



COMSEP is soliciting conference and pre-conference workshop submissions for its **2027 Annual Meeting**, to be held on **April 3-6, 2027, in Philadelphia, PA**. We strongly encourage authors to include newer COMSEP members and to collaborate with administrators, residents, and students on their team to promote the professional development of all our organization members!

Pre-conference: The meeting will offer a choice of 4-hour pre-conference workshops on Saturday, April 3, 2027. One of the 4-hour pre-conference workshops will be reserved for a Clerkship Administrators Workshop. The remainder are available for submissions from COMSEP educators on topics that require a longer time to facilitate, including submissions that promote medical education scholarship and research. There will be **one 8-hour workshop: The ABCs of Medical Student Education: Fundamentals for Pediatric Educators**. If you are participating in one of these workshops, please select one member to complete and submit the abstract.

Conference: During the annual meeting, there will be **four 1.5-hour (90 min)** workshop blocks. Workshop opportunities are available for content developed by COMSEP members and collaboratives to meet the professional development needs of all members. COMSEP encourages submissions from all members and partners. We aim to provide at least one workshop per session that is designed to promote team learning among clerkship administrators and pediatric faculty members. We also encourage workshop submissions that explore and support the meeting theme, as well as the [COMSEP Strategic-Plan-Pillars](#).

Final workshop selections will be conducted through a blinded peer review process. The workshop selection committee consists of representatives from the Host Committee, the Professional and Faculty Development Collaborative, the Administrators Collaborative, the Executive Committee and a member at-large. Preference will be given to workshops with topic and instructional methods that best meet the faculty development needs of current COMSEP members and/or that are in-line with the meeting theme. Multi-institutional workshops, those submitted by Collaboratives, and those including junior and new COMSEP members as well as administrators, residents, and students are highly encouraged. Be sure to note those details in the submission box in support of the COMSEP strategic plan so the selection committee is aware!

Workshop submissions

The proposed workshop abstract is critical for meeting planning, as attendees use this information to decide which workshops to attend. Abstracts should clearly identify the benefits of participating in the workshop.

The abstract **should not exceed 400 words** and should include the following information:

- Description of how the workshop supports the COMSEP Strategic Plan (not included in the final word count).
- The challenge, educational need, and/or skills gap that your workshop will address.
- The learning objectives for the workshop.
- The instructional methods and content, with particular attention to engaging participants in active learning and skills-building.
- A timeline for workshop content delivery and activities (not included in the final word count).

Here is a sample to follow: [Workshop TIMELINE sample template](#);

Here is a link to the template which can be uploaded in submissions portal: [Blank workshop template](#)

Use of AI Disclosure Statement

COMSEP allows for AI (Artificial Intelligence) to be used as a tool while preparing the abstract, AND authors must disclose that AI tools were used. IMPORTANT: AI may be used to contribute to the drafting and organization of certain sections of the content; HOWEVER, all scientific claims, conclusions, and interpretations are the original work of the authors. The use of AI in content creation has been limited to

enhancing the writing process and ensuring clarity, with no influence on the integrity or accuracy of the scientific data presented. All authors are responsible for the accuracy of AI-generated content.

The deadline for submissions is **October 13, 2026, 11:59 ET**. Notifications will go out early December. To comply with CME guidelines, ALL presenters must complete a speaker disclosure link that will be provided upon selection notification.

All accepted workshop abstracts will be available for reference online. We encourage you to consider whether this workshop may be appropriate for publication on MedEd Portal (or in another forum) in the future. Planning ahead may aid in the future dissemination of your work. Presenters are encouraged to review the MedEd Portal submission criteria at <https://www.mededportal.org/author>