



**Group on Business Affairs (GBA)
Group on Diversity and Inclusion (GDI)
Group on Institutional Planning (GIP)
2019 Joint Meeting**

Theme: *Institutional Excellence Through Collaboration*

Fairmont Millennium Park
April 9 – 12, 2019
Chicago, IL

Call for Proposals

The Call for Concurrent Sessions is now open! The submission deadline is November 9, 2018, 11:59 pm PST. Acceptance notifications will be sent by December 31, 2018. This conference is a new professional development offering for individuals in academic medicine who work in diversity & inclusion, business or finance affairs, facilities or space operations, and strategic planning to joint explore areas of collaboration and ways to make strategic partnerships across roles at your institution.

Please carefully read the submission guidelines and recommendations below before submitting a proposal.

Important Dates

Deadline for Submission: November 9, 2018

Notification: December 31, 2018

Types of Sessions

The GBA/GDI/GIP Planning Committee has designed specific opportunities to highlight your work – one session type aims to highlight **collaborations** and the other to highlight **group and role-specific content**. The three opportunities for submission are:

1. Collaborations between GBA, GDI, and/or GIP members
2. Group-specific content highlighting promising practices in your field
3. Poster session

Who can submit a concurrent session proposal?

All submissions must be submitted by faculty and/or staff at AAMC member institutions. Consultants or other non AAMC members, such as federal and state government officials, may participate only if considered integral to the presentation.

The GBA/GDI/GIP Planning Committee reserves the right to consolidate submissions.

Things to consider as you prepare your proposal:

1. Select from one of the two breakout session offerings: Office/Role-Based Collaborations, Group-Specific Content. *The program planning committee respectfully requests that you only submit for one session format for each proposal you are submitting.* Format descriptions are below.
2. Identify colleagues either from your home institution or another. Consider collaborations with members from the following groups: Group on Business Affairs (GBA), Group on Diversity and Inclusion (GDI), Group on Institutional Planning (GIP); or academic medicine professionals from business/finance affairs, diversity & inclusion, facilities/space planning, strategic planning, and/or human resources and faculty affairs.
3. Submit a presentation that clearly presents a program, policy, research, intervention or tool that was successful at your institution.
4. Clearly articulate intended learning outcomes: the specific knowledge and skills to be acquired as a result of attending your session.
5. Incorporate adult learning principles and interactivity as appropriate to the format.

Note: *Presentations from past GBA, GDI, and GIP conferences should not be resubmitted.*

What are the types of sessions?

1. **Office/Role-Based Collaborations**

Session Format: 75-minute concurrent sessions with at least two presenters.

More and more academic medicine professionals know they cannot perform the work of their offices in a silo – interinstitutional and intercampus collaborations are a must. Describe how two or more offices at your institution worked together on a project, event, program, and what was the outcome? Session proposals should focus on a discrete project, initiative or effort you collaborated on and what impact each office/role had in the effort. **Special consideration will be given to submissions that highlight collaborations between diversity & inclusion, business/finance, facilities, and/or strategic planning efforts.** Examples of offices are, but not limited to: Diversity & Inclusion, Finance/Business Affairs, Facilities/Space Planning, Strategic Planning, Women in Medicine & Science, Faculty Affairs, Student Affairs, Human Resources, etc.

2. **Group-Specific Promising Practices from Your Field**

Session Format: 75-minute role-specific presentations of promising practices and/or new efforts.

This session provides participants the opportunity to highlight promising practices, interventions, programs, and new efforts specific to their particular role and/or field. Participants should utilize this session for Group/role specific content that captures emerging and/or promising practices in the field and **presents tangible takeaways for participants** (including tools, logic models, frameworks, policies, etc.). The Planning Committee also encourages collaborations between institutions.

3. **Poster Session**

Session Format: open format poster session

Highlight your institution's programs or initiatives by outlining the specific success factors that has contributed to overall improved organizational culture and performance.

Proposal Guidelines

Session Type #1: Office/Role-Based Collaborations

Examples of collaborative programs or initiatives across different offices, campuses, and/or levels.

Session Format: concurrent breakout sessions

The Planning Committee is looking for proposals that:

- Describe a truly collaborative team project or initiative across offices or your campus
- Demonstrates the measurable impact your collaboration had on institutional effectiveness, sustainability, space, and/or diversity and inclusion.
- Highlight and outline the specific success factors that led to your project's overall impact
- Collaborative submission with (internal and/or external) institutional representatives are encouraged.

Examples of potential topics for collaborative sessions

- Health equity and the need to inform both strategic planning and business functions
- Racial and ethnic disparities with respect to promotions
- Tactics to create a culture of inclusion at the department level
- Building a business case for diversity/Financing D&I offices
- Meaningful metrics around diversity and inclusion
- Creating inclusionary and welcoming space
- Tenure and the potential impact on D&I
- Diversity and Inclusion Strategic Planning

Other submission notes for this session type:

- The description must be clear and organized
- Proposals for sessions must include clearly stated objectives.
- The content must be relevant and appropriate for GBA, GDI, and/or GIP representatives.
- Proposals for sessions must include adult learning principles and methods along with interactive activities.
- Breakout sessions should not exceed 75 minutes; submission should aim for 45 minutes of formal didactic presentation and 30 minutes of group discussion/activity.

Submission Format

- Session Title (90 characters)
- Session speaker(s). Please provide the following for each speaker:
 - Full contact information

- Speaker role (Primary or Additional)
- Which AAMC affinity group does the speaker represent
- Biographical Sketch
- Short description. The short description is used in the conference program (limit description to 800 characters).
- Introduction and background: how and why did this collaboration come about?
- Describe the collaborative effort: who was involved and to what extent?
- Outline the impact: what happened as a result of this collaboration?
- Learning objectives for your session: what skills, attitudes, or behaviors will participants learn in this session? After participating in this session, attendees will be able to....
- Describe how your proposal impacts and/or involves the different offices of the three Groups (GBA, GDI, GIP)
- Describe adult learning principles and methods that will be used in the session presentation.
- Session timeline that must include interactive adult learning methods

Session Type #2: Group-Specific Promising Practices from Your Field

Role-specific sessions dedicated to highlighting programs, initiatives and/or emerging trends in your particular field. These sessions serve as “birds of a feather” sessions to get into detailed and specific aspects of your Group’s content field.

Session Format: 75-minute role-specific presentations of promising practices and/or new efforts.

The Planning Committee is looking for proposals that:

- Describe in detail the program, initiative, or effort as well as the results or outcome.
- Present specific and tangible takeaways for audience members to bring back to their institutions.
- Integrate didactic and group activity/discussion – this session should not be a lecture

Other submission notes for this session type:

- Submitters should plan to outline their tangible takeaways in their session submission.
- Proposals for sessions must include clearly stated objectives.
- The content must be relevant and appropriate for their respective group member representatives.

Submission Format

- Session Title (90 characters)
- Session speaker(s). Please provide the following for each speaker:
 - Full contact information
 - Speaker role (Primary or Additional)
 - Which AAMC affinity group does the speaker represent
 - Biographical Sketch
- Short description. This short description will be used in the program (limit description to 800 characters).
- Describe initiative, program, or approach taken and the implications/relevance for your field

- Clearly present the tangible takeaways that will be presented and discussed in this session.
- Learning objectives for your session: what skills, attitudes, or behaviors will participants learn in this session? After participating in this session, attendees will be able to....
- Describe the use of adult learning principles that will be used in your small group discussion.

Session Type #3: Poster Session

Submission Format

- Poster Title (90 characters)
- Author(s) Please provide the following for each speaker:
 - Full contact information
 - Speaker role (Primary or Additional)
 - Which AAMC affinity group does the presenter represent?
 - Who will be presenting onsite?
 - Biographical Sketch
- Short description. This short description will be used in the conference program (limit description to 800 characters).
- Problem/issue addressed
- Methods
- Results/organizational impact
- Conclusion/Implications for the field

Submission Process

1. Abstracts must be submitted through the GBA/GDI/GIP 2019 Joint Meeting call for proposal site Cadmium.
2. Submissions must follow submission criteria and word count limits.
3. You can save your submission in progress and return to it later.

How Will the Proposals Be Reviewed?

The GBA/GDI/GIP Planning Committee will review, discuss and accept/reject all submissions. Late submissions will not be accepted. The selection process will be based on:

- Full completion of session description requirements
- Fit with session format and type
- Originality and innovation of approach
- Use of adult learning principles
- Clear demonstration of process, approach and success factors
- Collaborations
- Clear presentation

IMPORTANT PROPOSAL ACCEPTANCE NOTIFICATIONS:

All accepted presenters are responsible for the following:

1. Register and pay to attend the GBA/GDI/GIP 2019 Joint Meeting
2. Pay for travel and hotel accommodations for the GBA/GDI/GIP 2019 Joint Meeting

3. Present on the day and time assigned – we are not able to make schedule accommodations for speakers. Sessions will be held on Wednesday, April 10th, Thursday, April 11th and Friday, April 12th in the morning.
4. Complete the online UCSD CME disclosure agreement by the AAMC deadline
5. Provide and distribute your own handouts at the conference, if applicable
6. Submit your session to the AAMC by the deadline to be posted on the AAMC Meeting website.
7. Allow the AAMC to post your presentation (or a variation of your presentation) to all registrants via the website.
8. If presenting a poster, provide the AAMC with a pdf of your poster to be posted to the AAMC Meeting website.