Friday, April 30 - Monday, May 3, 2027 **|** Marriott Marquis San Diego Marina, California

ACRP 2027 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.

Proposal Format:

- Concurrent Sessions (lecture or panel)
- Pre-Conference Workshops

See “Learning Formats” below for more details

The Instructional Design of your Proposal 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 on 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, takeaways to bring back to their teams, build on existing knowledge, and some to 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 MUST have an ACRP account prior to proposal submission. If you do not have an ACRP account, please create one via this link. Speakers who do not have an ACRP account will experience delays in the review of their submission.
- 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 Opens: **Friday, April 24, 2026**.
- Call for Proposals Closes: **Monday June 8, 2026, at 11:59 PM EST** (8:59 PM PST)
- Conference Session Notifications: **Monday, August 17, 2026**
- Accepted Speakers Gain Access to Speaker Service Center: **Monday, August 17, 2026**
- Speaker Agreement Due: **Tuesday, September 8, 2026**
- Concurrent Session Materials (Slides and Resources) Due for Review: **Wednesday, January 20, 2027**
- Workshop Session Materials (Slides and Resources) Due for Review: **February 19, 2027**
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Questions

Thank you in advance for your time and for sharing your ideas, expertise, and leadership. The ACRP Learning & Development team is committed to making this experience a positive one. If you have questions, please do not hesitate to contact us.

PROPOSAL SUBMISSIONS

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

- Conference track
- Specific topic areas
- Knowledge level of the audience you are trying to reach, and
- Alignment to Joint Task Force for Clinical Trial Competencies (JTF)
- Learning format
- Proposal process
- Submission guidelines
- Timelines of the submission process
- Submission form

CONFERENCE TRACKS

Your proposal submission should be aligned with a conference track. Learning tracks 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.

SPECIFIC 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 previous conferences):

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) 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 Research Workforce, Resume Writing and Interviewing; Change Management	Beginner, Intermediate, and Advanced

KNOWLEDGE LEVELS

ACRP organizes content into three knowledge levels. 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

Please try to align your presentation content to the Joint Task Force for Clinical Trial Competency (JTF). While proposals may address more than one area, please select one that is the best fit. The competency domains noted below are intended to help you develop your proposal:

- 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:

- **Concurrent:**
  - **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 maximum** (45 minutes). This includes Q&A time. Panelists should represent both similar and different points of view.
- **Pre-Conference Workshop**
  - A formal presentation given by **1 or 2 speakers** (5.5 hours). This includes Q&A time.

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. **ACRP Conference Advisory Working Group (CAWG)**: The ACRP 2026 Conference Advisory Working Group (CAWG) works closely with ACRP staff to develop the program for the Annual Conference. Drawing on their diverse experience and real-world knowledge of the clinical research industry, CAWG members provide expert guidance on educational programming and offer detailed feedback as part of the submissions review process. CAWG reviews and grades proposals based on an established rubric. This rubric includes but is not limited to:

   a. Interest: Who is the target audience and what is their level of knowledge?
   b. Clarity – Are the abstract and purpose of the proposal well-articulated?
   c. Creativity – Does this proposal introduce new ideas, approaches and concepts?
   d. Relevance – Is the topic relevant to current industry issues?
   e. Alignment to Conference Track and specific topics (mentioned above)

All proposals are blind-reviewed and evaluated by the CAWG Proposals that meet a pre-determined average score move to the next round of review with ACRP staff.

2. **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.

SUBMISSION GUIDELINES

- **DO NOT INCLUDE SPEAKER NAMES** in the session title or description as ACRP strives to conduct a fair review process that limits biases. NOTE: Proposals that fail to do this will receive a lower score.
- **All proposals must be submitted using the online application, 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 (please see deadline), 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. Please note, while ACRP tries to limit speakers to two speaking engagements, subject matter and need and may dictate differently as we get closer to the conference.
- **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 presenting proposals to the ACRP team, 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, attendees 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 this information in your Speaker Agreement. 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 2027 CALL FOR PROPOSALS – PREPARING YOUR SUBMISSION

To prepare for completing the required online application, use this as a guide to gather your proposal details. This will expedite the completion of your submission form online.

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 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):
- Job Title
- Organization
- Email Address
- Phone Number

SPEAKER(S) INFORMATION:

- Prefix
- First Name
- Last Name
- Credentials (if applicable):
- State
- Job Title
- Organization
- Email Address (must match your ACRP Profile)
- Phone Number
- Professional Headshot (JPG or PNG)
- Biography (150 word limit)
    - Please provide a short biography 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.

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

PAST SPEAKING EXPERIENCE | OTHER ACRP OPPORTUNITIES

1. Have you submitted a proposal for the ACRP Annual Conference in the last two years? Yes/No

2. Have you presented at the ACRP Annual Conference in the last two years? Yes/No

3. Would you be willing to present this content at an ACRP Chapter meeting? Yes/No

4. Would you be open to having this topic considered for a future ACRP webinar? Yes/No

5. 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.

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 in the session description. The proposal will be negatively rated if names are included. If accepted, your session title and description may be edited by ACRP for marketability purposes.

CONFERENCE TRACK YOUR SUBMISSION ALIGNS TO:

- Clinical Operations
- Study & Site Management
- Regulatory & Quality
- Innovation & Change Management
- Workforce & Professional Development

KNOWLEDGE LEVEL OF THE AUDIENCE YOU ARE TRYING TO REACH:

- Beginner
- Intermediate
- Advanced

SPECIFIC TOPIC AREA (if applicable):

- For each Conference Track, ACRP has requested specific topic areas for submission. While you are not limited to cover these topics, we ask you to consider them. See “Specific Topic Areas” above.

ALIGNMENT TO JTF COMPETENCIES:

- 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

LEARNING FORMAT

- Concurrent (Lecture)
- Concurrent (Panel)
- Pre-Conference Workshop

PRIMARY AND SECONDARY AUDIENCES

- Investigator
- Clinical Research Coordinator
- Research Nurse
- Clinical Research Associate/Monitor
- Clinical Research Site Operations Director/Manager
- CRO/Sponsor Operations Director/Manager
- Project Manager
- Regulatory Specialist
- Not a Clinical Research Professional
- Other

KEY WORDS

Please provide up to 5 key words that represent the core focus of your session

LEARNING OBJECTIVES

List at least 3 learning objectives for your submission. Please clearly define what your attendees will learn and how they will apply them to their work as a clinical research professional. Please use action verbs to describe your objectives. Examples below.

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

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

Objective 3: Attendees will be able to **build** protocols for oncology studies.

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.