



GBA/GIP 2021 Joint Spring Meeting Call for Proposals

Group on Business Affairs (GBA) • Group on Institutional Planning (GIP) 2021 Joint Spring Meeting (Virtual)

April 29–April 30, 2021

1:00–5:00 p.m. ET on each day

Theme: *Addressing Monumental Change*

Submission Deadline: January 8, 2021, 11:59 pm PT

The Spring Meeting Planning Committee is soliciting proposals for breakout sessions and podium presentations for the GBA/GIP 2021 Joint Spring Meeting. Please note that the 2021 meeting will be entirely virtual.

This meeting provides a unique forum to promote and learn from the collaborations that occur daily at academic medical centers by bringing together two important professional groups within the AAMC: the Group on Business Affairs (GBA) and the Group on Institutional Planning (GIP). The Committee is particularly interested in the topics listed below, in alignment with the theme of the meeting: *Addressing Monumental Change*. Priority will be given to proposals incorporating these topics as we think about preparing for the future.

Below is a list of suggested topics, but the Committee will consider any topic that aligns with the theme of *Addressing Monumental Change*.

Suggested Topics

Strategic Planning/Data

- How to move forward with institutional planning after a crisis
- Strategic planning with scorecards and dashboards
- Using data to make strategic decisions
- Facilitating strategic planning input sessions and synthesizing input into meaningful information for the next 4-year cycle
- Capital planning with COVID; Master Planning adjustments with COVID

Finance and Operations

- Impact of COVID on funds flow
- Financial uncertainty due to COVID
- Working with reduced budgets and clinical revenue

- New revenue streams
- Compensation plans

Space/Facilities

- Best practices in space planning, staying updated
- Responding to COVID (and factoring into space planning); space needs after COVID
- Space use in the age of telemedicine and remote work opportunities
- Calibrating space utilization in the age of COVID and beyond - strategic thinking on budget reductions
- How to plan for office and teaching space when many are downsizing office and developing more open-sharing spaces and COVID is making us second guess our plans

Workforce/Personnel

- Remote working, virtual (& physically distant) learning, return to work
- Work/life balance
- Staff wellness
- Creating and cultivating a diverse and equitable workforce
- Reorganization, restructuring, and staffing changes
- Finding and retaining quality staff

Professional and leadership development for all staff

- Training and leadership development programs
- Succession planning
- Creating remote teams

Medical School/Hospital/Health System Relationships

- Health systems relationships, integration, and expansion

Research

- Research, NIH funding

Submission Categories

There are two opportunities for AAMC member institutions to submit a proposal: breakout sessions and podium presentations. We will not be offering posters this year due to the limited amount of time of the meeting.

Breakout sessions: These sessions provide opportunities for schools to highlight their recent innovations, projects, systems, or other practices. This should incorporate either multiple institutions or multiple perspectives from the same institution. We encourage the use of the GBA and GIP listservs to collaborate across institutions. If your submission does not incorporate



multiple institutions or multiple perspectives from the same institution, we will pair you with another submitter if a similar topic was received. Breakout sessions are 60 minutes in length and will include the presentation and time for Q&A.

Podium Presentations: These presentations offer an opportunity to hear several perspectives on specific topics (see below). Each presentation will last for five minutes and you will be limited to two slides.

Topics

- How are you handling space challenges post COVID?
- How are you creating a sense of community and teamwork with remote staff?
- What new opportunities or changes occurred this past year that you'd like to maintain even in a post-COVID era?
- How has COVID shifted the way you will conduct your strategic planning process in the future?
- What has your institution implemented to address financial challenges that you hope to maintain post-COVID?
- What are some efforts at your institution around staff wellness?

Submission Forms

The submission form for **breakout sessions** includes the following narrative questions:

*Primary Audience

*Short description of your submission. If selected, this description will be featured in the meeting program and should be descriptive and thought-provoking. (800 characters max)

*Explain the different perspectives that each institution or each colleague will bring to the panel. (800 words max)

*Learning Objectives. Three outcomes, objectives or take-away messages that meeting participants will learn from your session (e.g., *After participating in this session, attendees will be able to...*). (35 words for each max)

*Stage of Implementation. Please briefly describe what stage your institution/your panel is at in the process of implementing this project/process/initiative. Is this a new initiative that you are planning and developing, a newly executed or implemented program, a long-established project, etc.? (800 words max)

Note: We are expecting a number of submissions to involve new processes and structures developed in response to the pandemic. Please consider submitting a proposal that may be a new effort or initiative, even if there are few measures of success currently in place. We want to hear about your experiences, efforts, successes and lessons learned in this time of 'monumental change'.

The submission for **podium presentations** includes the following narrative question:



Please describe what your Podium Presentation is about. What information do you plan to discuss during your five-minute podium presentation? You will also be asked to select the topic from the list above of your podium presentation.

All proposals include the following information:

- * Title – No more than 100 characters; 75 words
- * Speaker/Author information
- * Speaker/Author biographical sketch (1 paragraph)

Proposal Guidelines

Priority will be given to breakout sessions and podium presentations that are of interest to members of the GBA and GIP. We strongly encourage collaboration on proposals that incorporate multiple perspectives.

Breakout sessions and podium presentations will be held Thursday, April 29 and Friday, April 30, 2021, 1:00-5:00 p.m. ET. Breakout sessions are scheduled for 60 minutes and should incorporate ample time for questions and discussion with attendees. Podium presentations are scheduled for 45 minutes but your individual presentation will be 5 minutes.

Proposals must be submitted by constituents of AAMC member institutions and may include non-AAMC members or consultants if considered integral to the presentation. If a consultant is included in a presentation, they are only permitted to participate in their session and not the full meeting. Non-AAMC members that are not commercial organizations (e.g., federal and state representatives, other non-profit organizations, other higher education representatives) are handled on an individual basis.

Only proposals submitted on this submission website will be reviewed.

Additional documentation is not accepted and will not be reviewed.

If submitting multiple proposals please submit each proposal individually. You will receive a confirmation email for each proposal.

Conference fees:

Speaker registration fees are the responsibility of the speaker.

Review Criteria

Proposals will be evaluated based on the following criteria:

1. Relevance to academic medicine
2. Clarity of writing and organization of ideas
3. Adaptability – can these ideas be implemented at another institution?



4. Creativity and originality
5. Diverse perspectives across institutions and/or across disciplines in one institution.

Submission Information

1. **DEADLINE:** The deadline for electronic submission of proposals is **January 8, 2021 at 11:59 p.m. PT**. The submission website will automatically close at midnight.
2. **SUBMISSION LIMIT:** There are no restrictions on the number of proposals you may submit.
3. **CHARACTER/WORD LIMIT:** The short description is limited to 800 characters and the description of the different perspectives is limited to 800 words. These counts include all text, including spaces and special characters. If your proposal is accepted, the short description will be used in the meeting program and additional text beyond the character limit will be removed.
4. **TITLE AND BODY:** The title should be entered in mixed case and is limited to 100 characters/75 words. Do not put your title in quotation marks. This includes spaces.
5. **PRESENTATION TYPE, TIMING, AND CATEGORY:** You will be asked to select the appropriate presentation type (breakout or podium presentation) and primary audience for your submission.
6. **INSTITUTIONS/AFFILIATIONS:** You will be asked to enter all the institutional affiliations of your submitters and speakers prior to adding the speakers. The AAMC will communicate directly with the primary speaker/contact.
7. **SUBMITTING YOUR PROPOSAL:** You may save your proposal at any point and return to where you left off before submitting your proposal. Once you have submitted your proposal, you will receive a confirmation email.
8. **NOTIFICATION:** Submitters will be notified of acceptance decisions by early February 2021.
9. **QUESTIONS:** Please contact Katie Beale at kbeale@aamc.org.