

Tips for Submitting a Session Proposal for the 2020 AAMC National Professional Development Conference for Institutional Advancement

Before Submission

- Think **quality** over quantity. You are not limited to submitting a maximum number of proposals, but please put only your best idea(s) forward. Reviewers are looking for highly developed proposals.
- Plan your submission in advance. We suggest that you first collect your thoughts for your proposal before going to the online submission.
- The GIA Steering Committee is looking for sessions exhibiting the following qualities:
 - Multi-institutional representation (private/state; big/small; medical school; teaching hospital)
 - Interdisciplinary (two or more institutional advancement disciplines)
 - Collaboration and teamwork with internal (e.g., faculty, diversity, student affairs) and/or external institutional representatives (e.g., foundations, government staff, consultants)
 - Collaborations that cut across all institutional advancement disciplines
 - Interactive presentations involving group participation and focusing on problem solving, sharing successes, failures, lessons learned, promising practices, or solutions to community-wide issues
- All proposals require the following:
 - Clear and concise session title
 - 1-2 paragraph session description
 - 3 learning objectives focusing on outcomes
 - Proposed speakers (name, title, institution, email address)
 - Adult learning delivery format (e.g., panel presentation, case studies)
 - Target disciplines (alumni relations, communications, development, marketing, public affairs/community relations)
 - Target career level (early career, mid-career, senior executive, all levels)

During Submission

- All proposals must be submitted using the AAMC's online system. Upon submitting a proposal, you will receive a confirmation for your records if it was submitted successfully. Late submissions **will not** be accepted.
- Use clear, error free language. Grammar counts!
- All co-presenters must be listed on the submitted proposal. Presenters may not be added at any time, including upon acceptance, without review and approval by the GIA Steering Committee.
- The person submitting the proposal will be the primary point of contact for all communications, including notifications.
- Remember: priority will be given to proposals that are multi-institutional, interdisciplinary, team-oriented, and/or collaborative. Consider topics that cut across all institutional advancement disciplines.

After Submission

- All submitters will receive an acceptance or decline notification.
- If your proposal is accepted, you will be notified by a GIA Steering Committee member. The committee also assigns the session facilitator.
- AAMC staff will follow-up to confirm session details and connect the assigned facilitator with all session speakers.
- All speakers must work with the assigned facilitator and AAMC staff to meet all session requirements and deadlines.
- Speaker expectations include the following:
 - Receive and incorporate all feedback and recommendations from the GIA Steering Committee.
 - Maintain regular communications with the assigned facilitator.
 - Participate in planning calls and webinars.
 - Meet set deadlines.
- The GIA Steering Committee reserves the right to consolidate submissions. If your submission is consolidated, you must work with the facilitator and speakers to develop a final presentation.

Questions?

Jennifer Blanck

Director, Constituent Engagement:

Group on Institutional Advancement

jblanck@aamc.org