AAMC Group on Diversity and Inclusion (GDI)
Professional Development Conference
March 10-12, 2022

Call for Proposals

Submission Deadline: December 17, 2021, 11:59 pm PST

The AAMC GDI Call for Proposals is now open! The GDI Program Planning Committee invite proposals for breakout sessions and posters for the Group on Diversity and Inclusion Professional Development Conference scheduled for March 2022 at The Mayflower Hotel, Washington, DC.

All proposals must be submitted online by **December 17, 2021, 11:59 pm PST**. Late submissions will not be accepted. Acceptance notifications will be sent by January 2022.

<u>Conference Content</u>
As experts in the field, your knowledge and perspectives drive the topics and sessions featured at the conference. The GDI Program Planning Committee has designed specific opportunities to highlight your work and respectfully requests that you only submit for <u>one</u> format. Submit your proposal in one of two ways:

1. Breakout Session
2. Poster

The conference program will feature a mixture of presentations that address the needs and challenges of seasoned, mid-career, and new faculty, administrators, staff, and stakeholders. **We highly encourage interactive and innovative submissions that incorporate collaborations.** Preference will be given to submissions that incorporate speakers and content from both public and private institutions, medical schools, teaching hospitals, or healthcare systems, large and small institutions, and recognizes varying levels of resources.

We are also interested in **research proposals** that present new research findings or research in progress dealing with typical and/or atypical aspects of diversity, equity or inclusion. Presentations should be based on original research and provide new data/information pertaining to either scientific bases of a certain discipline (i.e., medical education) or field of study or practice (social science, basic science or clinical practice). Data/information regarding new interpretations of existing data may also be included in this category.

Breakout Sessions
Support the learning by tailoring your submission to the unique needs of diversity and inclusion professionals. Here are some important recommendations:

1. The preferred types of sessions are hands-on sessions, small group discussions, and interactive panel presentations over lectures.
2. The preferred participant activities are problem-solving exercises and discussing case studies in more depth during sessions.
3. Presentation should spark discussions and deliver strategies, best practices, and solutions.
4. Provide handouts, tools, resources, presentations, or website links for the participants.

Explore videos and guides and examine tips and tools for planning, designing, developing, and delivering a terrific conference session. Submitters are strongly encouraged to use the instructional guide before logging in to submit a proposal.

Posters
The GDI Program Planning Committee invites proposals for posters to be highlighted during a dedicated part of the program. The goal of the posters is to showcase a range of ongoing sustainability projects and research via visual presentation of a topic allowing attendees to learn on their own while the presenter discusses particular points in one-on-one or small group conversations. The GDI Program Planning Committee will select up to **30** posters to feature at the conference.

Suggested Topics Based on GDI Strategic Priorities and Needs Assessment
The GDI Program Planning Committee has identified topics of interest although this list is not exhaustive. The planning committee accepts proposals related to these topics in addition to other submissions of interest to diversity and inclusion professionals. Submitters should review the suggested topics based on GDI strategic priorities.

Institutional culture and climate
- Implement and outcomes for accreditation requirement for LCME and GME
- Systemic and institutional racism, antiracism
- Intersectionality: race, ethnicity, gender and gender identity, pronouns (and why they matter), language, sexual orientation, disability, age, religion, education
- Priorities including diversity and inclusion strategic planning, metrics, evaluations, and assessments
- Collaborations across stakeholder and AAMC affinity group participants (i.e., CFAS, GBA, GFA, GIA, GIP, GIR, GRA, GSA, ORR, OSR, GWIMS)
- Research and scholarship focusing on diversity and inclusion (i.e., health equity, diversity in GME)

Graduate learners
- GME diversity and inclusion requirements for underrepresented groups throughout the medical education continuum
- Diversity and inclusion curriculum including LGBT, disability, challenges, success factors and pitfalls, and models
- Holistic review practices and policies

Faculty (senior administrators, staff, and stakeholders)
- Self-care and well-being best practices in racial trauma, resilience, wellness, isolation, or burnout for underrepresented minority faculty, senior administrators, staff, and stakeholders
- Alliances, partnerships, and collaborations within institutions
- Innovative efforts for recruitment, retention, and advancement of underrepresented faculty, senior administrators, staff, and stakeholders
- Role of diversity and inclusion officers at resource-rich vs. resource-limited institutions
  - Health systems vs medical schools
  - Leadership buy-in
  - Human capital to full time equivalent (FTE) ratio
  - Operational vs programmatic budget
  - Demonstrating the value of diversity and inclusion
- Competencies and skills for diversity and inclusions officers
  - Advocacy and negotiation
  - Strategic planning
  - Institutional knowledge/political savvy
  - Influence
  - Change Management and innovation efforts
  - Crisis leadership and communications
  - Inclusive leadership
- Addressing and overcoming challenges and barriers
  - Lack of resources and staff
  - Too much work and too little time
  - Lack of support, direction/strategy, and coordination from institution and/or leadership
  - Validation of the emotional burden that come with this work

Community engagement
- Case studies on how to successfully establish community engagement programs and impacts, and measure outcomes
- Successful institutional partnerships or lessons learned (i.e., neighboring hospitals, across health professional schools, health systems, academic medical centers)
- Engaging with individuals who benefit from an unfair system
- Philanthropy and fundraising programs to advance diversity, equity, inclusion, and community engagement

Other
Submissions are intended to be inclusive of but not limited to the suggested topics above. Proposals in an "Other" category will be considered.

All proposals must be submitted online by **December 17, 2021, 11:59 pm PST.** Late submissions will not be accepted. Acceptance notifications will be sent by January 2022.

<u>Submission</u>
You are encouraged to compose the submission in Word before completing the online submission form. All fields will be required to complete a submission.

Important Note: The GDI Program Planning Committee 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.

<u>Breakout Session Proposal (one hour)</u>
1. **Speaker Information**
   A. **Primary Speaker and Contact.** This individual will be the primary contact for the session being submitted. All future correspondence will be directed to the primary speaker/contact, who is also responsible for communicating with co-speaker(s) regarding acceptance or rejection, deadlines, and all other submission details.

      i.   First Name
      ii.   Last Name
      iii.   Pronouns that the speaker identifies with (i.e. He/Him/His, She/Her/Hers, They/Them/Theirs)
      iv.   Degree
      v.   Title
      vi.   Institution
      vii.   Email
      viii. Street Address
      ix.   City
      x.   State/Province
      xi.   Zip Code
      xii.   Country
      xiii. Phone Number
      xiv.   Professional Twitter handle (optional)
      xv.   Brief biography limited to 2000 characters including spaces
      xvi.   Color headshot photo

   B. **Additional Speakers.** To assure substantial time for interaction between speakers and audience, sessions are typically limited to a maximum of four participants in addition to a facilitator/moderator.

      i.   First Name
      ii.   Last Name
      iii.   Pronouns that the speaker identifies with (i.e. He/Him/His, She/Her/Hers, They/Them/Theirs)
      iv.   Degree
      v.   Title
      vi.   Institution
      vii.   Email
      viii. Street Address
      ix.   City
      x.   State/Province
      xi.   Zip Code
      xii.   Country

xiii.   Phone Number
xiv.   Professional Twitter handle (optional)
 xv.   Brief biography limited to 2000 characters including spaces
xvi.   Color headshot photo

2. Session Type (select one):
    i.   Hands-on breakout session
    ii.   Small group discussions with stated outcomes
    iii.   Interactive panel with three-four including facilitator (no lectures)
    iv.   Other (please describe)

3. Submission Title
Enter the title of your proposal (90-character limit including spaces). Do not use all caps or unnecessary symbols (such as an ampersand), punctuation, quotation marks around the title or a period at the end.

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4. Session Aligns with Strategic Priority (select one primary):
    i.   Institutional culture and climate
    ii.   Graduate learners
    iii.   Faculty (senior administrators, staff, and stakeholders)
    iv.   Community engagement
    v.   Other (please describe)

5. Session Abstract
Please provide a brief abstract (500-character limit including spaces) of your proposal. If your presentation is selected, the AAMC will include this abstract on the 2022 GDI Professional Development Conference website and app for attendees to view and select their schedule. This is a key marketing piece to capture the interest of attendees. It is recommended that you format your abstract to a single paragraph. Abstracts are not edited and are published as submitted, so make sure you proofread your work carefully.

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6. Expanded Summary
Please provide an expanded summary of your proposal (1,000-character limit including spaces) that the GDI Program Planning Committee can use in its review of your proposal. The summary should describe the content to be delivered, the goal of the session, and what a participant can expect from your presentation.

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7. 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.? (500-character limit including spaces)

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8. Time Ordered Agenda

You are encouraged to include for reviewers a very short time-ordered agenda in support of your request of a breakout session format. An example (one-hour):

- 5 minutes - Introductions and Disclosures
- 15 minutes - Overview and Background
- 25 minutes - Case Study and Small Group Discussion
- 10 minutes - Information Sharing from Small Group Discussions
- 5 minutes - Conclusion and Take-aways

9. Session Outcomes

Please list three outcomes, objectives or take-away messages that meeting participants will learn from your session (200-character limit for each objective including spaces)

Outcome 1   After participating in this session, attendees will be able to.....

Outcome 2   After participating in this session, attendees will be able to.....

Outcome 3   After participating in this session, attendees will be able to.....

10. Participant Activity (select all that apply):

   i. Problem-solving exercises
   ii. Case-study
   iii. Large group discussion
   iv. Small group discussions
   v. Reflection (individual and organizational)
   vi. Brainstorming leading to specific outcomes
   vii. Assessment or quiz
   viii. Simulation
   ix. Role-Play
   x. Other (please describe)

11. Participant Engagement

Describe (100-character limit including spaces) how you will engage with session participants.

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<u>**Poster Proposal**</u>
1. Presenter Information
    A. **Primary Presenter and Contact.** This individual will be the primary contact for the poster being submitted. All future correspondence will be directed to the primary speaker/contact, who is also responsible for communicating with co-speaker(s) regarding acceptance or rejection, deadlines, and all other submission details.

        i.   First Name
        ii.   Last Name
        iii.   Pronouns that the speaker identifies with (i.e. He/Him/His, She/Her/Hers, They/Them/Theirs)
        iv.   Degree
        v.   Title
        vi.   Institution
        vii.   Email
        viii.   Street Address
        ix.   City
        x.   State/Province
        xi.   Zip Code
        xii.   Country
        xiii.   Phone Number
        xiv.   Professional Twitter handle (optional)
        xv.   Brief biography limited to 2000 characters including spaces
        xvi.   Color headshot photo

    B. **Additional Presenters.** To assure substantial time for interaction between speakers and audience, sessions are typically limited to a maximum of four participants in addition to a facilitator/moderator.

        i.   First Name
        ii.   Last Name
        iii.   Pronouns that the speaker identifies with (i.e. He/Him/His, She/Her/Hers, They/Them/Theirs)
        iv.   Degree
        v.   Title
        vi.   Institution
        vii.   Email
        viii.   Street Address
        ix.   City
        x.   State/Province
        xi.   Zip Code
        xii.   Country
        xiii.   Phone Number
        xiv.   Professional Twitter handle (optional)
        xv.   Brief biography limited to 2000 characters including spaces
        xvi.   Color headshot photo

2. Poster Title

Enter the title of your proposal (90-character limit including spaces). Do not use all caps or unnecessary symbols (such as an ampersand), punctuation, quotation marks around the title or a period at the end.

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3. Poster Align with Strategic Priority (select one primary):
   i.   Institutional culture and climate
   ii.   Graduate learners
   iii. Faculty (senior administrators, staff, and stakeholders)
   iv.   Community engagement
   v.   Other (please describe)

4. Poster Abstract

Please provide a brief abstract (800-chararcter limit including spaces) for your poster proposal. If your poster is selected, the AAMC will include this abstract on the 2022 GDI Professional Development Conference website and app for attendees to view and select their schedule. This is a key marketing piece to capture the interest of attendees. It is recommended that you format your abstract to a single paragraph. Abstracts are not edited and are published as submitted, so make sure you proofread your work carefully.

Poster abstracts should describe how poster will present information visually, as well as what the poster will argue intellectually. Guideline for poster presentations can be found **here**. You must include:

- Background, Aim/Hypothesis
- Methods
- Results and/or Outcomes
- Conclusions/Implications
- Areas for Follow-Up and/or Additional Study

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Poster Lessons

Please list three take away lessons that attendees will learn from your poster (200-character limit for each objective including spaces):

Lesson 1 | From this poster, attendees will learn.... |

Lesson 2 | From this poster, attendees will learn.... |

Lesson 3 | From this poster, attendees will learn.... |

Consent for All Submissions – Read Very Carefully

1. Register and pay to attend the GDI Professional Development Conference.
2. Pay for travel and hotel accommodations for the GDI Professional Development Conference.
3. Present on the day and time assigned as we are not able to make schedule accommodations. Sessions will be held March 10 or 11, 2022.
4. Provide a color head shot photo and short biography to be displayed on the conference website and mobile app by the AAMC deadline.
5. Submit presentation to the AAMC by the given deadline to be posted on the AAMC conference website and mobile app.
6. Allow the AAMC to post your presentation or a variation of your presentation for all registrants on the AAMC conference website and mobile app. Presenters are responsible for the variation of presentation.
7. If presenting a poster, provide the AAMC a PDF of your poster to be posted to the AAMC conference website and mobile app.
8. Provide and distribute your own handouts at the conference, if applicable.

☐ If breakout session or poster is accepted, all presenters agree to the statements above.

Please indicate your agreement by typing in your full name

Review Process

The GDI Program Planning Committee will review and evaluate submissions based on the following criteria and priority topic areas: institutional culture and climate; graduate learners; faculty, senior administrators, staff, and stakeholders; and community engagement:

- **Actionable and Transferable.** We want attendees to leave breakout sessions with a skill they can put to use, a project they can implement, or new knowledge of a subject to take back to their own institutions. Proposals should generate meaningful and actionable learning objectives and ideas that transfer between institutions and will launch discussion about overcoming the limitations of replication.

- **Creativity of Subject Matter.** We are interested in creative problem solving that goes beyond what has been tried before and will inspire action and thinking outside of the box. We are particularly looking for innovative proposals that will inspire solution-building in the sessions with attendees.

- **Connectivity.** We seek proposals that assemble linkages among medical education curriculum development activities, organizational/business operations, research, constituency initiatives. This conference aspires to bring stakeholders together from public and private institutions, medical schools, teaching hospitals, or healthcare systems, representing the various types in academic medicine to create collaboration and to break-down traditional silos.

- **Quality.** We are looking for high quality session abstracts that describe how the proposal will convey a clearly articulated subject and objective. We are dedicated to ensuring that the presentations at this conference meet the high standards of academic medicine. It is expected that all proposals have been carefully edited prior to submission. Poorly written proposals may influence the Planning Committee's review process.

- **Interaction and Inclusivity.** Above all, we seek to include intersectionality in our presentations and speakers. The Planning Committee is committed to proposals that will bring an engaging delivery of presentations and inclusive interaction for everyone. Preference will be given to proposals that outline participative and experiential formats.

Important Note: The GDI Program Planning Committee 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.