

# Formal Didactic Submission Guidelines

## CALL FOR SPEAKER & TOPIC PROPOSALS

### SHM Converge 2023

### Austin, TX

SHM invites you to submit topic and speaker proposals for didactic sessions at SHM Converge 2023. Selection of speaker and topic proposals will be highly competitive and decided at the discretion of the Annual Conference Committee (ACC). The ACC is seeking topics that are recent and highly valuable to hospitalists, appear engaging, and have a record or potential for high attendance with exceptional scores at previous national/regional meetings.

Didactic session proposals do not have to be limited to these categories but may be selected for inclusion in one of the following educational tracks:

- Clinical Updates
- Co- Management/Perioperative Medicine
- Diagnostic Reasoning
- Evidence-Based Medicine/High-Value Care
- Medical Education
- Career Development/Leadership
- Technology
- Diversity, Equity, and Inclusion
- Wellness

#### SPEAKER ELIGIBILITY & CONDITIONS

- The proposed speaker is not required to be a member of SHM, but it is strongly encouraged.
- Speaking experience and presentation skills at prior national/regional meetings will be heavily considered when determining presenter invitations.
- A speaker may not present in more than 2 sessions (workshop and/or didactic).

Invited speakers will be provided a scheduled date and time of when their presentation will take place once they have confirmed their acceptance. **They must be available to present at SHM Converge 2023 in Austin, TX which takes place March 26-29, 2023.** They should abide by the specified deadlines and terms listed on their speaker confirmation.

Each speaker for the main conference didactic sessions (excluding workshops) will receive complimentary conference registration, 1 night hotel at host property and flight reimbursement costs up to \$600. Please note, didactic panel session speakers (3 or more speakers) will receive complimentary conference registration only.

#### SESSION PROPOSAL SUBMISSION PROCESS

Speaker and topic proposals must be submitted using the online submission site. Proposals sent via email will not be considered. Detailed submission instructions and proposal best practices are provided under the references section of the login page. The proposal creation process is simple and should not take more than a few minutes to complete.

All proposals must be completed by **Monday, May 16, 2022**.

## SESSION TIME & FORMAT

The majority of didactic sessions at SHM Converge 2023 will be allotted 50 minutes (40 minutes for lecture and 10 minutes for Q&A). Other sessions such as those held in the Quality, Practice Management and Academic/Research tracks are allotted 60 minutes. Proposals should reflect the allocated time based on the track category selected.

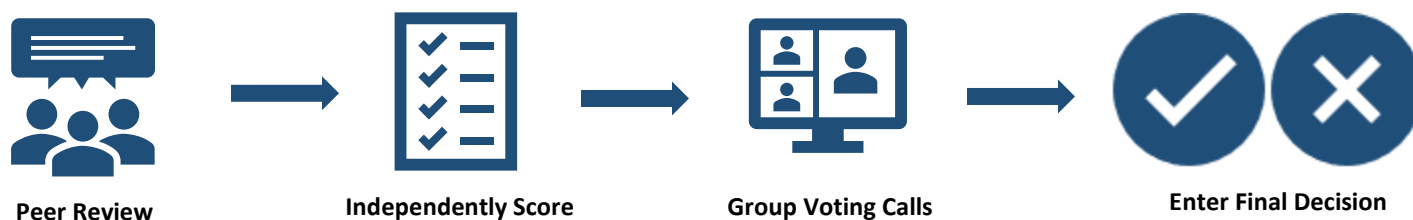
Didactic sessions are set up in theater style to retain audience focus and create the best visual experience. SHM will supply a single computer, screen, LCD projector, and microphones in each session room. Any other equipment and supplies needed will be at the responsibility of the invited speaker/s.

## SESSION PROPOSAL SELECTION PROCESS

Each speaker and topic proposal will be peer reviewed by 4 members of the ACC and other SHM Committees or Special Interest Groups. Proposals will be scored based on the following criteria:

1. **Topic** (significant subject and of interest to various audiences)
2. **Organization and Clarity** (transparent session summary and layout)
3. **Takeaways** (valuable and effective learning objectives)
4. **Speaker Qualifications** (seasoned experience, reputation, and presentation skills)

The proposal review and scoring process is as follows:



## NOTIFICATION OF SESSION PROPOSAL RESULTS

Accepted proposals may be modified by the ACC to better fit the educational program and variety of offerings at SHM Converge 2023. The ACC may also decide to select outside co-speakers for didactic sessions who have a history of speaking on a selected topic but were not submitted through the submission site.

Proposal acceptance and declination notifications will be sent via email by the end of **September 2022**.

## DIVERISTY, EQUITY & INCLUSION

SHM and the Annual Conference Committee are committed to embodying DEI standards throughout each step of the content development and planning process as a continual effort to eliminate health disparities and cultivate a safe and respectful environment for all, regardless of background or identity. Creating a program that honors and supports our diverse communities and actively opposes intolerance, bigotry, bias, and discrimination is paramount.

## CONFLICT OF INTEREST NOTICE

The Society of Hospital Medicine (SHM) promotes improved inpatient care, teaching, and research in the field of hospital medicine. SHM strives to ensure that these goals are met throughout its educational activities and academic competitions. All speakers invited to present at SHM Converge are required to disclose any relationships with pharmaceutical companies, biomedical device manufacturers, or other organizations that could represent potential conflicts in their presentation. The person submitting any speaker proposals is responsible for providing disclosure information for all proposed faculty if known. This requirement applies to currently existing relationships or relationships within the past 12 months from submission date. The principal intent of this disclosure is not to prevent faculty with a potential conflict from presenting their expertise and work. Disclosure information will assist the selection committee in the review process.