

## SMDM 47<sup>th</sup> Annual Meeting

Theme: Principled Practice: Integrating Ethics into Medical Decision Making

Dates: Sunday, 15 June – Wednesday, 18 June 2025

Location: University of Michigan, Ann Arbor, Michigan, USA

Short Course submission deadline: **15 January 2025**

Please e-mail any short course submission questions to [Info@SMDM.org](mailto:Info@SMDM.org).

### GENERAL GUIDELINES

- Short Course Submissions should address at least one of the SMDM abstract topic areas below and we encourage courses that are relevant to the 2025 Annual Meeting theme, *Principled Practice: Integrating Ethics into Medical Decision Making*
- All faculty will be required to complete a speaker agreement.
- All submitted short course proposals will be reviewed by the Annual Meeting Short Course Co-Chairs. The chairs may make requests for additional information, or provide suggested revisions in advance of acceptance decisions.
- SMDM encourages collaboration from novel groups to submit proposals in diverse topics/domains as this encourages networking and relationship building amongst SMDM meeting attendees.

Category	Relevant Topics Include:
Decision Psychology and Shared Decision Making ( <b>DEC</b> )	Risk communication; Risk perception; Doctor-patient communication; Decision support; Decision aids; Patient empowerment; Health behaviors and education; Medical education
Applied Health Economics ( <b>AHE</b> )	Cost analyses; Cost-effectiveness analyses; Health economics; Pharmacoeconomics
Health Services, Outcomes and Policy Research ( <b>HSOP</b> )	Administrative database and outcomes research; Applied modeling analyses; Clinical strategies and guidelines; Comparative effectiveness research; Ethical, legal and social issues; Global health research; Health policy; Health services research; Health technology assessment
Quantitative Methods and Theoretical Developments ( <b>QMTD</b> )	Bayesian methods and analyses; Advances in simulation and decision modeling; Model calibration/validation; Decision theory
Patient and Stakeholder Preferences and Engagement ( <b>PSPE</b> )	Stated-preferences methods (including discrete choice experiments, conjoint analysis, best-worst scaling, contingent valuation); Qualitative, mixed methods and quantitative studies exploring the priorities and preferences of patients and other stakeholders; Patient and stakeholder engagement in research; Utility and health state valuation

**Faculty Guidelines:**

1. **Each short course presenter must disclose his or her financial support.** This information is required by the CME accrediting body and will not affect selection decision.
  - *If accepted, all presenters will need to complete disclosure forms in advance of the annual meeting.*
2. Accepted short course faculty must be registered for the Annual Meeting and are responsible for expenses associated with the submission and presentation of a short course presentation.
3. Details of each faculty must be submitted at the time of proposal submission. If additional faculty will be determined at a later date, please identify this in the submission form.
4. We are looking to follow SMDM principles to ensure diversity of presentation and speakers. To the degree possible and appropriate within this session, we ask you to consider diversity when identifying individuals to invite as faculty
  - Status/rank of members and conference attendees - senior/early career scientists, long-term/new members
  - Disciplinary perspectives – patient engagement, shared decision making, health economics, health policy, etc.
  - Role/position - clinicians, scientists, patient/stakeholder partners
  - Global representation - varying nations, continents, and regions
  - Demographic characteristics - age, sex, race

## SUBMISSION FORMAT

1. **Short Course Title:** Should be brief and should clearly indicate the content of the course.
2. **Proposal Structure:**  
*This is how your course will be described in the online meeting program.*
  - Course Descriptive
  - Learning Objectives
  - Pre-Course Preparation – Knowledge of a particular topic and/or training as well as any required materials or software.
  - Time Allocation & Topic Outline
3. **COI:** For full transparency, please provide disclosure for any proprietary software that will be reviewed during your course.
4. **Course Level:** Beginner, Intermediate, Advanced
5. **Faculty Background & Qualifications**
6. **Teaching Team:** Enter all faculty names, plus institutional affiliations, credential, and countries. *This information is submitted after the proposal, under the section “add faculty”.*

**Be sure to select the “Save My Progress” button to proceed out of the Submission Information section.**

## CONFIRMATION & SUBMISSION EDITS

- Upon completion of your submission, a confirmation will be emailed to you. To ensure delivery of messages to you, please whitelist e-mail from the domain “affinityced.com” in your e-mail program and at your e-mail provider.
- If you wish to edit your submission, please email [info@SMDM.org](mailto:info@SMDM.org) and staff can open your submission for edits.
- All information regarding the acceptance, any required adjustments, and scheduling will be communicated via e-mail to the short course submitter.