



**FMEC 2026 Call for Submissions**  
**2026 Virtual Coordinator Conference**  
Thursday, June 18, 2026, 9:30am-12pm

**DEADLINE: March 30, 2026**

The [Family Medicine Education Consortium](#) (FMEC)'s new Virtual Coordinator Conference is an opportunity for program coordinators and other GME staff in family medicine programs across the northeast U.S. to identify common challenges and share strategies and tools to overcome them. The FMEC serves 14 states and DC, which include over 220 family medicine residencies and 60 medical schools.

The 2026 Coordinator Conference will be held virtually on **June 18, 2026 from 9:30am to Noon**. Registration will open in April 2026 and be free to any staff at family medicine residency programs or medical schools within the FMEC region. FMEC hopes to repeat this event annually, and starting in 2027 will consider merging it with the FMEC Annual Meeting each fall as an in-person learning event.

The conference is both an opportunity to learn and to share, and FMEC is issuing this call for submissions to help create the agenda. **Please consider using your expertise to submit to speak and/or organize a discussion group to make this meeting as successful and relevant as possible.**

The event will be held in Zoom and use breakout rooms for individual sessions and discussions. All presenters should have familiarity with basic Zoom features, such as screen sharing, muting/unmuting, and chat. Authors are encouraged to develop slide presentations to accompany their presentations and to offer handouts or other supplementary information, which will be shared with attendees through the event website.

**This form will be open for 2 weeks: March 16, 2026 through March 30, 2026.** You may submit proposals for more than one session and/or suggest more than one topic or speaker for a keynote session.

## PRESENTATION TOPICS

Authors should feel free to submit on any topic they believe is relevant. Coordinators were surveyed in early 2026 and suggested the following topics.

- ACGME Accreditation Data System
- ACGME site visits
- Artificial intelligence uses
- Available technology for coordinators/programs
- Becoming a part of the GME team – things to know
- Being productive with non-responsive residents/faculty
- Boosting your CV/resume as a coordinator/GME professional
- Career advancement opportunities/pathways within GME (for non providers)
- Clinical Competency Committees and Milestones
- Communication
- Completing evaluations
- Conversations around resident performance and remediation
- Coordinator well-being
- Coordinator's role in resident wellness
- Dealing with difficult people
- Didactics scheduling
- Directing residents/faculty to send email f/up to conversations
- Empanelment
- Engaging preceptors
- Evaluations
- Finances for coordinators
- Getting/helping Program Director to get tasks done in a timely manner
- How to ask for what you need to be successful
- How to help struggling residents in the role as a coordinator
- How to successfully have your faculty complete timely resident evaluations
- Increasing scholarly activity opportunities for coordinators/GME staff as professional development

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- Interpersonal skills building
- Interview strategies
- Leveraging technology and software to make your workflow work
- Managing Up - How to be a Leader without having the official/traditional title
- Mastering complex scheduling
- Mentorship
- Multi-tasking/prioritizing projects tips and tricks
- Organization
- Orientation
- Practical ACGME Compliance
- Preparing for retirement
- Professional development ideas/resources
- Recruiting ideas
- Recruiting under organizational restrictions
- Rural issues
- Scheduling, scheduling software
- Supplemental Offer and Acceptance Program (SOAP) skills/knowledge
- Tactics for communicating with superior positions
- Time management of growing responsibilities

## PRESENTATION FORMATS

### Breakout Session (30 minutes)

- Designed to transmit specific knowledge or skills about a particular topic. Plan for no more than 20 minutes of presentation to allow for 10 minutes of group activity and/or Q&A. Can be presented by 1-3 speakers (no more than 3).

### Short Update (5 minutes)

- Provide a short overview of a resource, strategy or other tool to help program coordinators address common challenges or make improvements to the programs. Limited to 1 author/speaker.

### Virtual Table Talk (25-30 minutes)

- Group discussion on a common topic, project, challenge, or emerging issue. Requires 1 or 2 authors who should plan to provide a short (5 minute) opening presentation, propose discussion questions, and then facilitate group discussion.

### Opening or Closing Speaker Presentation Suggestion (20 minutes)

- Suggest a topic and/or speaker to provide the opening or closing keynote of the virtual event. You do not need to

## SUBMISSION GUIDELINES

### PLEASE READ THIS BEFORE STARTING YOUR SUBMISSION.

- Write out your session and save it before completing this form.
- Choose the appropriate category for your presentation.
- Please do not submit more than 2 proposals in any category.
- Collect complete contact information for yourself and all other authors/speakers BEFORE starting your submission. You must submit names, titles, institutions, and unique email addresses for ALL AUTHORS on your submission.
- Use the online form. The FMEC will not consider submissions received by email or other formats.

After submission, your proposal will be reviewed by FMEC staff and volunteer FMEC leaders including residency program coordinators and family medicine educators. We will communicate status of your proposal no later than April 10, 2026. Those accepted to present will be asked to confirm no later than April 15, 2026.

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### OTHER INFORMATION

The FMEC regularly communicates to the program directors and coordinators at over 220 family medicine residencies in the northeast U.S. If you would like to join someone else's submission, or have an idea but want to copresent with other GME staff, let FMEC know and we can try to help you connect.

As a national, regional, or state GME-related conference or meeting, this event is a qualifying activity for Education Credits (ECs) required to be eligible for initiation Training Administrators of Graduate Medical Education (TAGME) certification. For more information on TAGME Certification including certification requirements, the 2026 application and exam cycle, and more, visit <https://tagme.org/become-certified/>.

### SUBMISSION FORM

Please prepare the following information before you submit. Items marked with an asterisk (\*) are required. To submit, visit <https://www.surveymonkey.com/r/FMECCoordinatorCFS>.

Choose a Category\*:

- Breakout Session (30 minutes)
- Short Update (5 minutes)
- Virtual Table Talk (25-30 minutes)
- Opening or Closing Speaker Presentation Suggestion (20 minutes)

#### For Breakouts, Updates, and Table Talks

- Title\*
- First Author: Name\*, Title\*, Institution\*, Email\*, Phone
- Second and Third Authors: same (optional)
- Abstract\* (100 words or fewer)
- Disclosure Information: you agree that your presentation will not market any specific products, infringe on copyright or intellectual property rights of third parties, or discuss any off-label or investigational uses of medical devices or medications; you provide FMEC permission to record and post/share your presentation if selected.

#### Breakout Sessions only

- Learning Objectives. "At the close of this session participants will be able to: (list up to three objectives)

#### Virtual Table Talks only

- Discussion Questions: List up to three.

#### For Opening or Closing Speaker Presentation Suggestions

- Your information: Name\*, Degree, Title\*, Institution\*, Email\*, Phone
- Are you suggesting a topic, speaker, or both?
- Topic
- Potential Speaker(s)
- Can you assist in contacting the suggested speaker(s)?