



## 2020 Information Technology in Academic Medicine Conference

Tuesday, June 9 – Friday, June 12, 2020

The Roosevelt Hotel  
New York, New York

### Submission Deadline: December 12, 2019, 11:59 pm PT

The 2020 Information Technology in Academic Medicine Conference, sponsored by the AAMC Group on Information Resources (GIR), is the premier event for the academic medicine technology community to share how they address various challenges and develop successful strategies for meeting organizational goals.

With information technology established as a strategic asset essential to the growth and success of medical schools and teaching hospitals, this event offers valuable peer learning and networking opportunities on critical issues.

The Program Planning Committee is seeking proposals for breakout sessions, digital demonstrations, and posters. Of particular interest are proposals that explore the strategic optimization of resources, especially those highlighting collaborations and partnerships. Proposals featuring multiple institutions and case studies around strategic initiatives or operational excellence are also encouraged.

The following are topical areas of particular interest, but any proposal on IT in academic medicine will be considered:

- Education Technology
- Research Technology
- Clinical Technology
- IT Infrastructure and Operations
- Security & Privacy
- Data Analytics/Data-Driven Academic Medical Centers
- Data Standards
- Diversity and Inclusion
- Leadership/Institutional IT

#### Submission Categories

There are three opportunities for AAMC member institutions to submit a proposal:

**Breakout sessions:** These sessions provide opportunities for schools to highlight their recent innovations, projects, systems, or other practices. They should be applicable to other schools and

should incorporate successes as well as challenges along the way. The session should include both a brief presentation on the chosen topic and ample time to engage the audience in discussion. Proposals that are organized like case studies are encouraged.

**Digital Demonstrations:** The digital demonstrations allow for real-time brief presentations and discussions on applications, technologies, or business intelligence tools being used to address institutional goals. Each demonstration will be 20 minutes in length with about 10 minutes devoted to the demonstration and 10 minutes for participants to ask questions and discuss the technology. Each digital demonstration will be done twice with a brief break in between to allow participants to rotate.

**Posters:** Posters allow for schools to highlight a specific program, project, innovation, system, dashboard, and/or building and will be on display during the poster session.

### **Submission Forms**

The submission form for **breakout proposals** includes the following narrative questions:

- Topical area(s) – per the list above.
- Short description of your submission. If selected, this description will be featured in the meeting program and should be descriptive and thought-provoking (800 characters).
- Describe the practical application at your institution of what you are presenting. What was the need and what did this specifically address?
- How can other institutions implement this at their own institution?
- Stage of Implementation.
- Have you presented on this topic before at a professional conference? If so, how will this session differ?
- Session Outcomes. You will be asked to describe three outcomes, objectives or take-away messages that meeting participants will learn from your session.

The submission for **digital demonstrations** includes the following narrative forms:

- Topical area(s) – per the list above.
- What product will you be demonstrating? Please briefly list the purpose of the product or tool. If selected, this information will be shared in the meeting program.
- Is your product commercial or custom built?
- Please describe a real-world scenario where you used this product at your institution.
- How is this product or tool applicable to other schools?
- What was the problem you were trying to solve?

The submission for **posters** includes the following narrative questions:

- Topical area(s) – per the list above.
- Poster Description. Please describe what your poster is about. If selected, this information will be shared on the meeting website.

- What information will attendees be able to take away after viewing your poster that they can apply at their own institution?

**All proposals include the following information:**

- Title
- Speaker/Author information

**Proposal Topics**

Proposals should align with the thematic areas as follows:

- Education Technology
- Research Technology
- Clinical Technology
- IT Infrastructure and Operations
- Security & Privacy
- Data Analytics/Data-Driven Academic Medical Centers
- Data Standards
- Diversity and Inclusion
- Leadership/Institutional IT

We encourage you to submit proposals that have a diversity of viewpoints—both at your own institution and from other institutions.

**Breakout Session, Digital Demonstration, and Poster Proposal Guidelines**

Priority will be given to proposals that are of interest to members of the GIR. We strongly encourage collaboration on proposals between attendees and among different perspectives.

Breakout sessions will be 60 minutes in length. This should include time for questions and discussion. Sessions may draw audiences of up to 75 people.

Depending on the number of proposals received and the topics of the sessions, you may be asked to collaborate with another academic medical center on the presentation if the topics are closely related.

Proposals must be submitted by constituents of AAMC member institutions and may include non-AAMC members or consultants if considered integral to the presentation. If a consultant is included in a presentation, they are only permitted to attend their session and not the full meeting. If a consultant wants to attend the full meeting, there are a limited number of commercial exhibitor spaces available. This is the only option for commercial organizations to attend the full meeting. Non-AAMC members that are not commercial organizations (e.g., federal and state representatives, other non-profit organizations, other higher education representatives) are handled on an individual basis. All commercial exhibitor requests and questions about non-AAMC member attendance should be addressed to Alexandra Adsit at [aadsit@aamc.org](mailto:aadsit@aamc.org) for more information.

Only proposals submitted on this submission website will be reviewed.

Additional documentation is not accepted and will not be reviewed.

If submitting multiple proposals, please submit each proposal individually. You will receive a confirmation email for each proposal.

### **Conference fees, travel, and lodging**

Speakers, poster participants, and digital demonstration presenters are responsible for registering in advance of the conference, paying the full registration fee and securing and paying for travel and lodging.

### **Review Criteria**

Proposals will be evaluated based on the following criteria:

1. Relevance to academic medicine
2. Clarity of writing and organization of ideas
3. Adaptability – can these ideas be implemented at another institution?
4. Creativity and originality

### **Submission Information**

1. **DEADLINE:** The deadline for electronic submission of proposals is **December 12, 2019 at 11:59 p.m. PT.**
2. **SUBMISSION LIMIT:** There are no restrictions on the number of proposals you may submit.
3. **CHARACTER LIMITS:** The title is limited to 100 characters. Do not put your title in quotation marks. The short description is limited to 800 characters. These character counts include all text, including spaces and special characters. If your proposal is accepted, the title and short description you submit will be used in the meeting program.
4. **PRESENTATION TYPE AND CATEGORY:** You will be asked to select the appropriate presentation type and content category for your submission.
5. **INSTITUTIONS/AFFILIATIONS:** **You will be asked to enter all the institutional affiliations of your submitters and speakers prior to adding the speakers.** The AAMC will communicate directly with the primary speaker/contact.
6. **SUBMITTING YOUR PROPOSAL:** You may save your proposal at any point and return to where you left off before submitting your proposal (prior to the aforementioned deadline). Once you have submitted your proposal, you will receive a confirmation email.
7. You will be notified before January 31, 2020 whether your breakout session, digital demonstration, or poster has been accepted or rejected.