ACRP 2025 Annual Conference

April 24 – 27, 2025 | Hyatt Regency New Orleans, New Orleans, LA

Call for Proposals (CFP) Guide

CFP Opens from May 1 – June 17, 2024

OVERVIEW

About the ACRP Annual Conference

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:

- Encourage attendees to explore fresh solutions in clinical research.
- Explore topics related to developing core competencies in clinical research.
- Illustrate forward thinking in the field.
- Feature diversity, equity, and inclusion practices.
- Showcase innovative and engaging program formats.
- Demonstrate the relevance of lessons through "real-life" case studies.

The Instructional Design should:

- Be informed by sound learning principles.
- Facilitate knowledge transfer and development of new competencies.
- Stimulate and provoke discussion, audience engagement, and outcome-focused design.
- Use methods that draw out relevant past knowledge and experiences.

Audience

Our primary audience is a diverse community of clinical research end users, influencers, and decision-makers involved in clinical trial management, study conduct, and business operations and administration. Many attendees are certified professionals who attend the conference seeking continuing education units to maintain their 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 attendee needs.

All proposals go through an initial review process, during which they are evaluated by ACRP Educational Program staff based on the submission guidelines and rules of engagement. Proposals that meet a pre-determined average score move forward to the next round in the selection process with the ACRP Conference Advisory Working Group (CAWG).

The CAWG is comprised of ACRP-certified member volunteers from various practice settings. During this round of review, the CAWG further assesses the proposals to make recommendations for inclusion in the Annual Conference. The CAWG evaluates proposals on their overall quality, program design, and subject relevance.

ACRP Staff review the recommendations from CAWG and provide feedback, with the goal of striking a balance between new and veteran speakers. Staff also help ensure the content lineup is aligned with ACRP's Strategic Framework, working to identify and systematically fill gaps where appropriate.

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. Please provide speaker information (name, biography, and speaking history) when requested in the application.
    - Submissions that do not abide by this guideline will receive a lower score.
- Accepted speakers will receive a discounted speaker rate to attend the conference and will be responsible for covering their own cost of travel and accommodations. Note: speakers will be notified of when and how to register, please do not register via the general registration link.
    - Speakers will need to have an ACRP account prior to registration. If you do not have an ACRP account please create one via the link below.
        - Login Required (avectraacrp.com)

Important Dates

- Call for Proposals Closes: **Monday, June 17, 2024 at 11:59 PM EST**
- Conference Session Notifications: **Early August 2024**
- Accepted Speakers Gain Access to Speaker Service Center: **Mid-August 2024**
- Speaker Agreement Due: **Monday, September 9, 2024**
- Session Materials (Slides and resources) Due for Review: **Monday, December 16, 2024**

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.

Troy Kieser
Content Management – Educational Programs
conference@acrpnet.org

TOPIC AREAS

As you create your proposal, please consider the following competencies/focus areas for the conference program. While proposals may address more than one area, you must select one that is the best fit. The competencies noted below are intended to help you develop your proposal, but we also welcome and encourage additional ideas.

Clinical Trial Operations/Good Clinical Practice	Study and Site Management
Medicine Development and Regulations	Scientific Concepts and Research Design
Ethical and Participant Safety Considerations	Communication and Teamwork
Leadership and Professionalism	Data Management, Informatics, and Technology

Click here to learn more about the Core Competency Framework for Clinical Research Professionals.
ACRP Partners in Workforce Advancement: Define, Align & Validate Competence Standards – ACRP (acrpnet.org)

We also encourage and welcome advanced topics around:

- Industry Trends
- Impact of Clinical Research Technologies
- Clinical Trials of the Future
- Process Improvement, and more

Priority consideration will be given to those topics that directly translate to improving competency, enhancing quality conduct, and career advancement.

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 (60 minutes)
  - A formal presentation given by **1 or 2 speakers**.
- Panel Discussion (60 minutes)
  - A formal panel discussion given by **2 to 4 speakers**.
- Deep Dive (2 hours)
  - An in-depth panel discussion given by **2 to 4 speakers**.
- Poster Presentation (5-8 minutes) **1 Speaker**
  - A 5–8-minute multimedia "poster presentation" given from the podium will feature a case study and real-life lessons learned around operational and process efficiencies in clinical research. **Please note, this must be educational and free from commercial influence.**
- Rapid-Fire (5 minutes) **1 Speaker**
  - This one-hour session will feature a series of five-minute presentations on hot topics in clinical research. These dynamic, "rapid-fire" presentations are designed to differentiate between myth and fact, provide guidance on hot topics, and offer fun, inspirational stories.
- Masterclass (3 hours)

- An in-depth workshop given by **2 or 4 speakers** for practical instruction to enhance the capabilities and critical skills of a target audience. This format relies on audience participation and engagement.

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.

- Level 1F (Foundational): 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.

- Level 2A (Applied): 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.

- Level 3S (Strategic): Sessions will focus on high-level creativity, innovation, and peer-to-peer knowledge sharing of highly technical or detailed topics, 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.

LEARNING JOURNEY

ACRP organizes content into one of six learning journeys to assist attendees in selecting sessions.

- Clinical Trial Design
- Leadership and Professionalism
- Regulatory and Compliance
- Study and Site Management
- Technology and Future Trends
- Workforce Development

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 Educational Programs team to ensure that the submission follows the Submission Guidelines and Rules of Engagement. Proposals that meet a pre-determined average score move to the next round of review with the 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 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 of the session. NOTE: Proposals that fail to do this will be evaluated accordingly.
- **All proposals must be submitted using the online form, 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 Conference Advisory Working Group (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.
- **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 individual travel costs.** A discounted speaker rate will be provided (excluding Rapid-Fire and Poster Presentations). Upon acceptance, you will receive more information. In the event of exceptions (i.e.: exhibiting staff), registration may be handled differently.

TIMELINE

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

- Call for Proposals Closes: **Monday, June 17, 2024 at 11:59 PM EDT**
- Conference Session Notifications: **Early August 2024**
- Accepted Speakers Gain Access to Speaker Service Center: **Mid-August 2024**
- Speaker Agreement Due: **Monday, September 9, 2024**
- Session (Slides and Resources) Materials Due for Review: **Monday, December 16, 2024**
- Save the Conference Dates: **April 24 – 27, 2025 | Hyatt Regency New Orleans, New Orleans, LA**

ACRP 2025 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 processes but is needed to communicate proposal status.

The contact information you provide below is how we will 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): _____ Pronouns (optional): _____
Job Title: _____
Organization: _____
Email: _____ Phone: _____ Website: _____

SPEAKER INFORMATION:

First Name: _____ Last Name: _____
Credentials (if applicable): _____ Pronouns (optional): _____
Job Title: _____
Organization: _____
Email: _____ Phone: _____ Website: _____

HOW MANY YEARS OF CLINICAL RESEARCH EXPERIENCE DO YOU HAVE?

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

WHAT IS YOUR POSITION LEVEL?

☐ Executive or Senior Management (Chief Officers, 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)

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.

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.

PRIMARY TOPIC AREA

What is the primary competency that best describes the focus of your proposed session?

☐ Clinical Trial Operations/Good Clinical Practice	☐ Study and Site Management

☐ Medicine Development and Regulations	☐ Scientific Concepts and Research Design
☐ Ethical and Participant Safety Considerations	☐ Communication and Teamwork
☐ Leadership and Professionalism	☐ Data Management, Informatics, and Technology

SESSION DESCRIPTION (LIMITED TO 150 WORDS)

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 OUTCOMES

Please clearly define how your session will support attendees' knowledge and skills for use back at the office. Emphasize participants acquiring skills rather than simply receiving knowledge and information. For example, "Participants will understand the latest clinical trial practices to reach their intended audiences."

Takeaway 1: _____
Takeaway 2: _____
Takeaway 3: _____

*Note: Action Verb List included (end of document)

LEARNING FORMAT & LEVELS

Which learning format is this session proposal?

☐ Lecture (60 minutes)
☐ Panel Discussion (60 minutes)
☐ Deep Dive (2 hours)
☐ Masterclass (3 hours)
☐ Poster Presentation (5-8 minutes)
☐ Rapid-Fire (5 minutes)

What knowledge level is this session proposal geared towards? Please select one below:

☐ Foundational
☐ Applied
☐ Strategic

What learning journey is this session proposal geared towards? Please select one below:

☐ Clinical Trial Design
☐ Leadership and Professionalism
☐ Study and Site Management
☐ Technology and Future Trends
☐ Workforce Development
☐ Regulatory and Compliance

INSTRUCTIONAL FLOW

How would you describe the instructional flow for this session? What techniques and adult learning methods will be deployed? How will the time be used? Creative approaches to instruction that go beyond this basic approach are strongly encouraged. Please be specific.