PRIM&R Call for Session Proposals Submission Guidelines

PRIM&R's Call for Session Proposal Program is an opportunity to contribute ideas for topics and speakers for the 2023 PRIM&R Annual Conference (PRIMR23), which will take place on December 4-6 in Washington, DC, and the 2023 SBER Conference (SBER23), which will take place on December 3 in the same location.

If you have a session idea for either/both events, review these guidelines and contribute by January 13, 2023.

How to Submit a Proposal

1. Review these submissions guidelines before completing the submission form. The guidelines detail the information we’re seeking for proposals.
2. Complete the online submission form by January 13, 2023, at 11:59 PM ET.
3. Notification of your proposal status will be sent by early June 2023.

Content

We are interested in receiving proposals on any and all topics of potential interest to this broad audience:

- 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 (e.g., topics related to shared oversight challenges, challenges to ethics/trustworthiness in research, emerging technologies, translation, big data, etc.)
- We are interested in ideas of interest to all audiences noted above, but we are specifically looking for session proposals on:
  - “Crossover” topics that span/pertain to both human and nonhuman animal research programs and would be of interest to HRPP/IRB, ACU/IACUC, and/or IBC personnel (e.g., topics related to shared oversight challenges, challenges to ethics/trustworthiness in research, emerging technologies, translation, big data, etc.)
  - SBER issues/challenges/etc. (SBER23 will be held in conjunction with PRIMR23)
  - Advancing equity and justice in research
  - Industry-related issues/challenges
  - Challenges and topics for institutional leadership/officials
- 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)
- Track (what larger topic does the session fall under)
- Target Audience (who is the session for)
- Speakers
Track: Content is organized by thematic tracks. Select up to three 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.
• Proposals may include three to four speakers, depending on format. PRIM&R reserves the right to ask fewer speakers to participate if more conducive to the format.
• PRIM&R is interested in including speakers who may not have presented at our meetings before, especially early career/emerging professionals and individuals from smaller or minority-serving institutions.
• PRIM&R is committed to diversity, equity, inclusion, and justice. Speaker recommendations should reflect this commitment, with an eye toward diversity in race, gender, sex, religion, age, career level, disability status, 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
• PRIM&R reserves the right to modify accepted proposals. Any changes will be discussed with the author.
• PRIM&R often receives multiple proposals on the same topic. In those cases, PRIM&R reserves the right to ask proposal authors to work together on a single 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 will be responsible for paying a discounted speaker registration fee.
• Accepted proposals will be labeled as such on the agenda.
• We’re planning both live and on-demand content (pre-recorded). By submitting a proposal, you agree to present in the format PRIM&R designates.

Frequently Asked Questions
1. How do I submit a conference session proposal?
Review the submission guidelines above and complete the online form by January 13, 2023, at 11:59 PM ET. Notification of your proposal status will be sent by early June 2023.

2. 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.

3. 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.

4. 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.

5. 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. Proposal authors who attend the conference, but do not speak, pay the full price on the conference. Call for Session Proposal sessions are acknowledged on the agenda with an icon.

6. When will I know if my conference session proposal has been accepted?
Notifications will be emailed by early June 2023.
7. 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. 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.

8. 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, depending on session format). Please be mindful of format and number of speakers (to ensure 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 ask fewer speakers to participate and/or suggest alternate speakers if proposals do not meet the guidelines above for recommending speakers (this will be discussed with the submitting author first).

9. 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.

10. 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 consider a wealth of ideas. Unfortunately, due to space restrictions, we’re not able to accept all ideas.

11. How do the Planning Committees review Call for Session Proposal ideas?
Planning Committees, made of up of subject matter experts, put together the conference agenda by reviewing and selecting from session proposals, considering prior year sessions to repeat, and generating new session ideas of their own. **Given the number of ideas under consideration and the number of available session slots, we are unable to accept all session proposals.** We typically aim for about 30% of the program to be made up of session proposals. Proposals accepted often:
- Meet a topic need as identified above.
- Cover a timely topic.
- Include a diversity of perspectives (vs. speakers from all one institution).

While proposals on a how an institution manages a certain aspect of their program are interesting, we’d prefer to see **topics tackled from a diversity of perspectives** and that are of broad interest (our Poster Presentation Program is a better space to discuss new program innovations/impact on programs; that call will open in April 2023).
# Call for Session Proposals Submission Guidelines

## Tracks List

Proposal authors can select up to three of the following tracks when submitting a proposal:

<table>
<thead>
<tr>
<th>Track Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACU Program Management</td>
<td>This track covers issues related to program management, including program review and facility inspections, occupational health and safety, compassion fatigue, oversight of other animals on campus, and more.</td>
</tr>
<tr>
<td>Advancing Equity and Justice</td>
<td>Let’s find a way to DO BETTER as ethics Professionals. This track looks to explore race, inclusivity, and the advancement of justice in research and research oversight programs. Sessions will provide an opportunity for all audiences to explore and safely learn about systemic racism, privilege, and oppression and how we can address these in order to embody the Justice principle highlighted in the Belmont Report.</td>
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<tr>
<td>Animal Well-Being and the 3Rs</td>
<td>This track reviews issues and challenges related to animal well-being and the 3Rs.</td>
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<tr>
<td>Communication With the Public</td>
<td>The events of the last two years demonstrate that trust of science is alarmingly low. The promulgation of misinformation, a general lack of science literacy, and a history of exploiting and marginalizing some populations in medicine and research are contributing in complex ways to this mistrust. How can research ethics professionals contribute to educating the public around science and research? How are research programs structured to support community engagement and otherwise bolster the trustworthiness of the research enterprise? This track will address strategies and approaches for communicating with the public, challenges, and more.</td>
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<tr>
<td>Education, Qualifications, and Training</td>
<td>This track will help attendees develop effective educational programs to ensure individuals can protect participants and animal models by being knowledgeable about ethical principles, professional standards, organizational policies, and laws, regulations, and guidance. Speakers will describe different educational approaches and will include examples and educational resources.</td>
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<tr>
<td>Emerging Research Challenges and Breaking Issues</td>
<td>This track will address emerging issues that impact research, ethics, and oversight, including challenges associated with new technologies, novel study designs, and domains of research that do not fall neatly into existing human or animal research oversight structures.</td>
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<tr>
<td>Flexibility and Innovation in Research Oversight Processes</td>
<td>Same old thing, different day? Not in this track! This track is all about highlighting the ways research oversight programs keep things spicy in the workplace by exploring new and different ways of protecting research participants and animal models. Whether it’s a fresh take on an old problem or a creative solution to a new challenge, this is the place to learn—and share—with your peers.</td>
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<tr>
<td>FDA Regulated Research</td>
<td>This track will provide attendees with an opportunity to interact with and hear from representatives from the FDA about relevant topics in the world of FDA-regulated clinical investigations.</td>
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<tr>
<td>HRPP/IRB Administration/Management and Process</td>
<td>This track is designed for HRPP/IRB professionals grappling with challenges that extend beyond basic day-to-day operations. Sessions in this track will tackle tough issues, provide access to seasoned HRPP/IRB professionals who will discuss varied approaches and solutions for these issues, and offer tangible tools that may be implemented by attendees at their own organizations.</td>
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<tr>
<td>IACUC Administration/Management and Process</td>
<td>This track is designed for ACU/IACUC professionals grappling with challenges that extend beyond basic day-to-day operations. Sessions in this track will tackle tough issues, provide access to seasoned ACU/IACUC professionals who will discuss varied approaches and solutions for these issues, and offer tangible tools that may be implemented by attendees at their own organizations.</td>
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<tr>
<td>IACUC Basics</td>
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<tr>
<td><strong>[Content Area: Animal Care and Use]</strong></td>
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<th>This track is a great opportunity for those newest to the field to learn the foundations of animal care and use, and it is a space for those more seasoned attendees to revisit the fundamentals, brush up on rusty skills, and re-discover the passion for the work we do. The focus is twofold: (1) foundational concepts and principles of research ethics, and (2) the basics of the IACUC/regulatory framework.</th>
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</table>
**IACUC Chairs**  
*Content Area: Animal Care and Use*  
This track will provide best practices for both new and seasoned IACUC chairpersons. Sessions will provide guidance on IACUC chair roles and responsibilities, IACUC meeting responsibilities, and role of the chair outside of the IACUC meeting, and there will be an IACUC forum for chairs to discuss common issues and provide new and creative insights to ways to address those issues.

**IACUC Protocol Review**  
*Content Area: Animal Care and Use*  
Sessions in this track will address issues that come up in IACUC protocol review, how to improve the process, the importance of a well-designed protocol form, and more.

**Informed Consent**  
*Content Area: Human Subjects Research*  
This track will feature sessions exploring the design and implementation of informed consent, as well as the ethical challenges associated with capturing consent in an evolving research landscape.

**IRB Basics**  
*Content Area: Human Subjects Research*  
This track is a great opportunity for those newest to the field to learn the foundations of human subjects protections, and it is a space for those more seasoned attendees to revisit the fundamentals, brush up on rusty skills, and re-discover the passion for the work we do. The focus is twofold: (1) foundational concepts and principles of research ethics, and (2) the basics of the IRB/regulatory framework.

**IRB Chairs**  
*Content Area: Human Subjects Research*  
This track will provide best practices for both new and seasoned IRB chairpersons. Sessions will provide guidance on IRB chair roles and responsibilities, and there will be an IRB forum for chairs to discuss common issues and provide new and creative insights to ways to address those issues.

**Leadership Skills Development**  
*Content Areas: Human Subjects Research, Animal Care and Use, Crossover, Institutional Leadership*  
This track will afford attendees the opportunity to learn about and discuss key areas and best practices in leadership. Leading through change is not an easy feat, but, investing time and resources into building high performing teams is mission critical. Promoting a culture of cohesion, collaboration, and commitment is at the core of what we do in support of subjects protections, and developing and engaging those committed to advancing research is at the heart of that work.

**Oversight of Non-Typical Animals and Situations**  
*Content Area: Animal Care and Use*  
This track reviews the issues that can arise with protocols dealing with wildlife and aquatics, the role of the attending veterinarian in wildlife research, challenges in agricultural research, and more.

**Pharma/Biotech Perspectives**  
*Content Areas: Human Subjects Research, Animal Care and Use, Crossover*  
This track will provide research oversight professionals and representatives from the drug, device, and biotechnology industries an opportunity to discuss topics of mutual interest in the context of global research and development programs, including complex trial design, gene therapy programs, and more.

**Populations Requiring Additional Protections**  
*Content Area: Human Subjects Research*  
The human research protections regulations provide guideposts to IRBs as they seek to protect human subjects, but interpretive space as IRBs apply the Belmont principles to specific studies is broad. Different subject populations, communities, and circumstances often have different susceptibilities to research risk that require IRBs’ careful consideration. This track explores that broad interpretive space, including the ethical/review considerations that can help IRBs and researchers craft appropriate additional protections to mitigate risk.

**QA/QI and Postapproval Monitoring**  
*Content Areas: Human Subjects Research, Animal Care and Use, Crossover*  
A characteristic of strong research oversight programs are that they conduct quality assurance (QA) and quality improvement (QI) activities to evaluate how well their operations are working to promote the protection of research participants and high-quality research that advances science. This track explores why a QA/QI program is important and what it should include, such as postapproval monitoring of research team performance and assessment of research review committee function, as well as tools and strategies to implement and maintain a robust program.

**Research Conducted in the Digital World**  
*Content Areas: Human Subjects Research, Animal Care and Use, Crossover*  
New technologies enable innovative research allowing us to learn more than ever about human beings. With new technology comes new questions and challenges for HRPPs/IRBs. This track is designed to help us learn the basics of complex technology concepts, get an inside look at creative solutions to new challenges, and think about how to apply principles of respect for persons, beneficence, and justice to a rapidly changing landscape.

**Research Involving Data and Biospecimens**  
*Content Areas: Human Subjects Research, Crossover*  
This track will provide new and creative insights into the regulatory and ethical considerations related to the use of data and biospecimens in research. The track will highlight issues related to consent, sharing, responsible data/biospecimen management, and participant engagement in the use of data/biospecimens for research. Updates on new federal guidelines on data sharing will be provided.

**Research Oversight Leaders and Institutional Officials**  
*Content Area: Institutional Leadership*  
This track is designed to address practical and ethical issues that research oversight leaders and Institutional Officials face in research oversight and management. The track will provide guidance on defining and supporting a research program, tackling management challenges, budget creation and management, legal issues, creating a vision as an institutional leader, and evaluating opportunities for program improvements.

**Shared Research Oversight Challenges**  
*Content Areas: Human Subjects Research, Animal Care and Use, Crossover*  
While research oversight programs are typically separated according to the type of research being reviewed, these programs increasingly overlap in terms of personnel, processes, and challenges to address, including training of personnel, succession planning, addressing regulatory and administrative burden, working with scarce resources, navigating regulatory change, and more. This track aims to bring together oversight professionals from across the research enterprise to learn from each other, share strategies, and develop shared solutions to shared challenges that will help advance high-quality, ethical research.
**Small Research Programs**  
*Content Areas: Human Subjects Research, Animal Care and Use, Crossover*  
HRPPs and animal care and use programs at institutions with small research programs (< 200 protocol, < 3 staff) face unique operational, administrative, and ethical challenges. This track focuses on pragmatic approaches to those challenges. Acknowledging the reality of limited time, personnel, and financial resources, sessions will explore how to effectively prioritize the protection of participants, encourage compliance, and maintain the highest ethical standards in research.

**Social, Behavioral, and Educational Research**  
*Content Area: Human Subjects Research*  
This track will cover basic and advanced issues related to the conduct and review of SBER. Proposals will be considered for both the 2023 SBER Conference and the 2023 PRIM&R Annual Conference.

**Transnational Research Collaborations**  
*Content Areas: Human Subjects Research, Animal Care and Use, Crossover*  
This track is designed for both US-based and non-US-based research professionals whose programs oversee transnational research. Sessions will examine issues related to the conduct of ethical transnational research, including compliance with laws, regulations, codes, and guidance; the cultural context; and ensuring research conducted in other countries meets equivalent levels of protection.

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**Target Audience List**

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

<table>
<thead>
<tr>
<th>ACU/IACUC Directors</th>
<th>ACU/IACUC Administrators, Managers, and Staff</th>
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<tbody>
<tr>
<td>IACUC Members, Chairs, and Vice Chairs</td>
<td>HRPP/IRB Directors</td>
</tr>
<tr>
<td>HRPP/IRB Administrators, Managers, and Staff</td>
<td>IRB Members, Chairs, and Vice Chairs</td>
</tr>
<tr>
<td>IBC Directors</td>
<td>IBC Administrators, Managers, and Staff</td>
</tr>
<tr>
<td>IBC Members, Chairs, and Vice Chairs</td>
<td>Diversity, Equity, Inclusion, and Justice</td>
</tr>
<tr>
<td>Laboratory Animal and Veterinary Staff</td>
<td>Research and Research Staff</td>
</tr>
<tr>
<td>Public Relations Professionals</td>
<td>Educators/Trainers</td>
</tr>
<tr>
<td>QA/QI Professionals</td>
<td>Clinical Research Staff</td>
</tr>
<tr>
<td>Research Program Leadership and Institutional Officials</td>
<td>Other (write in)</td>
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