

**2018 GFA Professional Development Conference**  
**July 13-15, 2018: St. Louis, MO**  
**Call for Proposals**

**GATEWAYS TO EMPOWERMENT**

**Submission Deadline:**  
**February 22, 2018, 11:59 p.m. (Eastern)**

The 2018 GFA professional development conference call for proposals is now open. This year's conference theme is "Gateways to Empowerment" and will include a range of topics that are fundamental to the work of faculty affairs and faculty development professionals. The program design will feature a mixture of presentations that address the needs and challenges of seasoned, mid-career, and new faculty and staff colleagues.

**Content Areas**

We welcome submissions related to any aspect of faculty affairs and faculty development, especially in the following content areas:

- Faculty and Professional Staff Development
- Leadership Development
- Recruitment, Retention, Procedures, and Tenure
- Diversity and Inclusion
- Organizational Culture, Development, and Assessment
- Faculty-related Policies, Practices, and Governance
- Communications
- Faculty Wellness and Burnout
- Other

**Presentation Types**

There are two (2) types of presentations included in this Call for Proposals – podium presentation and poster presentation. Details about each submission are below.

Note that the individual listed on the submission as the "presenter" will serve as the primary point of contact for this submission and will receive all communication in relation to the submission (i.e. acceptance or decline email) and if accepted, the presentation at the meeting. It is the responsibility of this individual to notify additional authors, if applicable, about information pertaining to the submission.

**Podium Presentation**

Podium presentations are 75 minute sessions featuring four (4) oral presentations. Each speaker is allotted 10 minutes for presentation. A 35-minute Q&A session is conducted after the final speaker. Accepted podium presentations will be grouped, and an assigned session moderator will manage the

timing of the sessions.

### **Poster Presentation**

Poster presentations showcase new and innovative programs, policies, interventions, or research that reflect the aforementioned meeting content areas. Accepted poster abstracts will be grouped, and displayed prominently during the conference. In addition to showcasing the poster, accepted poster presenters are required to submit one (1) slide and give a 1-minute teaser highlighting a key finding or message from the poster which will be displayed at the beginning of the poster session. Prizes for the best posters will be awarded at the meeting, as selected by a panel of judges.

## Submission Details

### Presenter/Author:

Name: \_\_\_\_\_

Degrees: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Select preferred presentation type.

- Podium Presentation
- Poster Presentation
- Either\*

\*Check this box if you are willing to be considered for either presentation type.

### Podium Presentation

Select which of the following content area(s) best aligns with the submission.

- Faculty and Professional Staff Development
- Leadership Development
- Recruitment, Retention, Procedures, and Tenure
- Diversity and Inclusion
- Organizational Culture, Development, and Assessment
- Faculty-related Policies, Practices, and Governance
- Communications
- Faculty Wellness and Burnout
- Other

### Presentation Title:

\_\_\_\_\_

### Presentation Description:

Provide a short description of your submission. If accepted, this description will appear in the final meeting program. **No more than 50 words (1,000 characters).**

\_\_\_\_\_

\_\_\_\_\_

### Abstract:

Complete abstracts should include the following categories: Introduction/Background, Goals/Hypothesis, Methods/Approach, Results/Outcomes, and Conclusion/Impact. **No more than 500 words (5,000 characters).**

\_\_\_\_\_

\_\_\_\_\_

### Additional Authors (if applicable):

**Note:** Co-authors are welcome to attend the meeting, however one presenter must be identified for each presentation.

Name: \_\_\_\_\_

Degrees: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Presenter Acknowledgement**

In the case that this abstract is accepted, the primary presenter is responsible for the following:

- The primary presenter agree to attend the 2018 Group on Faculty Affairs (GFA) Professional Development Conference and conduct the presentation on the assigned date(s) and time(s).
- The primary presenter are responsible for all costs related to the conference (i.e. meeting registration fee, hotel and travel accommodations) and their presentation (i.e. printing for handouts, poster printing costs).
- The primary presenter will provide AAMC staff with any presentation handouts and/or materials for the conference website at least two (2) weeks prior to the conference. Presenters may also provide presentation handouts and/or materials to conference attendees while onsite at their own expense.
- The primary presenter must use the standard audiovisual setup provided by the AAMC, which includes LCD projector, laptop, wired podium microphone, and/or provided poster board.
- The primary presenter must complete and submit the CME disclosure form provided by the AAMC Meeting Planner.

If this abstract is accepted for presentation, I agree to the terms listed above.

- Yes
- No