



PUBLIC RESPONSIBILITY IN
MEDICINE AND RESEARCH

2022 PRIM&R Annual Conference (PAC22) Call for Session Proposals Submission Guidelines

Starting in 2022, PRIM&R will host a single annual conference, the PRIM&R Annual Conference, for the research oversight community (instead of two separate events for IACUC and IRB professionals). More information on this event can be found on this [webpage](#). The conference will take place on November 14-17, 2022, in Salt Lake City, UT.

PRIM&R's Call for Session Proposal Program is an opportunity for our constituents to contribute their ideas for topics and speakers to the agenda. Guidelines for submitting a session proposal are below.

How to Submit a Proposal

1. Review these **submissions guidelines** below *before* completing the submission form. The guidelines detail the information we're seeking in proposals.
2. [Complete the online submission form](#) by **January 14, 2022, at 11:59 PM ET**.
3. Notification of your proposal status will be sent **by June 10, 2022**.
4. Questions? [Contact us](#).

Content

We are seeking session proposals that reflect the topics, issues, and challenges related to the work being done by:

- HRPP/IRB, ACU/IACUC, or IBC directors, chairs, members, and administrators
- QA/QI professionals
- Laboratory animal and veterinary staff
- Researchers and research staff
- Institutional officials and leadership
- Compliance personnel
- Federal agency representatives
- Industry personnel
- Legal counsel
- Public relations professionals
- Subject advocates
- And more

Please note the following:

- Proposals can be geared toward a **specific audience** (e.g., IRB, IACUC, IBC, or institutional leaders) or focused on **crossover topics** that span the research program. Read more about crossover topics on this [webpage](#).
- We are interested in ideas of interest to all audiences, but **we are specifically looking for session proposals on:**
 - Advancing equity and justice in research/research oversight/research compliance programs
 - Challenges and topics for institutional leadership/officials
 - "Crossover" topics that span research programs and the research oversight enterprise, including those of interest to human research subjects, animal research, and other oversight personnel
- If a **session has appeared on prior year's agenda, do not submit that idea again**. We review prior year sessions to determine which to carry over to the current year. If we carry over a session that was a proposal from a prior year, we will contact the author. If you're interested in teaching on a session you've seen on the agenda before, [contact us](#).

Submission Fields

Proposals **must** include the following information:

Session Information:

- Title, descriptor (*two to three sentences*), three learning objectives (*what will attendees learn upon leaving the session*)
- Learning level: basic, general (*intended for all audiences*), advanced
- Format (*how will content be delivered*)
- Track (*what larger topic does the session fall under*)
- Target Audience (*who is the session for*)
- Speakers

Format: How do you envision the delivery of content?

- Formal, **didactic presentation** by two or more speakers, with time at end for questions.
- **Interactive sessions** that present a topic, but where attendees work together in small groups to brainstorm solutions, problem solve, use a specific method, share knowledge, etc.
- **Networking sessions** that allow time for attendees to talk and share strategies, in a structured way, about a topic or challenges associated with their professional role.
- **Short, 15-20-minute “lightning” talks** to present or highlight an emerging topic.
- Something else? You can share your vision on the form.

Track: Content is organized by thematic tracks. Select the track(s) that best aligns with the session’s focus. If a track is not listed, use the “Other” field. *A list of tracks is available at the end of this document; tracks are subject to change.*

Target Audience: Select the intended audiences for the session from a list of professional roles. Where proposals reflect crossover content as described above, be sure to include all audiences that could benefit from hearing the session. *A list of target audiences is available at the end of this document.*

Speakers: In recommending **speakers**, please note:

- Proposals **must** include speakers from more than one institution; we will not accept ideas that only include speakers from one institution.
- Proposals may include **up to four speakers**. Please be mindful of format and number of speakers to ensure there is time for all presentations plus any interaction with audience. PRIM&R reserves the right to ask fewer speakers to participate if it’s not conducive to the format.
- PRIM&R is particularly interested in **speakers who have not presented at our meetings before**, especially young/emerging professionals and personnel from smaller or minority-serving institutions.
- PRIM&R is committed to [diversity and inclusion as part of its core values](#). Speaker recommendations should reflect this commitment, with an eye toward diversity in race, gender, sex, religion, age, career level, institution type, geography, and professional role.
- If you have an idea for a session, but don’t have speaker recommendations, the Conference Planning Committees can suggest speakers if they accept the idea.

Terms and Conditions

- Only completed submissions sent by the deadline date will be considered.
- PRIM&R reserves the right to edit accepted proposals. Any changes will be discussed with the author.
- PRIM&R often receives multiple proposals on the same topic or on related topics. In those cases, PRIM&R reserves the right to ask proposal authors to work together on a single session, including on a crossover session. PRIM&R will discuss this with the proposal authors.
- PRIM&R will make every effort to invite speakers listed on the proposal, but will recommend alternate speakers if there is a lack of diversity as outlined.
- If a proposal is accepted, any speaker invited to teach an in-person session or who is speaking on a virtual session, but also attending in person, will be responsible for paying a discounted speaker registration fee.
- Accepted proposals will be labeled as such on the agenda.
- We’re planning for an in-person conference with a virtual option. Content will be presented in-person and on-demand (virtual only). By submitting a proposal, you agree to present in the format PRIM&R designates, including virtual only if we are unable to meet in person at all.

Frequently Asked Questions

How do I submit a conference session proposal?

Review the [submissions guidelines](#) above and complete the [online form](#) by **January 14, 2022**, at 11:59 PM ET. Notification of your proposal status will be sent **by June 10, 2022**.

Can I submit more than one conference session proposal?

Yes, you may submit more than one session proposal, but you must submit a form for each proposal.

Can I submit a session proposal for a session I submitted the prior year and that was accepted?

If a proposal you submitted for a prior year was accepted and presented on the agenda, do not submit it again. We review prior year sessions to determine which to carry over to the current year. If we carry over a proposal idea from a prior year, we will contact the author.

Can I submit a session proposal for a session I saw on the prior year's program, but that I did not submit or teach on?

If a session appeared on the agenda a prior year, do not submit that idea again. We review prior year sessions to determine which to carry over to the current year. If you're interested in teaching on a session you've seen on the agenda before, [contact us](#).

Are there any financial benefits for accepted conference session proposals?

Any person invited to speak will receive a discounted registration to the in-person conference or a waived registration to the virtual conference (if they're *only* presenting on a virtual session and can *only* attend the virtual conference). Proposal authors who attend the conference, but do not speak, pay the full price on the conference. PRIM&R will determine whether sessions will be presented in-person or virtual only. Call for session proposal sessions are acknowledged on the agenda with an icon.

When will I know if my conference session proposal has been accepted?

Notifications will be emailed **by June 10, 2022**.

Will the content of my proposed session change if it is accepted?

PRIM&R reserves the right to edit accepted proposals so they're in line with PRIM&R's style, formatting, etc., or modify proposals to help address perspectives/topics not present, but that could benefit the session overall. In addition, PRIM&R often receives multiple proposals on the same topic or on related topics. In those cases, PRIM&R may ask proposal authors to work together on a single session on the topic, including a crossover topic, and we may need to refine the number of speakers invited to teach. In those cases, authors are notified in advance.

How many speakers can I recommend for a session and will the speakers I recommend be chosen to teach?

Session proposal authors may recommend up to four speakers per session idea (including themselves). Please be mindful of format and number of speakers (to ensure that there is time for all presentations plus any interaction with audience). PRIM&R and the Conference Planning Committees will make every effort to invite the speakers listed on the proposal, but may have fewer speakers to participate and/or will suggest alternate speakers if proposals do not meet the guidelines above for recommending speakers (this will be discussed with the submitting author first).

Can I still submit a conference session proposal if I don't have suggestions for session presenters?

Yes. For sessions that don't have speaker suggestions, the Conference Planning Committees will suggest individuals who can speak.

What are reasons why conference session proposals are not accepted?

- The conference session proposal is incomplete (i.e., the proposal does not include enough information for the Conference Planning Committees to accurately assess the proposal).
- The conference session proposal does not apply to the audience.
- The conference session proposal is similar to a session already in planning by the Conference Planning Committees (i.e., sometimes proposals come in for sessions offered at previous conferences and that the Conference Planning Committee is planning to use again).
- Each year, the Conference Planning Committees considers a wealth of ideas. Unfortunately, due to space restrictions, we're not able to accept all ideas.



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Tracks List

Proposal authors can select from one or more of the following tracks when submitting a proposal:

ACU Program Management	Leadership Skills Development
Animal Well-Being and the 3Rs	Oversight of Non-Typical Animals and Situations
Communication With the Public	Pharma/Biotech Perspectives
Dialogue With the Feds	Populations Requiring Additional Protections
Education, Qualifications, and Training	QA/QI and Postapproval Monitoring
Emerging Research Challenges and Breaking Issues	Research Conducted in the Digital World
Flexibility and Innovation in Research Oversight Processes	Research Involving Data and Biospecimens
FDA Regulated Research	Research Oversight Leaders and Institutional Officials
HRPP/IRB Administration/Management and Process	Responsible Conduct of Research
IACUC Administration/Management and Process	Shared Research Oversight Challenges
IACUC Basics	Small Research Programs
IACUC Chairs	Social, Behavioral, and Educational Research
IACUC Protocol Review	Transnational Research Collaborations
IRB Basics	Other (write in)
IRB Chairs	

Target Audience List

Proposal authors can select from one or more of the following target audiences when submitting a proposal:

ACU/IACUC Directors	Research Program Leadership and Institutional Officials
ACU/IACUC Administrators, Managers, and Staff	Legal Counsel
IACUC Members, Chairs, and Vice Chairs	QA/QI Professionals
HRPP/IRB Directors	Public Relations Professionals
HRPP/IRB Administrators, Managers, and Staff	Compliance Personnel
IRB Members, Chairs, and Vice Chairs	Laboratory Animal and Veterinary Staff
IBC Directors	Educators/Trainers
IBC Administrators, Managers, and Staff	Clinical Research Staff
IBC Members, Chairs, and Vice Chairs	Researchers and Research Staff
Diversity, Equity, Inclusion, and Justice	Other (write in)