



Hospitalists. Transforming Healthcare.
Revolutionizing Patient Care.

CALL FOR WORKSHOP PROPOSALS HOSPITAL MEDICINE 2019, NATIONAL HARBOR, MD

Workshop Submission Guidelines

Eligibility: SHM invites you to submit a workshop proposal for Annual Conference 2019 (HM19). Workshops should involve topics in one of ten categories: *Clinical, Career Development, Research, Academic, Patient Experience/Communication, Perioperative, IT, Practice Management, Quality and Patient Safety, and Evidence-Based Medicine/High-Value Care*. Each workshop should last 90 minutes. Proposals with the greatest likelihood of acceptance will be innovative as well as highly interactive, utilizing small groups and limiting didactic/lecture content. Selection of workshop proposals for inclusion in the Annual Conference 2019 will be competitive and may require phone discussions with one or more members of the Annual Conference Committee. For HM18, there were 150 workshop submissions and out of those only 18 were accepted. Workshops previously presented at national/regional meetings will be considered. **Accepted workshops may have a maximum of four (4) faculty members. Each faculty member will receive 50% off of the registration fee.** Workshops may include a maximum of six (6) additional facilitators. **Facilitators will not receive discounted meeting registration** but, if they choose *not* to attend the rest of the meeting, may serve as a facilitator in their workshop without registering for the Annual Meeting. Workshop faculty should plan for up to 100 attendees at each workshop. If a workshop can accommodate more than 100 attendees, this should be stated in the submission. Workshops with more limited registration (i.e., less than 100) will require special approval by the Annual Conference 2019 Course Director prior to acceptance.

NOTE: Reimbursement for travel expenses will not be provided for faculty or facilitators.

Submitter Eligibility: The faculty member submitting the workshop proposal must be an SHM member in good standing.

Additional Faculty (up to 3) and Facilitators (up to 6) Eligibility: Additional faculty and facilitators do not need to be SHM members at the time of proposal submission. **If the workshop is accepted we request that nonmembers become an SHM member.**

Submission Deadline: Wednesday, April 25, 2018, 5:00PM Eastern Standard Time (EST).

Workshop Selection: Workshop submissions will be reviewed by a panel of judges. Each workshop category (Clinical, Research, Academic, Practice Management, Quality and Safety, Evidence-Based Medicine, etc.) will be reviewed separately. The workshops will be reviewed based on the following criteria:

- The topic's interest or value to hospitalists
- Presenter experience or reputation
- Potential for participant engagement
- Organization and clarity of submission

NOTE: SHM will supply a single computer, screen, LCD projector, and microphones in the room. Any other equipment and supplies needed for the workshop will be the responsibility of the workshop faculty.

Notification of Results: The submitter of each proposal will be notified via email by end of August 2018. Please note that if your workshop is not accepted, we may reach out to you in regards to presenting your topic in another form.

Presenting Author's Availability: The faculty must be available to present his or her work at the SHM Annual Conference in National Harbor, MD which takes place March 24-27, 2019.

Publication of Workshops: Workshop materials and video recordings of workshop sessions may be posted on the Annual Conference's mobile app for attendee use. Workshop presenters will be required to submit workshop presentations or other materials 3 months prior to the Annual Meeting.

Number of Entries: Faculty may submit no more than **two** entries in each category as the primary author/presenter.

Submission Instructions

Workshops for each category must be submitted using the online submission process. Submission instructions are provided at the submission site. The process is simple and takes approximately 15-20 minutes to complete.

Submitters may return to the online system to edit workshops, revise information, correct typographical errors, tables, graphics, or delete a submission at any time before **April 25, 2018, 5:00PM Eastern Standard Time (EST)**. After this time, the system will be closed. The workshop submission may not be revised after this deadline.

If you choose to withdraw a workshop after the submission deadline, this request must be submitted to SHM in writing. Please send request to Brittany Evans (bevans@hospitalmedicine.org).

Notification of acceptance status will be sent via email by the end of **August 2018**.

Disclosure Statement Regarding Conflict of Interest

The Society of Hospital Medicine (SHM) promotes improved inpatient care, teaching, and research in the field of hospital medicine. SHM strives to ensure that these goals are met throughout its educational activities and academic competitions. All faculty submitting workshops to SHM 2018 are required to disclose any relationships with pharmaceutical companies, biomedical device manufacturers, or other organizations that could represent potential conflicts in their presentation. The submitting faculty is responsible for providing disclosure information for all workshop faculty. This requirement applies to currently existing relationships or relationships within the past 12 months from submission date. The principal intent of this disclosure is not to prevent faculty with a potential conflict from submitting a workshop or presenting their work. Disclosure information will assist the selection committee in the review process.