Group on Student Affairs (GSA), Careers in Medicine (CiM), Organization of Student Representatives (OSR) Professional Development Conference

March 27-29, 2020
Sheraton Grand Chicago, Chicago, Ill.

Submission Deadline:
Friday, August 16, 2019, 11:59 p.m. PST

The GSA, CiM, and OSR Program Planning Committee invites proposals for concurrent sessions at the Professional Development Conference. The sessions should provide colleagues across the GSA, CiM, and OSR community an opportunity to:

- Become fluent in hot topics related to preparing the future physician workforce and creating an optimal learning environment for faculty, staff, and learners;
- Provide resources, tools and effective practices attendees can implement to enhance their professional practice and learning
- Increase attendee's capacity to apply elements of the PDI framework for professional development, talent management, and strategic planning
- Explore key issues from new perspectives by networking across and within the diverse roles of participants
- Engage in collaborative problem solving to address challenges faced by attendees

Proposals should provide attendees with development opportunities* in:

Leadership	Organizational Acumen
Relationships	Adaptability
Service	Advocacy
Diversity and Inclusion	Professionalism

*Source: GSA Performance Framework Overview

Collaborations
Submissions should be designed to address issues and/or topics important to GSA communities (Student Admissions, Student Diversity and Inclusion, Student Records, Student Affairs, and Student Financial Assistance), CiM, and OSR.

The Program Committee will consider submissions that either address specific community issues or reflect meaningful integration of perspectives from more than one attendee group (descriptions and examples below).

The Committee reserves the right to suggest submission consolidation, where appropriate, and will notify submitters directly of such recommendations.

Community Specific Session Topics

Proposals submitted addressing these themes should be designed for a specified subset of attendees. Examples of topic areas include:

- Medical School Recruitment & Admission
- Medical Student Professional Development
- Student Records Management
- Student Financial Assistance
- Student Wellness & Mental Health
- Student Academic Progression
- Student Diversity & Inclusion
- Student Professionalism & Career Development
- Unit Operations Management
- Student Affairs Faculty and Staff Wellness
- Student Career Advising

Integrated Sessions

Proposals submitted addressing these themes should be designed for more than one type of attendees. We encourage you to consider including learners' perspectives as appropriate.

Common Session Types

Panel Discussion, Workshop, Case studies, or Small Group Discussions.
For more, see Sample Learning Formats

Examples include:

Community	Examples of collaborative topics
COSA/CiM/OSR/COSR	• MSPE guidelines: implementation and narrative • Expectations regarding Entrustable Professional Activities (EPAs) in residency applicants • Another assessment post-match but before graduation? • EM: standardized video interviews, holistic review
COSA/OSR/CiM	• How EPAs affect medical student education/assessment • Transition to Residency
COSFA/COSR/OSR	• Students' financial literacy considerations in medical school and during transition to residency (loan repayment, budgeting, unseen costs, etc.) • FERPA: Regulations and advocacy
COA/COSDA	• Holistic Admissions
Careers in Medicine (CiM)	• Measuring success in career planning programs • Increasing clinical faculty involvement • Use of self-assessment and career decision-making
COSA/COSDA	• Holistic Student Affairs

Submitting a Proposal for a Concurrent Session

Concurrent sessions will be allotted 60 or 75 minutes, including discussion time. Submitters are encouraged to compose the submission in Word before completing the online proposal submission form.

Fields in the online submission form include:

- Submission Title (session title, limit 100 characters, including spaces)
- Development Opportunities / Topic Area as per GSA PDI Framework
- Short Session Description. *This description will be used for program posting.* (maximum 1200 characters, including spaces)
- Session Learning Objectives (Minimum 2 Learning Objectives Required, maximum 1000 characters, including spaces)
- Detailed Session Description (If applicable, including data and outcomes). *This description will be used by the reviewers to evaluate your proposal.* (maximum 500 words)
- Desired session duration (60, 75 minutes)
- Level of expertise (basic, intermediate, advanced, unsure)
- Session Type/Format
- Speakers and Facilitators (first name, last name, email address)
- Instructional Strategies and Activities (Please describe instructional strategies and audience participation activities.
- Alignment with meeting learning objectives (check all that apply)
- Alignment with GSA PDI (check all that apply and include another option)

Criteria/Instructions

Proposals will be reviewed using the following criteria:

- Clarity of overall proposal and meaningful integration of GSA, CiM, and OSR or the defined community perspectives
- Alignment with meeting learning objectives and GSA PDI as appropriate
- Colleagues from the target audience identified as collaborators (or AAMC facilitated contact requested)
- Clarity of learning objectives (resource available here)
- Quality of content - thoughtfully constructed, includes required submission elements and follows a logical flow
- Appropriateness of session content and format
- Topic timeliness and applicability
- Adult learning principles and interactivity incorporated as appropriate to the format

Review Process

The Review Committee will evaluate submissions based on the following criteria noting alignment with theme/topic areas, appropriate session format, a clear plan for content delivery and a suitable level of audience interaction and activity:

- **Relevance:**
  Proposal is applicable to GSA, CiM, and OSR attendees and is associated with general topic areas of interest as stated in the call for submissions.
- **Method of Teaching and Audience Participation:**
  A clear plan has been identified for content delivery and is found to be appropriate for the time allotted. Emphasis is placed on engagement through small group exercises, networking, and sharing of tools and other experiential learning methods or interactive activities. Presentation and engagement should spark discussions and deliver strategies, best practices and solutions that appeal to attendees across the continuum.
- **Definition of Objectives:**
  Proposal has clear and obtainable objectives.
- **Outcome Measures:**

Proposal has evidence of implementation, demonstrated impact and/or practical strategies. If outcome has not been measured then activity should have a clear purpose, plan, process and description of how the initiative will be evaluated with intended/projected results.

- **Quality of content:**
  Proposal is thoughtfully constructed, includes required submission elements and follows a logical flow.

The Committee will also consider:

- Reproducibility/Adaptability:
  Where appropriate, the proposal includes strategies on how the programs/models could be adapted/implemented in attendees' institutions
- Innovation, creativity, and originality
- Significance for advancing current or developing novel models and/or practices

Review Deadline
Selection committee decisions will be emailed to the submitter in September 2019.

On behalf of the GSA, CiM, and OSR Planning Committee, thank you! We look forward to welcoming you to Chicago, Illinois, March 27- 29, 2020!

Questions?

Contact: GSA-CiM-OSR@aamc.org