**2024 PEM Fellowship Conference**

**Research Presentation Day April 17th, 2024**

**Fellow Instructions**

**Dear PEM Fellows,**

We are thrilled that you will joining us for the 2024 PEM Fellows Conference. One of the key parts of this conference will require **YOUR** participation. On April 17th, 2024, all fellows will present a 5-minute overview of their current fellowship scholarly activity to a national group of co-fellows and faculty, and receive standardized oral and written comments. Please don’t be nervous! For many people, presenting your fellowship scholarly activity to peers and faculty from other institutions can be intimidating. We want to put you at ease. Most fellows report this experience is one of the most valuable parts of the PEM fellow conference.

**SUMMARY**

1. Provide fellow project information during registration to assist group assignment
2. Prepare 5-minute presentation
3. Be ready to share presentation via email or DropBox link
4. Present on April 17th to group
5. Receive post-presentation summary of feedback via email

**Registration**

With your conference registration, please complete the fellows’ project information. This provides us some basic information about your topic, study design and stage. The conference planners will then provide the assigned faculty this information in advance so they can prepare as well. It’s ok if things change between the form submission and the meeting.

**Advance preparation**

We understand that your scholarly activity may be at the idea phase, nearing completion, or anywhere in between. Our goal is to help you, regardless of your project stage. Please prepare a slide presentation. The following slide distribution is suggested – please adjust based on your stage of research.

**Very important!!! Please save your presentation in PowerPoint AND in PDF forms named Last Name\_First Name. Please be ready to share this as an email attachment during your break-out group.**

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| Category (no. of slides) | Description |
| Title (1) | Project title and name of mentor and co-investigators |
| Background (1) | Summarize what is known |
| Objective (1) | Main study question |
| Methods (2) | Describe research methods |
| Results (2) | Include only when available |
| Next steps (1) | Describe what you will do next |
| Challenges (1) | Pose questions or describe challenges to the group |

**Group assignment**

You will be assigned to a small group with approximately 10 fellows and either one or two ED faculty. The groups will include a variety of fellows in terms of institution, year of fellowship as well as type of project. Although the faculty may not have expertise in your specific project, they are experienced researchers who will be able to provide valuable guidance.

**Meeting session**

The research presentations will occur the afternoon of April 17th, 2024. Each fellow will have at most 15 minutes to both present their study and to receive comments. Your initial presentation should be approximately 5 minutes to allow adequate discussion. You will receive feedback from your co-fellows as well as the faculty mentor(s). The faculty will watch the clock closely so that every fellow has adequate time to present. Midway through the session you will have a brief break with snacks.

**Written feedback**

After the meeting, you and your fellowship director will receive a brief summary of feedback via email.

**Questions? Please contact Connie Smith (cjsmith@bcm.edu) or 832-498-8313.**