

Call for Workshop Submissions
Deadline for submission is November 25, 2022

You are invited to submit workshop proposals for the 2023 Program Administrators Conference and contribute to the conference's dynamic and interactive learning environment.

Submissions can cover a wide variety of topics that you feel would be of interest to program administrators. Past feedback has shown that participants appreciate an interactive session with practical and applicable tips. Topics that have been suggested for future workshops include:

- Wellness (both PA and resident)
- Equity, diversity, inclusion and accessibility
- Mindfulness
- Tips for new and experienced PAs
- Competence Committee support
- Change management

REVIEW AND SELECTION

All workshop submissions will be acknowledged upon receipt. Submissions will be reviewed and selected by members of the Program Administrators Steering Committee.

In early 2023, an official letter of acceptance/non-acceptance will be sent to the submitter of the workshop. In the late spring of 2023, specific details will be provided to the presenter(s) about the session, date and time of the presentation along with registration information.

All presenters of accepted submitted workshops are required to register for the conference and are responsible for covering their registration fees and travel expenses.

WORKSHOP FORMAT

Workshop objectives should enable participants to develop skills and knowledge in a given area of program administration. Workshops are 75 minutes in length – 60 minutes for presentation and 15 minutes for Q&A.

SUBMISSION FORMAT

The following details are required:

- Presenters
 - Institution, address and email are required for all presenters. If the workshop is accepted, all presenters will be listed in the program.
- Title
- Topic Area
- Target audience



- Please indicate the level of experience: New PA, Experienced PA, both or other (i.e. PA Team Leads, etc.)
- Learning objectives
 - [Instructions and tips for writing learning objectives are available on our website.](#) They should be written in a paragraph format with semi-colons separating each objective.
 - Please note that all of the learning objectives need an action verb describing what the participant will be able to do or the action they will be able to undertake. Avoid using vague or abstract words like understand, believe, appreciate, be aware of, be familiar with, etc. as they are difficult to measure.
- Learner level
 - Beginner
 - Intermediate
 - Advanced
 - All learner levels
- Organization and method of presentation
 - Provide a short description of how you are planning to present your workshop. Consider promoting small group discussion; use of a variety of instructional methods, such as lecture, case studies and demonstration, to accommodate different learning styles; practical application of skills and principles through role-playing, simulation encounters, group activities and problem solving.
- Language of presentation

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Modifications can be made to your submission up to the deadline date of **November 25, 2022**. Simply log in, using the link provided, and “review” your workshop submission.

Questions?

Telephone 613-730-8177 ext. 294 / 1-800-668-3740 ext. 294

E-mail: paconference@royalcollege.ca

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[Visit the submission site](#)

(note that you will be required to create an account)