

**2025 PEM Fellowship Conference
Research Presentation Day March 10, 2025**

Fellow Instructions

Dear PEM Fellows,

We are thrilled that you will be joining us for the 2025 PEM Fellows Conference. One of the key parts of this conference will require **YOUR** participation. On March 10, 2025, all fellows will have the opportunity to present their fellowship scholarly activity to a national group of co-fellows and faculty, and receive feedback. Please don't be nervous! 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 (most fellows chose to use slides)
3. Present on March 10th
4. Fellowship director will receive feedback summary

Registration

With your conference registration, please provide your topic/title and project stage. The conference planners will use this information to assign groups and help faculty prepare. It's ok if things change between 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 stage. For your presentations, we suggest the following slide distribution (adjust as appropriate).

Very important!!! Please save your presentation in PowerPoint named Last Name_First Name. Please be ready to submit slides in advance (directions to follow).

Category (no. of slides)	Description
Title (1)	Project title List mentor and co-investigators
Background (1)	Brief summary
Objective (1)	Main study question
Methods (1-2)	Describe research methods
Results (1-2)	Include, if applicable
Next steps (1)	Describe what you will do next
Challenges (1)	Pose questions or describe challenges

Group assignment

You will be assigned to a small group with approximately 10 fellows and two national PEM 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 throughout the day of March 10, 2025. Each fellow will have at most 10 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.

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.