



22nd Annual Freelance Workshop (Virtual)

The Essence of Freelance Medical Writing and Editing

Call for Roundtable Session Proposals

Are you looking for ways to grow your current skills as a medical writer or editor? Do you want to increase your visibility among your peers and beyond? Then consider submitting a session proposal for the 2024 AMWA-DVC Freelance Workshop.

The tentative date for the 2024 Workshop is Saturday **March 9, 2024** (12:30 to 3:30PM EST).

We are inviting you to submit roundtable session proposal that aligns with the Workshop theme “The Essence of Freelance Medical Writing and Editing.”

The theme is intentionally broad, and proposals can be on any aspect of freelance medical writing or editing.

We are seeking more submissions only for the roundtable sessions:

- **Roundtable (10 accepted proposals):** 45-minute informal interactive breakout session with a maximum of 10 participants

The roundtable proposal **submission deadline** has been extended to **Friday, January 12, 2024**. To complete your submission you must: (1) Complete the Session Proposal Contact Information form online (<https://www.amwa-dvc.org/fw-callforsessionproposals>); (2) Prepare your proposal using this pdf form; and (3) Email this pdf of your completed proposal to freelanceworkshop@amwa-dvc.org. For additional details, review the proposal preparation instructions on the next page.

The Freelance Workshop Committee will review your proposal and you will be notified of the **decision** on your submission by **January 29, 2024**.

All accepted proposals will receive 1 free registration to this virtual workshop.

Proposal preparation requirements and instructions:

- Proposals must be submitted using form.
- Formatting: Please include Title, Background/Purpose, Description, Key message, and 1-3 Learning Objectives.
- Your proposal description must be a maximum of 1,800 characters in length (including spaces). The title and author names are not included in the character count. Do not include graphics or tables.
- At least 1 author must be available to present at the Freelance Workshop (FW). Approval must be obtained from ALL authors before the proposal is submitted. A confirmation email will be sent to each author following submission receipt.
- Approved proposals descriptions will be published as submitted in the FW Program Brochure.

If your session proposal includes ≥ 1 author, list their names and contact email addresses (If needed, use an extra page):

Name of author #2 _____

Email address: _____

Name of author #3 _____

Email address: _____

Name of author #4 _____

Email address: _____

Have ALL proposal authors agreed to this proposal submission for the AMWA-DVC 2024 Freelance Workshop?

- Yes
- No

Proposal submission

Your session proposal title, author list, and description will be published in the program booklet as it appears below. All proposals contain the following information (note that title and author names do not count against the character limit): Title, Background/Purpose, Description, Key message, Learning Objectives

Authors' names and affiliation (example for 3 authors): Enter the name and affiliation of each author, starting with the lead author: Example: Smith, JL (Writing Is Fun, LLC, Anytown, PA), Jones K (Editing Like a Pro, LLC, Anytown, CA), Silverman VM, (Writing for Fun, LLC, Any-town, NJ).

Session title: Maximum 72 characters with spaces.

Proposal description: Maximum 1800 characters, including spaces. Include background/purpose, description, key message, and 1-3 learning objectives. Do not include graphics, tables, or author names.

Agreement and Electronic Signature

By submitting this application, I affirm that I will be available to present at the 2024 AMWA-DVC Freelance Workshop. I affirm that I have reviewed the application instructions and that the facts set forth here are true and complete.

Enter your electronic signature by typing your name in this field.