

GBA/GIP 2022 Joint Spring Meeting Call for Proposals

Group on Business Affairs (GBA) and Group on Institutional Planning (GIP) 2022 Joint Spring Meeting

Wednesday, April 27 – Thursday, April 28, 2022
Hilton San Francisco Union Square
San Francisco, California

The Spring Meeting Planning Committee is soliciting proposals for breakout sessions and posters for the GBA/GIP 2022 Joint Spring Meeting.

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 and the Group on Institutional Planning. Instead of a specific theme, the Committee encourages schools to submit sessions on all topics of interest. Priority will be given to proposals incorporating the following topics:

- Administrative benchmarking/developing successful shared services
- Administrative space metrics, including faculty offices
- Analytics and business intelligence tools (e.g., dashboards) and best practices (e.g., using data for meaningful decisions)
- Clinical affiliation partner relations & practice plan structure
- Department administrator development
- Diversity, equity, and inclusion – recruitment and retention; how to address health inequity
- Faculty compensation – improved alignment to support academic mission
- Funds flow
- Effectively leading and managing through the culture change of a new hybrid work environment
- Emergency preparedness & business continuity planning
- Leadership – general topics around leadership, developing the next generation of leaders
- Recruiting and retaining staff - alignment around strategic plans and cultural strategies
- Research administration
- Space as it relates to education, research (basic science and clinical) and clinical space
- Space data collection - who, what, when, where & why
- Space management: recruitment, long term space planning
- Strategic planning: implementation and monitoring, environmental scanning, tools, alignment with missions including diversity and inclusion

- Staffing shortages, loss of staff to remote work

We look forward to bringing the GBA and GIP communities together to explore synergies and opportunities for collaboration.

Submission Categories

There are two opportunities for AAMC member institutions to submit a proposal:

Breakout Sessions: These sessions provide opportunities for schools to highlight their recent innovations, projects, systems, or other practices. They should be applicable to other schools and should incorporate successes as well as challenges along the way. The session should include both a brief presentation on the chosen topic and ample time to engage the audience in discussion. Proposals that are organized like case studies are encouraged.

Posters: Posters allow for schools to highlight a specific program, project, innovation, system, dashboard, and/or building. Posters will be on display during the meeting and highlighted during the poster session.

Submission Forms

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

- * 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).
- *Description of Session. Please describe your session in more detail with additional information not included in the short description above. Why is this an important topic? How will you engage with session attendees? (2000 characters max)
- *Learning Objectives. Three outcomes, objectives, or take-away messages that meeting participants will learn from your session. 'After participating in this session, attendees will be able to...'
- *Stage of Implementation. Please briefly describe what stage your institution 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.?
- *Primary Audience
 - Dean's Office – Finance
 - Department Administration
 - Human Resources
 - Strategic Planning
 - Space and Facilities Planning
 - Other

The submission for **posters** includes the following narrative question:

*Poster Description. Please describe what your poster is about. If selected, this information may be shared on the meeting website.

All proposals include the following information:

- * Title
- * Speaker/Author information
- * Speaker/Author biographical sketch (1 paragraph)

Proposal Guidelines

Priority will be given to breakout sessions and posters that are of interest to members of the GBA and GIP. We strongly encourage collaboration on proposals between attendees and among different perspectives.

Breakout sessions will be held Wednesday, April 27th and Thursday, April 28th. Sessions are scheduled for 60 minutes and should incorporate ample time for questions and discussion with attendees. Sessions may draw audiences of up to 50-75 people. The final decision of the session time is at the discretion of the Planning Committee.

Depending on the number of proposals received and the topics of the sessions, you may be asked to collaborate with another academic medical center on the presentation if the topics are closely related.

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 attend their session and not the full meeting. If a consultant wants to attend the full meeting, there are a limited number of commercial exhibitor spaces available. This is the only option for commercial organizations to attend the full meeting. Non-AAMC members that are not commercial organizations (i.e. federal and state representatives, other non-profit organizations, other higher education representatives) are handled on an individual basis. All commercial exhibitor requests and questions about non-AAMC member attendance should be addressed to Shawn Rosenholtzman at rosenholtzman@aamc.org or Heather Sacks at hsacks@aamc.org.

Only proposals submitted through 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, travel, and lodging:

Speakers and poster participants are responsible for registering in advance of the conference, paying the full registration fee, and securing and paying for travel and lodging.

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

Submission Information

1. **DEADLINE:** The deadline for electronic submission of proposals is **November 10, 2021 at 11:59 P.M. PST**. The submission website will automatically close at midnight pacific time.
2. **SUBMISSION LIMIT:** There are no restrictions on the number of proposals you may submit.

3. **CHARACTER LIMIT:** The short description is limited to 800 characters and the session description is limited to 2000 characters. 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. 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 poster) and content category 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. **QUESTIONS:** Please contact Molly Krafcik at mkrafcik@aamc.org or Katie Beale at kbeale@aamc.org.