



## GBA/GIP 2018 Joint Spring Meeting Call for Proposals

**Group on Business Affairs (GBA) and Group on Institutional Planning (GIP)**  
**2018 Joint Spring Meeting**  
*Optimization, Prioritization, and Partnerships: Resource Strategies for a New Era*  
Tuesday, April 17 – Friday, April 20, 2018  
Portland Marriott Downtown Waterfront  
Portland, Ore.

### Submission Deadline: October 27, 2017, 11:59 pm ET

The Spring Meeting Planning Committee is soliciting proposals for breakout session presentations, posters, and digital demonstrations for the GBA/GIP 2018 Joint Spring Meeting. The theme of the meeting is *Optimization, Prioritization, and Partnerships: Resource Strategies for a New Era*. Proposals, posters, and digital demonstrations that focus around this theme are encouraged.

This meeting provides a unique forum to promote and learn from the collaborations that occur daily at academic medical centers by bringing together two important professional groups within the AAMC: the Group on Business Affairs and the Group on Institutional Planning. The Committee is particularly interested in proposals from institutional teams that explore the strategic optimization of resources, especially those highlighting collaborations and partnerships. Priority will be given to these proposals.

#### Submission Categories

There are four 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.

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

**Breakout with Poster:** By selecting the Breakout with Poster submission type, authors will be responsible for presenting a Breakout Session and a Poster that builds the same topic as discussed in the presentation and should follow the guidelines for each as described above.



**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. Preference by the Committee will be given to demonstrations that bring together GBA and GIP members. 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.

### **Submission Forms**

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

- \* 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).
- \*Session Outcomes. Three outcomes, objectives or take-away messages that meeting participants will learn from your session. After participating in this session, attendees will be able to.....
- \*Description of Session. Please describe your session in more detail. Why is this an important topic? How will you engage with session attendees? (2000 words max)
- \*Stage of Implementation. Please briefly describe what stage your institution is at in the process of implementing this project/process/initiative. Is this a new initiative that you are planning and developing, a newly executed or implemented program, a long established project, etc.?
- \*Primary Audience

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

- \*Poster Description. Please describe what your poster is about. If selected, this information will be shared in the meeting program.
- \*Three take away lessons that attendees will learn from your poster.
- \*Stage of Implementation. Please briefly describe what stage your institution is at in the process of implementing this project/process/initiative. Is this a new initiative that you are planning and developing, a newly executed or implemented program, a long established project, etc.?

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

- \*What 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.
- \*Describe the product or tool in more detail. What is the product used for? How is it applicable to other meeting attendees?
- \*Stage of Implementation. Please briefly describe what stage your institution is at in the process of implementing this product, tool, process. Is this a new program or tool that you are planning and developing, newly executed or implemented, a long established project, etc.?
- \*Have there been any demonstrable outcomes or results of this tool or project?
- \*Briefly describe the intended audience for this demonstration.
- \*Please list three lessons learned as you were developing and implementing this product or tool.



**All proposals include the following information:**

- \*Title
- \*Speaker/Author information
- \* Speaker/Author biographical sketch (1 paragraph)

**Proposal Topics**

Proposals should align with the theme *Optimization, Prioritization, and Partnerships: Resource Strategies for a New Era*. We encourage you to submit proposals that have a diversity of viewpoints—both at your own institution and from other institutions.

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

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

Breakout sessions will be held Wednesday, April 18, Thursday, April 19, and Friday, April 20. Sessions are scheduled for either 45/60/75 minutes depending on the format of the session and the number of speakers. This should include time for questions and discussion. Sessions may draw audiences of up to 75 people. You will be asked to indicate how much time you think you need for your presentation. The final decision of the session time is at the discretion of the Planning Committee.

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 and posters 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 (i.e. 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 Katie Beale at [kbeale@aamc.org](mailto:kbeale@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 **October 27, 2017 at 11:59 p.m. ET**. The submission website will automatically close at midnight.
2. **SUBMISSION LIMIT:** There are no restrictions on the number of proposals you may submit.
3. **CHARACTER LIMIT:** The short description is limited to 800 characters and the session description is limited to 2000 characters. These counts include all text, including spaces and special characters. If your proposal is accepted, the short description will be used in the meeting program and additional text beyond the character limit will be removed.
4. **TITLE AND BODY:** The title should be entered in mixed case and is limited to 100 characters. Do not put your title in quotation marks.
5. **PRESENTATION TYPE, TIMING, AND CATEGORY:** You will be asked to select the appropriate presentation type, suggested time needed and content category for your submission.
6. **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.
7. **SUBMITTING YOUR PROPOSAL:** You may save your proposal at any point and return to where you left off before submitting your proposal. Once you have submitted your proposal, you will receive a confirmation email.