CAEP26 Information for Track Chairs, Vice Chairs, and Learner Leads

Conference Structure

The conference runs from June 7-9. It is preceded by the academic symposium (June 6) and pre-conference courses (June 5-6).

There are 4 tracks to select from when submitting your application:

Everyday Excellence
Resuscitation, Trauma, Toxicology, Addictions, Geri-EM, POCUS

The Leading Edge of EM
Leadership, Wellness, Digital Health, Innovative care models, EDIIA

EM at the Extremes
Rural EM, Global EM, PTM/EMS, Climate Change

The Learning Continuum
Med Ed, Innovations in Education, Learning while in practice

Each track will have up to five parallel sessions throughout the conference (e.g. Everyday Excellence), and additional track support will be selected by Track Leadership based on content expertise and in accordance with anticipated workload. Each parallel session will run between 1 – 1.5 hours. Track chairs will have discretion in selecting from various session styles and integrating them into their tracks (e.g. talks, panels, workshops).

There will be a stand-alone Research Track led by the CAEP Research Committee. This will include Med Ed research and QIPS.

There will also be plenaries and events dedicated to ultrasound, simulation, and other special topic areas.

Throughout the conference, meetings will be held for various CAEP committees and other national groups. The CAEP Annual General Meeting will also take place during the conference.

An outline of the day-to-day schedule format for the conference will be shared with you as soon as it is available.

Track Chair, Vice Chair, and Learner Lead Responsibilities

Track chairs, Vice Chairs and Learner Leads are expected to:

- Attend the conference (in person)

- Maintain your CAEP membership for 2026. If you need any assistance, please contact Krista Panti (kpanti@caep.ca).

- Participate in regular planning meetings and stay in contact with the planning team.

- Review track submissions and selection.

- Identify and select content experts to support each parallel session as moderators.

- Provide speakers and moderators with clarification about the presentation requirements and expectations (desired focus, timing etc.)

- Identify 3 learning objectives specific to your track.

- Collect speakers' presentations for the conference and plan for a single computer to be used to show slides for each session

In addition, Track Chairs will:

- Organize meetings of the track leadership team as needed to reach your goals.

- Provide list of proposed speakers (selected from applications) and schedule to Conference Chairs. (**DUE: December 15, 2025**)

- Select a track committee including the Track Vice Chair, Learner Lead, and other invited colleagues. A list of applicants for potential Vice Chair positions will be provided to Track Chairs.

- In cooperation with the other Track Chairs and Scientific Chairs, and with input from the Vice Chair and Learner Lead, select speakers aligned with your track theme.

- Lead the selection and invitation of additional speakers should there be available spots in your track.

- Review all presentations and slides selected for the track for adherence to the Accreditation guidelines, COI and CAEP Speaker Guidelines.

Vice Chairs will:

- Assist in the recruitment of additional moderators and/ or track committee members as needed.

- Assist the Track Chair and Learner Lead in their responsibilities.

Learner Leads will:

- Create an elevator pitch to promote your track (infographic, video or any other medium you'd like – the sky's the limit!) - First draft due February 10, 2026.

- Assist the Track Chair and Vice Chair in their responsibilities.

Moderators for track sessions will:

- Be familiar with and follow the [CAEP Speaker and Moderator Guidelines](#).

  Plenary Session Moderators and Track Chairs play an important role in speaker selection, negotiating session topics and learning objectives, communicating expectations with speakers, identifying potential concerns, and managing the session itself.

  While the primary considerations for selection as a Moderator or Track Chair remains content expertise and diversity considerations, additional relevant considerations include prior experience, and strong communication skills.

Moderators and Track Chairs should be aware of their responsibilities and authority, specifically as relates to potentially contentious or controversial speakers or topics.

CAEP Conference and CPD Development Report and Recommendations

In September of 2025 the CAEP Board reviewed and approved a series of recommendations intended to guide #CAEP26 and future CPD and conference activities. These recommendations are specifically surrounding the areas of moderator and speaker selection and conduct, disclosures, respectful discourse, expectations and the management of disruption. The entire report can be found [here.](#)

The conference planning committee will be implementing many of the recommendations for #CAEP26 and it is imperative that Track Chairs, Vice Chairs and Learner Leads have reviewed the report.

Equity, Diversity, and Inclusion in #CAEP26: Five Tips

In the fall of 2019, the CAEP Board made equity, diversity and inclusion (EDI) a top priority for the organization in all its activities. Since then, progress has been made on several fronts including committee work, Board diversification, speaker diversification. CAEP is committed to making Equity, Diversity, and Inclusion (EDI) foundational to our organization and how we approach the practice of Emergency Medicine in Canada and that includes in the organization of #CAEP26.

1. Self-education: All members of the track leadership team are encouraged to participate in training related to EDI if they have not done so recently. This may be short (e.g., [the Stanford 1 hour Unconscious Bias in Medicine course)](#) or more in-depth (e.g., the [Sanyas Anti-Racism Indigenous Cultural Safety Training Program](#), accredited by the Royal College and CFPC) depending on your needs and available time.

2. Avoid homogenous panels and groups of speakers. Being inclusive of a variety of voices is important for our conference to be successful and to reflect CAEP's values. Panels should include a diversity of genders and ideally include the voices of speakers from groups traditionally underrepresented in medicine.

3. Encourage your presenters to use inclusive, first-person language. The CDC provides additional guidance in their Preferred Terms for Select Population Groups & Communities.

4. If presenters are highlighting differences related to demographic factors, e.g., age, race, gender, they should provide context for these differences. For example, as race is a social construct, differences in disease processes between racial groups are most often due to geography, SES, or other external factors.

5. Images used in presentations should represent the diversity of the populations we serve in emergency medicine (and be properly attributed). Excellent resources include:

- [The Disabled and Here Collection c](#)elebrates Black, Indigenous and people of colour with disabilities

- [The Age Without Limits free library](#) of positive images of people over 50.

- [Images of trans and non-binary models](#)

- [Nappy](#) provides free access to images showcasing people who are Black and brown