Symposium Proposal Instructions

1. Proposal must be submitted in British English.
2. This is a 60-minute session. There should be about 3-4 presenters. Each presenter will have 10-15 mins presentation time and the maximum time for Q&A after all have presented is 15-20 mins.

Please refer to the table below for reference: **No. of speakers**	**Presentation time per speaker**	**Q&A after all presentations**
3	15 mins	15 mins
4	10 mins	20 mins

3. The session should be thematically organised and linked to APMEC 2024 theme which is "AI in Health Professions Education - Trends ● Issues ● Priorities ● Strategies (TIPS)".
4. The aim of the symposium is to share with the participants the cutting-edge knowledge, and contemporary best-evidence-practice adopted internationally.
5. Each participant is only allowed to submit **no more than TWO proposals**, in any combination for all the categories (Workshop / Symposium / Panel Discussion).
6. It is the responsibility of the workshop / symposium / panel discussion coordinator (or proposer) to ensure that complete information from all facilitators / presenters is submitted for consideration. Proposal(s) that does(do) not adhere to the guidelines and/or is(are) incomplete will not be considered.
7. Please note that accepted proposal(s) will be scheduled based on the Committee's decision and it will be a hybrid conference.
8. Submission Deadline: 15 September 2023

(Main Conference: 19th & 20th January 2024)
If your proposal(s) is(are) accepted and for it(them) to be included in the conference programme, **all speakers, facilitators, panellists and moderators will be required to pay registration fees for the main conference via credit card (fees will be announced at a later date)**. Additional fees will be required if you wish to register for other workshops.