



## **2018 Information Technology in Academic Medicine Conference**

Tuesday, June 5 – Friday, June 8, 2018  
Westin Austin Downtown  
Austin, Texas

### **Submission Deadline: December 8, 2017, 11:59 pm ET**

The 2018 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.

Focus areas of this event include the education, research, and clinical missions as well as their intersections.

The Program Planning Committee is seeking proposals for session, poster, and digital demonstrations. 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:

- Innovative or Emerging Education, Research, Clinical, or Administrative Technologies
- Data-Analytics and Data Management
- IT Career and Professional Development
- Enabling Curriculum Delivery
- Incorporating IT into Strategic Institutional Decision Making
- Instructional Design
- Cloud Computing
- Technology Leadership, Financing, Policies, and Governance
- IT Workforce and Diversity
- Integrating Technology into New and Repurposed Spaces



- Research Compliance (SMART IRB, Common Rule Changes, etc...)
- Incident Management, Business Continuity, and Disaster Recovery
- Change Management in IT
- Electronic Medical Records in the Health Care Continuum
- Device, Risk, and Information Security Management

### **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. 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, Poster, and Digital Demonstration Guidelines**

Priority will be given to proposals and posters 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 and posters must be submitted by constituents of AAMC member institutions or non-commercial organizations (i.e. federal and state representatives, other non-profit organizations, other higher education representatives) and may include 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. All commercial exhibitor requests and questions about non-AAMC member attendance should be addressed to Alex 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 8, 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 AND CATEGORY:** You will be asked to select the appropriate presentation type 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.