewed by a member of the Learning & Development team to ensure that the submission follows the Rules of Engagement. Proposals that meet a pre-determined average score move to the next round of review with the ACRP Conference Advisory Working Group (CAWG).
2. **ACRP Conference Advisory Working Group (CAWG):** Who knows better than our members what our community wants to see in the classroom? CAWG is a diverse working group that reviews and rates proposals based on an established rubric. All proposals are blind-reviewed and evaluated by the CAWG based on their Overall Quality, Program Design, and Subject Relevance. Proposals that meet a pre-determined average score move to the next round of review with ACRP staff.
3. **ACRP Staff:** With years of content experience and a history of programming exceptional conferences, selected members of ACRP staff provide feedback to ensure that program content is timely, relevant, and optimally targeting our attendees' needs. ACRP staff select from the submissions received during the Call for Proposals. They will identify gaps, which staff will address through additional content development strategies, resulting in diverse presenters and perspectives. We receive hundreds of excellent proposal submissions for the conference each year, so please understand that it is a difficult and highly selective process.

RULES OF ENGAGEMENT

- **DO NOT INCLUDE SPEAKER NAMES** in the session title or description. ACRP strives to conduct a fair review process that limits biases. To this point, do not include any reference to a speaker's name within the session title or description. NOTE: Proposals that fail to do this will receive a lower score.
- **All proposals must be submitted using the online form, with no exceptions.** Upon submitting a proposal, you will receive an automatic confirmation for your records that it was submitted successfully.
- **Plan your submission in advance.** We suggest you build a plan for your session idea prior to submission. Once you have your plan set and all the necessary information together, return to the online form and simply click on the "Start" button to begin.
- **Limit to two speaking engagements.** ACRP seeks to ensure diversity of thought, and each speaker will be limited to speaking in two sessions only. If education sessions are accepted that feature the same speaker(s), he/she/they will be asked to select NO MORE THAN TWO sessions to participate in. Similarly – please note that if an additional speaker is to be added to the program later, you must confirm with ACRP if

he/she/they are approved to speak before confirming that individual. ACRP will confirm if they are already on the program, and if so, ACRP will advise that a different co-presenter will be needed.

- **The primary point of contact (POC) is the person submitting the proposal.** ACRP will communicate with the POC for all communications including notifications and deadlines, who must share information as needed with co-leaders/panelists.
- **All proposed speakers must be listed.** Intentionality is critical in providing a quality learning experience, including the expertise of instructors. Proposed speakers will be reviewed by the CAWG prior to acceptance, which will include a limit on the total number of speakers.
- **Use clear language.** Proposals require clear and concise titles (limit 10 words), persuasive outcomes-focused descriptions (limit 150 words), and three action-oriented and well-thought-out learning objectives/takeaways that answer the prompt "after this, participants will be able to..." ACRP retains the right to modify titles and descriptions during copy editing for marketing purposes.
- **Please use attribution as appropriate.** Used effectively, quotations can provide important evidence or clarity to explain your session idea. Excerpts used ineffectively, however, without attribution are unacceptable and will result in your proposal being excluded from review or acceptance.
- **Don't underestimate the importance of instructional flow/design.** Adult learning theory suggests that the best learning environments are collaborative and use a problem-based approach. Please plan to make your session interactive!
- **Avoid all commercial bias.** Sessions perceived by attendees as commercially biased in content (including the use of client examples or proprietary tools/models) are unacceptable. Any submission that is not educational in nature, neutral and unbiased, replicable by attendees without the author's assistance, and free of commercial motive/intent will not be accepted. If accepted, those violating this policy may forfeit future speaking opportunities.
- **First here, first heard.** We seek to create a premier event for the clinical research community, and therefore (other factors being equal) priority is given to proposals that include original content designed exclusively for ACRP that has not already been presented at ACRP or other non-ACRP events in the industry.
- **All accepted speakers must adhere to published deadlines.** You must be committed and responsive to working with ACRP to deliver exceptional service by adhering to deadlines, including submitting program materials by the deadline for review/approval and inclusion in the conference app and website.
- **All speakers must observe intellectual property rights.** Presenters must ensure that information, illustrations, and images contained in presentations, related materials, or visual aids shall be factual, not misleading, and will not violate any third party's intellectual property or copyrights. Written documentation of ownership or permission must be provided upon request and is required for all video and television- or film-related imagery.
- **All accepted speakers must register for the conference and are responsible for all travel costs.** A discounted speaker conference rate will be provided. Upon acceptance, you will receive more information. In the event of exceptions (i.e.: exhibiting staff), registration may be handled differently. ACRP secures a discounted hotel room block for all attendees. We encourage speakers to register for their hotel rooms as early as possible to ensure their accommodation is located in the preferred conference hotel.

TIMELINE

To help you plan accordingly during the proposal process, please make note of the overall timeline below:

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ACRP 2026 CALL FOR PROPOSALS – SAMPLE SUBMISSION FORM

To prepare for completing the required online form, use this sample to gather proposal details and complete content leader information for each presenter/co-presenter in advance.

STEP 1. SPEAKER DETAILS

All "Speaker Details" questions will appear for each presenter. Contact information is required, so please be sure you have all those details collected before you begin the online submission. All personal contact information will be suppressed for the Conference Advisory Working Group (CAWG) processes but is needed to communicate proposal status.

The contact information you provide below is how we communicate with you regarding the status of your proposal. If accepted, your speaker information will be used in conference publications, so please be as accurate as possible.

CONTACT INFORMATION:

- First Name
- Last Name
- Credentials (if applicable):
- Job Title
- Organization
- Email
- Phone

SPEAKER(S) INFORMATION:

- First Name
- Last Name
- Credentials (if applicable):
- Job Title
- Organization
- Email
- Phone

HOW MANY YEARS OF CLINICAL RESEARCH EXPERIENCE DO YOU HAVE?

- <2 Years
- 2-5 Years
- 6-10 Years
- 11-15 Years
- 16+ Years
- Unspecified (opt out)

WHAT IS YOUR POSITION LEVEL?

- Executive or Senior Management (Chief Officer, President, Vice President, Senior Executive, Executive)

- Middle Management (Senior Director, Director, Associate Director, Regional Manager, Adviser)
- First-level Management (Senior Manager, Manager, Supervisor, Project Manager, Team leader, Office Manager)
- Intermediate or Experienced Senior Staff (Coordinator, Analyst, Specialist)
- Entry-level (Representative, Associate)
- Student

BIOGRAPHY

Please provide a short biography (limit 150 words) in paragraph format that describes your clinical research experience and expertise as it relates to the subject of this proposal. Please include your years of experience and position level.

PROPOSALS | PRESENTATIONS | PAST SPEAKING EXPERIENCE

Priority may be given to new program content that is unique to the ACRP Annual Conference.

- Have you submitted a proposal for the ACRP Annual Conference in the last two years? Yes/No
- Have you presented at the ACRP Annual Conference in the last two years? Yes/No

Please describe any past teaching, presentation and/or speaking experience with ACRP or another organization and any feedback you may have received. Do you have a sample video that demonstrates your skills and presentation style? If yes, please provide the URL.

STEP 2. PROPOSAL INFORMATION

Please take the time to submit a thoughtful proposal that clearly articulates the session's intent. Spell check and grammar matters are taken into consideration during the review process.

SESSION INFORMATION

IMPORTANT: Do not include the content leader(s), company, or product names in the session title, description, or other elements of the proposal. As the Peer Review process is a blind review, those proposals that reference speaker(s) information within the proposal will be negatively rated.

SESSION TITLE (LIMIT 10 WORDS)

Please submit, in 10 words or less, your session title.

DETAILS TO BE INCLUDED IN YOUR SUBMISSION (see details above):

- Conference Track
- Topic Area
- Knowledge Level of the Audience You are Trying to Reach
- Alignment to Joint Task Force competencies, and
- Learning Format

SESSION DESCRIPTION (LIMITED TO 150 WORDS)

This is the summary of your session. Please describe the overall focus and goal of the session, including key points and supporting topics. This description will be used to promote your session and will be included in the app, website, and program. IMPORTANT: Do NOT include the speakers, company, or product names anywhere in the session description. The proposal will be negatively rated if names are included.

LEARNING OBJECTIVES

Please clearly define what your attendees will learn in your session and how attendees will apply them to their work. Please use action verbs to describe your objectives. Examples below.

Objective 1: Participants will be able to **apply** GCP ICH E6(R3) to their studies.

Objective 2: Participants will be able to **identify** an Adverse Event.

SESSION OUTLINE

Please submit an outline of your session so that we understand what you will cover. For each item on your agenda, provide a brief description (2-3 sentences). Below is an example of an outline:

- Introduction
- Learning Objectives
- Section 1 – covering learning objective 1
- Section 2 - covering learning objective 2
- Section 3 - covering learning objective 3
- Conclusion (summary, key takeaways, call to action)
- Q&A

We highly encourage interaction with the attendees (e.g. through Q&A) and sharing real-life examples and scenarios to support your content.