



2023 Information Technology in Academic Medicine Conference **Sponsored by the Group on Information Resources (GIR)**

Wednesday, May 31 – Friday, June 2, 2023
Hilton Denver City Center
Denver, Colorado

Submission Deadline: December 9, 2022, 11:59 p.m. PT

The 2023 Information Technology in Academic Medicine Conference, sponsored by the AAMC Group on Information Resources (GIR), is the premier event for the academic medicine technology community to share how they address various challenges and develop successful strategies for meeting organizational goals.

With information technology established as a strategic asset essential to the growth and success of medical schools and teaching hospitals, this event offers valuable peer learning and networking opportunities on critical issues.

The Program Planning Committee is seeking proposals for breakout sessions and posters. Of particular interest are proposals that explore the strategic optimization of resources, especially those highlighting collaborations and partnerships. Proposals featuring multiple institutions and case studies around strategic initiatives or operational excellence are also encouraged.

The following are topical areas of particular interest, but any proposal on IT in academic medicine will be considered:

- Administrative Information Technology
- Clinical Technology
- Data Analytics/BI/Data-Driven Academic Medical Centers
- Data Management & Standards
- Digital Transformation
- Diversity and Inclusion
- Education Technology
- Instructional Design
- IT Infrastructure and Operations
- Leadership – Leading an IT team/IT Workforce Optimization
- Leadership Development
- Research Technology
- Security & Privacy

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 and will include three different components for presenting this year: (1) a video that is less than five minutes of the poster author(s) discussing their poster which will be accessible throughout and after the conference on the meeting site; (2) a pdf of the poster for the meeting site; and (3) a physical poster that will be on display during the meeting and highlighted during the poster session.

Please note that you may submit multiple presentations in both submission categories and within each submission category.

Submission Forms

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

- Primary topical area, per the list above, with the option of adding a secondary topical area.
- 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).
- Describe the practical application of what you are presenting. What was the need and what did this specifically address?
- Stage of Implementation.
- Optional question. Are there references or resources you utilized that helped to inform your work? Please share any benchmarks, publications, websites, manuals, or any other sources.
- Session Outcomes. You will be asked to describe three outcomes, objectives or take-away messages that meeting participants will learn from your session. At least one of your learning objectives should be focused on strategic action and/or solutions to any challenges.

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

- Primary topical area, per the list above, with the option of adding a secondary topical area.
- Poster Description. Please describe what your poster is about. If selected, this information will be shared on the meeting website. (1000 characters)
- What information will attendees be able to take away after viewing your poster that they can apply at their own institution?

All proposals include the following information:

- Title (90 characters or less)
- Speaker/Author information

Proposal Topics

Proposals should align with the thematic areas listed above.

We encourage you to submit proposals that have a diversity of viewpoints—both at your own institution and from other institutions.

Breakout Session and Poster Proposal Guidelines

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

Breakout sessions will be 60-75 minutes in length. This should include time for questions and discussion.

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 (e.g., 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 Heather Sacks at hsacks@aamc.org for more information.

Only proposals submitted on 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 **December 9, 2022 at 11:59 p.m. PT**. The submission website will automatically close at midnight.
2. **SUBMISSION LIMIT:** There are no restrictions on the number of proposals you may submit.
3. **CHARACTER LIMITS:** The title is limited to 90 characters. Do not put your title in quotation marks. The short description for breakout sessions is limited to 800 characters. These character counts include all text, including spaces and special characters. If your proposal is accepted, the title and short description you submit will be used in the meeting program.
4. **PRESENTATION TYPE AND CATEGORY:** You will be asked to select the appropriate presentation type and content category for your submission.
5. **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.
6. **SUBMITTING YOUR PROPOSAL:** You may save your proposal at any point and return to where you left off before submitting your proposal (prior to the aforementioned deadline). Once you have submitted your proposal, you will receive a confirmation email.
7. **NOTIFICATION:** Submitters will be notified of acceptance decisions by late January 2023.