

# Formal Workshop Submission Guidelines

## CALL FOR SPEAKER & TOPIC PROPOSALS

### SHM Converge 2023

### Austin, TX

SHM invites you to submit a workshop proposal for SHM Converge 2023. Selected workshops will be decided at the discretion of the Annual Conference Committee (ACC). The ACC is seeking workshop topics that are recent and valuable to hospitalists, highly engaging/interactive, and have a record or potential for high attendance with exceptional scores at previous national/regional meetings. Workshop proposals do not have to be limited to these categories but should focus on one of the following topics:

- Clinical Updates
- Communication/Patient Experience
- Co- Management/Perioperative Medicine
- Evidence-Based Medicine/High-Value Care
- Quality/Patient Safety
- Career Development/Leadership
- Technology
- Wellness

### SPEAKER ELIGIBILITY & CONDITIONS

- The submitter and main workshop speaker should be member of SHM in good standing. Additional speakers are not required to be members, but it is strongly encouraged.
- Speaking experience and presentation skills at prior national/regional meetings will be heavily considered.
- The ACC advises that at least 1 workshop speaker be at the junior level to promote career growth and opportunity.
- It is pivotal that workshop speakers are diversified in representing various institutions and backgrounds.
- A speaker may not present in more than 2 sessions (workshop and/or didactic).

Accepted workshops may have a maximum of 4 speakers (including the main speaker). Workshops may include a maximum of 6 additional facilitators. Facilitators will not be listed in conference materials. Invited speakers will be provided a scheduled date and time of when their workshop 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 workshop speaker will receive 50% off of the conference registration fee. Facilitators will not receive discounted conference registration but, if they choose not to attend the rest of the conference, may serve as a facilitator without registering. Reimbursement for travel expenses will not be provided for workshop faculty or facilitators.

### WORKSHOP PROPOSAL SUBMISSION PROCESS

Workshop 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

Each workshop will be allotted 90 minutes and therefore proposals should reflect the allocated time.

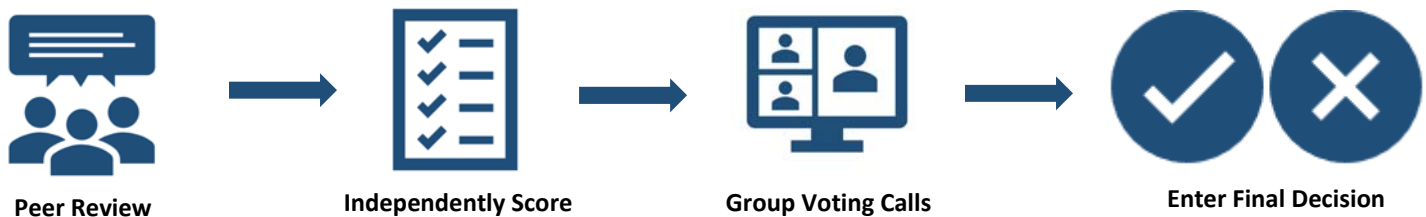
Workshop session rooms are set in rounds to promote audience engagement and enhance interactivity. SHM will supply a single computer, screen, LCD projector, and microphones in each session room. Any other equipment and supplies needed will be at the responsibility of the invited speaker/s. Workshop speakers should plan for up to 100 attendees at each workshop. If a workshop can accommodate more than 100 attendees, this should be stated in the submission. Workshops with more limited registration (i.e., less than 100) will require special approval by the Annual Conference Course Director prior to acceptance.

## WORKSHOP PROPOSAL SELECTION PROCESS

Each workshop 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 workshop summary and layout)
3. **Participant Engagement** (highly interactive and creatively engaging)
4. **Speakers** (diversity of institutions, experience, backgrounds, etc.)

The proposal review and scoring process is as follows:



## NOTIFICATION OF WORKSHOP PROPOSAL RESULTS

Selection of workshop proposals will be competitive and may require phone discussions with one or more members of the ACC. Accepted proposals may be modified by the ACC to better fit the educational program and variety of offerings at SHM Converge 2023.

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.