

CALL FOR SUBMISSIONS GUIDELINES

Call for Concurrent Session and Roundtable Discussion Proposals

2018 Health Professions Financial Aid Administrators Conference

Sponsored by: AAMC's Office of Student Financial Services and Constituent Engagement Unit

The AAMC's Office of Student Financial Services and Constituent Engagement Unit requests your input on topics for presentation at the upcoming 2018 Health Professions Financial Aid Administrators Conference, February 7-9 in Portland, Oregon. This conference aims to support financial aid administrators in their professional development needs by focusing on key legislative, regulatory, debt management topics unique to financial aid. Attendance is open to financial aid administrators from **all** health professions.

This year, you have the option to submit a proposal in either of the following formats:

- Concurrent session
- Roundtable discussion

Who can Submit a Concurrent Session or Roundtable Discussion?

Financial aid professionals from all health professions disciplines are invited to submit session proposals that would be of interest to their colleagues. Consultants or others who are not financial aid administrators, such as federal and state government officials, are also invited to submit a proposal, provided that the content is for informational purposes only.

Important Dates

Deadline for Submission: August 7

What Information Should be Included in the Proposal?

Financial aid professionals are encouraged to submit session proposals that are collaborative and highlight innovative programs, important policies, and/or proven practices that could be beneficial to their colleagues. Proposals should include the following information:

- *Session title*
- *1-2 paragraph session description for review purposes*
- *Short session description for use in the conference program*
- *3 learning objectives (a minimum of one learning objective is required for submission)*
- *Proposed list of speakers (name, title, institution, email address)*
- *Proposed moderator (if applicable)*

What Else Should I Consider When Developing a Proposal?

We have prepared a list of sample topic areas to help guide you as you prepare your proposals (not an exhaustive list):

- Impacts of prior-year income data and delaying step one
- Debt management
- Professional development strategies
- Financial aid for the new FAO
- Financial literacy and wellness
- Supporting struggling students
- Federal loan repayment program/Public Service Loan Forgiveness
- Loan servicing and consolidations
- Collaborating with other offices/wearing multiple hats
- Non-traditional student issues (first generation, DACA)
- Preparing for an audit or LCME review
- Non-standard curriculum/Academic Calendar issues
- Data, research or reporting around the topic of financial aid or debt management

As you work to identify potential topics, we wanted to highlight the AAMC Group on Student Affairs (GSA) Performance Framework, particularly the student financial assistance area of expertise, as a tool to facilitate the development of sessions. Please view the AAMC GSA Professional Development Initiative [website](#) for further details.

How Will the Proposals Be Reviewed?

Submissions will be evaluated by the program advisory committee made up of health professions financial aid community representatives and AAMC staff. The selection of a proposal will be based on the description of the session content and the potential value to the financial aid community. Additional factors to be considered in the review include: relevance to audience, importance to the topic area, clarity of abstract, currency of topic and originality.

Those submitting proposals will be notified of their acceptance in September.

What Are the Speaker Expenses?

All speakers are responsible for registering in advance for the conference, paying their conference registration fee, and securing and paying for all travel and lodging in accordance with AAMC policy.

Questions?

Program: Kristen Earle (kearle@aamc.org)

Logistics: Keith Krosinsky (kkrosinsky@aamc.org)

Technical Support

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