

SUBMISSION PROCESS GUIDELINES
2021 AAMC Group on Diversity and Inclusion (GDI) &
Health Workforce Research Joint Conference
May 5-7, 2021
Virtual Conference

The 2021 AAMC Group on Diversity and Inclusion (GDI) & Health Workforce Research Joint Conference will take place Wednesday, May 5 – Friday, May 7, 2021 - entirely online. Important and timely, this event is the first collaboration between the AAMC Health Workforce Research Conference and AAMC Group on Diversity and Inclusion.

Connecting Two Communities

This virtual conference represents an exceptional opportunity for the health workforce research and diversity and inclusion communities to share their work, skills, and on-the-ground perspectives with one another. Together, we can strengthen our current, and diversify our future, health workforce. This event will connect health workforce researchers, educators, and policymakers with Diversity and Inclusion professionals to jointly address local, state and federal health workforce issues.

About the [Group on Diversity and Inclusion](#)

About the [Health Workforce Research Conference](#)

****Submissions are due by 11:59pm EST, Friday, January 15, 2021. ****

Topics

The Conference Advisory Committee encourages submissions of research that informs or addresses health workforce policies and programs focused on diversity, equity and inclusion, such as:

- Institutional culture and climate topics encompassing gender equity, systemic racism, diversity and inclusion metrics, and evaluation methods
- Innovative efforts for recruitment, retention, and advancement of underrepresented groups
- Community engagement programs, particularly case studies on healthcare delivery and health professions education and training programs for underserved populations

Additional topics may include (but are not limited to):

- Health workforce demand and supply
- Sources and quality of health workforce data
- Methods of measuring supply, demand, and need
- Workforce distribution
- Relationships between the health workforce and factors affecting health care including access, quality, and cost
- Well-being of the health workforce
- COVID-19 related health workforce issues

Important Dates (subject to change)

- January 15, 2021: Submissions close

- February 12, 2021: Authors are notified of acceptance
- February 19, 2021: Authors confirm their attendance
- March 3, 2021: Anticipated Meeting Registration Open
- April 6, 2021: Last day for early-bird registration, last day for presenters, moderators to register
- May 5-7, 2021: Conference

Submission Process

The following different types of abstract submissions will be considered:

- Single 10-Minute Research Presentation
 - A single research presentation, which will be assigned to a 60-minute panel with others presenting on related topics.
 - This is a standard research presentation based on original research with which you have been involved.
- Single 10-Minute Program or Policy Presentation
 - A single program or policy presentation developed to address specific problems, which will be assigned to a 60-minute panel with others presenting on related topics.
 - This can be a research presentation based on research done on a program or policy, including evaluative research; but it can also be descriptive – laying out the purpose of the program or policy, though it still needs some evaluative components.
- Full 60-Minute Panel Presentation
 - An entire 60-minute panel of three presentations on a related topic.
 - This is a submission or a proposal for a full panel of three thematically related Single Research Presentations and/or Single Program or Policy Presentations.
- **(NEW)** Short-form (3-Minute) Presentation of Research Ideas, Methods, or Needs
 - A submission based on a policy problem to be solved, a work in progress, a unique data set, or a pilot study, intended to introduce the topic to an audience of potential problem-solving partners and/or research collaborators.
 - These submissions are intended to be brief, focused introductions of a topic using only a handful of slides. This is your elevator pitch, designed to entice audience members into seeking to discuss your idea further with you, or even to seek to collaborate on your research idea, help you think through and continue your work in progress, or to work with you to solve your problem.
- Poster
 - Authors can submit a Research or Program or Policy abstract for a poster presentation.
 - Accepted posters will be virtually displayed during the conference.
 - Students' posters will enter a Best Student Poster Competition, which will be carried out during the poster presentation session and recognizes the outstanding research of a student and the quality of the presentation.

Please note:

- Authors are welcome to submit multiple abstracts for consideration; however, each presentation needs to have a presenter.

- Submissions not accepted for full 10-minute presentations will be considered for a short form presentation or for a poster.

Please provide the following information:

- Single 10-minute Research Presentation Abstract (up to 500 words)
 - Purpose of study
 - Methods
 - Key findings
 - Implications
- Single 10-minute Program or Policy Presentation Abstract (up to 500 words)
 - Purpose of program or policy
 - Description
 - Key measures
 - Implications
- Short-form (3-Minute) Presentation of Research Ideas, Methods, or Needs (up to 250 words)
 - Problem or issue description
 - Work done to date to address the problem (if applicable)
- Full 60-Minute Panel Presentation Abstract (up to 1500 words)
Using the headers listed below, organize your abstract to include the following information:
 - Order of presenters
 - Use terms Moderator, Speaker 1, Speaker 2, Speaker 3, and do not use identifying names or organizations within the abstract because we need to keep the review process blinded (anonymous)
 - Include a brief description of each speaker's specific topic
 - For each study that will be discussed in the panel include:
 - Purpose of study
 - Methods
 - Key findings
 - Implications
- Poster Abstract (up to 500 words)
Using the headers listed below, organize your abstract to include the following information:
 - Purpose of study
 - Methods
 - Key findings
 - Implications

For all submissions:

- Author(s) and funding (not part of word limit, in a form outside the abstract):
 - Author(s) – if more than one, please indicate who will present the work,

- If work has been published or presented elsewhere, please describe circumstances, and
- Funding source for the study
- Students who wish to be considered for the Best Student Abstract Award will need to be the lead or sole author of the work submitted, and need to provide the name of at least one faculty member, supervisor, or mentor with whom they are working or have worked.
- Up to three keywords that describe the topic and content of your presentation to ensure appropriate theme assignment.
- Brief statement supporting your request to be considered for Registration Fee Scholarship (if applicable).

DO NOT include the names, organizations, or any other identifying information about speakers, presenters, or contributors in the body of the abstract. This defeats the purpose of blind reviews and may bias your review.

Review Criteria

The selection committee is particularly interested in submissions that directly address health workforce related diversity, equity and inclusion issues. Position pieces and summaries of other research are out of scope and will not be viewed favorably.

The committee will place higher preference on work that is already completed at the time of submission. If your presentation involves data collection and/or analysis that will not be completed by the time you submit your abstract, please provide a timeline for completion and assurance that you will have completed your analysis and interpretation of results at least one month prior to the conference (when a copy of your final presentation will be due).

The review process will be competitive. As noted, abstracts not accepted for a panel presentation may be considered as a poster. The committee may also break up abstracts submitted as complete panels and select the strongest or most relevant presentations.

The review committee will evaluate submissions in a blind review process using the following criteria for Single 10-minute Research Presentations and panels composed thereof:

- Relevance of the topic and potential contribution to the field
- Quality of the research (design, method of analysis, and/or interpretation of findings)
- Originality and creativity in study design and/or analysis
- Quality of the writing and presentation

The review committee will evaluate submissions in a blind review process using the following criteria for Single 10-minute Program or Policy Presentations and panels composed thereof:

- Relevance and importance of the program or policy
- Quality and originality of the program design, plan for evaluation
- Efforts in collecting data and measuring the outcomes
- Quality of the writing and presentation

The review committee will evaluate submissions in a blind review process using the following criteria

for Short-Form Presentations, as appropriate:

- Relevance of the topic
- Potential contribution to the field
- Originality and creativity
- Quality of the writing and presentation

Logistical Information for Presenting in a Virtual Environment

- The session will be delivered virtually through a platform of the AAMC's selection.
- AAMC'S event organizers will determine if all or parts of the session will be presented as a pre-recorded session or if the session will be presented live. If presented as pre-recorded the speaker will need to be available in April to record an original presentation and will not utilize previously recorded materials. All speakers will be required to participate in a series of virtual trainings and rehearsals. They must also commit to being online live during their session time to answer audience questions – session times will be determined by the event organizers. It's extremely important that you ensure your availability upfront to avoid changing speakers last minute.
- Concurrent sessions will be a maximum of 1-hour time block. Most sessions will have pre-recorded content then speakers will be available for live Q&A at the conclusion of the content. We recommend restricting the content portion of the session to 30 minutes maximum; this will allow enough time for comprehensive Q&A. Virtual sessions need to be shorter in length than typical in-person events to maintain the attention of participants.
- Speakers will need appropriate technology (laptop, webcam, microphone, Internet access, etc.) and environment (minimal disruptions and outside noise) for a professional presentation of the virtual session.

Additional information

- Selected single 10-minute presentations will be grouped into panels of three presentations and assigned a moderator.
- Selected short-form presentations will be grouped into panels of approximately ten presentations and assigned a moderator.
- Common reasons that abstracts are not selected include:
 - Not health workforce-related
 - More of an advocacy/position piece as opposed to original research, program, policy or problem description
 - Findings not new or lack clear policy relevance (i.e., missing the "so what?")
 - Speakers not confirmed at the time of submission
 - Commercial focus (promoting a product)
 - Poor/unclear methods
 - Incompletely described (i.e., abstract does not follow required format)
 - Unclear research question or focus
- **If selected, you must register for the conference in order to present your paper.**

- The Conference Advisory Committee highly encourages collaborative submissions and reserves the right to consolidate submissions and/or recommend any additional speakers or content-related changes that will enhance the presentation's relevance to the audience.
- The AAMC will be offering up to three *Registration Fee Scholarships* for presenters who would otherwise not be able to pay the registration fee due to financial circumstances, with a preference for current students. If you would like to be considered for one of these scholarships, please include a brief statement as to why you are making this request in the section provided in the abstract submission tool. This information will only be reviewed in the event your abstract is selected for a presentation.

Questions?

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