**SingHealth Duke-NUS Education Conference 2024**

**Call for Programmes – Workshop/Symposium  
  
Deadline for submission: 18 January 2024**

*Note: All facilitators & presenters (including co-presenters & co-facilitators) must register as a Delegate of the Conference. Registration fees will be forfeited in the event the presenter withdraws from the programme after the proposal has been accepted and registration has been made.*

1. **DETAILS OF MAIN FACILITATOR / SYMPOSIUM-CHAIR**

This proposal must be submitted by the main facilitator/ symposium-chair. The information will be used for contact and publicity purposes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Salutation:**  *Please tick accordingly* | Prof  Assoc Prof  Asst Prof Dr  Mr  Mrs  Ms  Mdm | | | |
| **Profession:** | Administrator  Allied Health  Dentist  Doctor  Faculty   Nurse Researcher Resident  Students *(please indicate programme)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Others *(please indicate)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Full Name:**  *Please underline your family name* |  | | | |
| **Organisation:** |  | | | |
| **ACP:**  *(Applicable for SingHealth staff only)* |  | | | |
| **Department:** |  | | | |
| **Designation:** |  | | | |
| **Contact Details:** |  | (Mobile) |  | (Office) |
| **Email Address:** |  | | | |

**(B) SUBMISSION GUIDELINES**

**(B) SUBMISSION GUIDELINES**

1. **MAIN FACILITATOR / SYMPOSIUM-CHAIR: BRIEF INTRODUCTION**

|  |
| --- |
| **In no more than 200 words**, please provide a short description of yourself. |

1. **DETAILS OF CO-FACILITATORS / SPEAKERS**

Note:

All co-facilitators / speakers are to be confirmed at time of proposal submission.

All co-facilitators / speakers are to register for the conference.

Please provide the particulars of the other presenters in your symposium/workshop.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name:**  *Please include salutation and underline your family name.* | **Organisation:** | **Department:** | **Designation:** | **Email Address:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **PROGRAMME DETAILS**

|  |  |
| --- | --- |
| **Programme Type:**  *Please tick accordingly* | **Workshop (90 mins)**  *Workshops are interactive and have a hands-on component with specific learning objectives.*  **Workshop (180 mins)**  *Workshops are interactive and have a hands-on component with specific learning objectives.*  **Symposium (90 mins)**  *A symposium is group of related presentations by 3-5 speakers moderated by the Symposium chair. The topic can range from education development, education research, education evaluation to education stories.* |
| **Preferred Date:** | Pre-Conference  During the Conference (27 & 28 September 2024)  Post-Conference |
| **Programme Title:** |  |
| **Motivation for Programme** *(in no more than 50 words)***:**  *E.g. Rationale, personal work experience, new & innovative idea/literature, etc.* | |
| Good planning is essential to ensure that learners acquire the necessary knowledge and skills during a learning session. Many healthcare educators have little time to plan their teaching sessions, so this workshop aims to provide them with a planning framework that is easy to remember and use. | |
| **Programme Details:**  *Please address the following guidelines where applicable.* | |
| 1. **Programme Description** *(in no more than 300 words)***:** *Please provide the details as you would like it to be listed on the website.*   *[Workshop]*  This practical hands-on workshop is for busy educators who need to plan a new learning module but have no idea where to start. Participants will learn about sound planning for effective learning, be given time to plan and obtain feedback to refine their instructional plans.  *[Symposium]*  This symposium presentation is by a group of allied health professionals who implemented technology enhanced learning for the training of new physiotherapist across Singhealth. In this session, you will hear from 4 speakers who will be sharing on their journey in designing to implementing the intervention within their own professional context.   1. **Learning Outcome(s)**:*Please state what your audience/ participants will be able to do at the end of the session2.*   *[Workshop]*By the end of the workshop, participants will to:   * Apply learning and teaching principles in the design of a course * Match course design to support different ways of learning and teaching   *[Symposium]*  By the end of the symposium, participants will be able to:   * Identify the challenges when implementing a new training program * Discuss the barriers in course design  1. **Target Audience**:  *Please include if the participants are required to have any prerequisite level of knowledge/experience relating to the topic, if necessary.*   Healthcare educators who need to plan learning modules. Participants are expected to have basic knowledge of learning and teaching principles.   1. **Programme Outline**:  *Please include information, e.g. teaching methods, activities, key discussion points, take-home messages, etc.*   *[Workshop]*  During the workshop, the participants will learn through mini-lectures, group discussions and presentations.  The planning framework covered is ADDIE.  Programme Schedule  1. Sharing: Difficulties faced by educators in planning (10min)  2. Mini-lecture: ADDIE framework for planning (20min)  3. Activity: Group discussion on case scenario and debrief (30min)  4. Activity: Group work on planning a teaching session (15min), followed by presentations (30min)  5. Wrap-up (15min)  *[Symposium]*  The symposium will consist of 4 speakers. Each speaker will have 10-15 mins to present (Total 60 mins). The last 30 minutes of the session will be dedicated to an interactive Q&A discussion forum that will be moderated by the symposium-chair. Members of the audience will be invited to ask the speakers questions but otherwise the symposium-chair will prepare some questions for discussion. The sequence and topic of Symposium discussion will be as follows:   * Speaker A – Topic 1 * Speaker B – Topic 2 * Speaker C – Topic 3 * Speaker D – Topic 4 * Q&A and forum discussion  1. **Minimum number of participants needed to run**   25   1. **Maximum number of participants for the programme**   *Workshop space can only take up to 60 participants.*  50   1. **Can your programme be converted to virtual or physical mode?**   Yes | |

1 *Assigned schedule may not necessarily be made according to your preference.*

2 *For example: classroom-based worksheets; pre-post test; informal qualitative discussions etc.*

1. **SUBMISSION**

Please email the completed form to the Conference Secretariat at [educonf.programmes@duke-nus.edu.sg](mailto:educonf.programmes@duke-nus.edu.sg) by **18 January 2024**.

Upon submission, an acknowledgement email will be sent to the address given in the profile of the main presenter; if you do not receive a reply, please contact us via email.

1. **CONSENT**

By submitting this form, you hereby agree to the Guidelines for Proposal Submission as stated on the Conference website and consent to:

* the Secretariat of the SingHealth Duke-NUS Education Conference 2024 collecting, using and/or disclosing your personal data in compliance with the Singapore Personal Data Protection Act (PDPA) and all subsidiary legislation for the purpose of the Conference, subsequent registration to and all other actions necessary in relation to the event.
* the Secretariat of the SingHealth Duke-NUS Education Conference 2024 and its related corporations and its service providers of taking your photographs during this Conference for use in promotional brochures, publicity and other related purposes.