SMDM 2027 49TH ANNUAL MEETING

Short Course Submission Guidelines

Society for Medical Decision Making

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 meeting theme: *"Pursuing the Promise: Universal, Sustainable, Patient-Centred Healthcare Through Better Decision Making."* For Toronto, we particularly encourage submissions targeting practicing clinicians, who may register for a short course only without attending the entire SMDM Annual Meeting.

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.

Category	Relevant Topics Include
Decision Psychology and Shared Decision Making (DEC)	Risk communication; risk perception; doctor-patient communication; decision support; decision aids; patient empowerment; health behaviors and education; medical education
Applied Health Economics (AHE)	Cost and budget impact analysis; economic evaluation; cost-effectiveness analysis; cost-benefit analysis; health technology assessment; pharmacoeconomics; health policy evaluation
Health Services, Outcomes and Policy Research (HSOP)	Health services research; administrative database and outcomes research; applied modeling analyses; clinical strategies and guidelines; comparative effectiveness research; ethical, legal and social issues; global health research; disparity and health equity
Quantitative Methods and Theoretical Developments (QMTD)	Advances in qualitative methods of medical decision making (including simulation and decision modeling, cost-effectiveness analysis, decision analysis, causal inference, econometrics, machine learning, AI, large language models, optimization, conjoint analysis) and their applications in medical decision making
Patient and Stakeholder Preferences and Engagement (PSPE)	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

Submission Format

1. **Short Course Title:** Should be brief and should clearly indicate the content of the course.
2. **Select the track your submission will be in:** Select "Short Course," then select "Short Course" again.
3. **Proposal Structure:**

   This is how your course will be described in the online meeting program.

- **Proposed Session Summary:** This is how your session will be described in the online meeting program. Description is subject to suggested adjustment from the meeting chairs. Max: 500 words
- **Learning Objectives:** Please provide 3–5 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**
- **Course Level:** Beginner, Intermediate, Advanced.
- **Maximum Attendees:** Select from 8, 12, 20, 30, 50, 80, 120, or no limit
- **Target Audience**: Clinicians/practitioners, Researchers, Open

4. **Faculty Background & Qualifications**

Before You Proceed

Be sure to select the "I am ready to save my work and proceed to enter participants" button to proceed out of the Submission Information section.

5. **Completing the Continuing Education (CE) Requirements for Participants:**

   a) **Participants:** If you will be the short course faculty, please select "will." If you are submitting on behalf of the other faculty, please select "will not."

b) **Complete your own information:** If you are a faculty member, fill out your contact information, upload your CV/Resume, and sign the CE Agreement.

c) **Participants in your submission:** Enter all other faculty names, plus their e-mail. The system will then e-mail the participant to let them know to log in and complete their contact information, add their CV, and sign the CE agreement. If the participant does not have an Affinity account, their password will be automatically set to the value of their Surname field.

   i. Alternatively, we allow submitters to complete information for their participants with the understanding that they would be doing so in a collaborative spirit. You may complete the profile information, upload a CV/Resume, and sign the CE agreement for your colleagues.

6. **Final Submission:** To finalize your submission, please click "If you have no further participants to add, you can instantly submit by clicking this sentence." Please review your submission carefully, as clicking this will complete the submission.

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 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.
- You may visit the AffinityCE portal at any time to log in. Completed submissions have a green background.

Sign Up as an Abstract Reviewer

We invite and encourage all Short Course instructors to sign up to review abstracts. You may sign up by completing this brief survey (surveymonkey.com/r/3SXSPWQ). All reviewers will receive approximately **15–20 abstracts** to review. Review and access instructions will be shared around **14 January 2027**, and reviews will be due by **11:59pm ET on 4 February 2027**.

SMDM has a recorded Abstract Review Tutorial, hosted by Brian Zikmund-Fisher, PhD, Editor-in-Chief of Medical Decision Making and MDM P&P. Watch the recording here (youtube.com/watch?v=78H2JmuBUkY).