

## Call for Proposals Instruction Guide

Group on Business Affairs (GBA)-Group on Institutional Planning (GIP)-Group on Faculty Affairs (GFA)  
2026 Joint Spring Meeting  
Wednesday, April 22 – Friday, April 24, 2026  
Hyatt Regency St. Louis at the Arch  
St. Louis, Missouri

*Navigating Complexity: People, Strategy, and Resources*

**Submission Deadline: Friday, October 24, 2025, 11:59 p.m. PDT**

The Spring Meeting Planning Committee invites proposal submissions for peer learning sessions, podium presentations, and posters for the GBA-GIP-GFA 2026 Joint Spring Meeting.

This meeting provides a unique forum to promote and learn from the ongoing collaborative work at academic medical centers by bringing together three important AAMC professional affinity groups: the Group on Business Affairs (GBA), the Group on Institutional Planning (GIP), and the Group on Faculty Affairs (GFA).

The Spring Meeting Planning Committee encourages you to submit proposals that align with the meeting theme: *Navigating Complexity: People, Strategy, and Resources*, and incorporates one of the topics outlined in this guide. In addition, the Spring Meeting Planning Committee welcomes proposals that offer a deep dive into a specific topic, allowing for more in-depth discussions. The list in this guide highlights broad topics of interest and is intended as a guide for developing proposals ideas. However, proposals on additional topics are welcome and encouraged.

Priority will be given to proposals that incorporate innovation, technology, and/or projects that are scalable across institutions. Strong proposals include actionable takeaways, best practices, and practical applications. Collaborative proposals will be highly valued, both across institutions and among affinity groups (GBA, GIP, and GFA) within a single institution. Proposals that involve multiple institutions or multiple perspectives within an institution will be prioritized.

Please note, proposals must be submitted by constituents of AAMC member institutions. While non-AAMC members or consultants can be included if considered integral to the presentation, it must be the AAMC member that submits.

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

### Suggested Topics

#### **Institutional Policy, Compliance, and Accreditation**

- Accreditation Strategies and Innovations
- Changes to Institutional Policies (due to leadership changes or other)
- Compliance in the Digital Age: AI, Data, IP, Emerging Technologies in Academic Medicine
- Continuous Quality Improvement (CQI)
- Faculty Appointment, Promotion, and Tenure: Policies, Practices, Pathways
- Faculty Remediation and Professional Conduct: Policy, Practice, Culture
- Policy Development and Shared Governance

## **Artificial Intelligence, Data, and Emerging Technologies**

- AI for Operations, Administration, and Decision Support
- Analytics and Dashboards for Decision-Making
- Automation in Administrative Workflows
- Compliance, Academic Integrity, and Intellectual Property in AI
- Continuous Quality Improvement (CQI)
- Data-Informed Advocacy and Stakeholder Engagement
- Emerging Technologies Across the Missions
- Leveraging Data to Drive Institutional Change
- Program Evaluation

## **Evolving Workplaces and Space Utilization**

- Best Practices for Shared Models (HR, Faculty Affairs, Finance, Research Administration)
- Equipment Corridor and Freezer Space Allocations and Management Practices
- Office Downsizing and Space Allocation Strategies
- Onboarding, Engagement, and Offboarding in Hybrid Environments
- Remote/Hybrid Work Models, Space Assignments, and Team Cohesion
- Space Survey Tools and Process (Survey Ownership, Frequency, etc.)
- Trends and Strategies in Space (Research, Education, Clinical)
- Work Culture and Space Design

## **Financial Management and Budgeting**

- Budgeting for Human Capital and Space Planning
- Compensation Models for Faculty and Staff
- Financial Planning for Shared Services and Operational Efficiency
- Funds Flow and Budgeting Coordination

## **Inclusive Environments**

- Building Inclusive Cultures and Amplifying Diverse Voices
- Community and Stakeholder Engagement
- Diversity Bans: Institutional Responses and Lessons
- Institutional Transparency and Pay Equity
- Professionalism: Microaggressions to Major Transgressions

## **Leadership Development and Succession Planning**

- Career Confidence and Voice
- Collaborative Leadership Across the Missions
- Developing the Next Generation of Leaders
- Emotional Intelligence and Influencing Others
- Sponsorship, Mentorship and Coaching Across Career Stages
- Succession Planning and Leadership Transitions
- Tools and Models for Leadership Development

## **Strategic Planning, Change Management, and Infrastructure Support**

- Building a Case for Change with Data and Narratives
- Business Continuity and Emergency Preparedness
- Change Management Models for Academic Medicine

- Institutional Responses to Political and Fiscal Shifts
- Institutional Restructuring: Mergers, Affiliations, Transitions
- Planning for Negative Contingencies: Finance, Operations, People, Strategy
- Resilience or Flourishing as a Leadership and Organizational Strategy
- Strategic Planning Beyond Accreditation Cycles

## Workforce Planning and People Development

- Career Ladders and Benchmarking
- Faculty Development for the Future of Academic Medicine
- Retention Strategies and Leadership Pipelines
- Role Clarity Between Faculty and Staff
- Staff Empowerment and Professional Development
- Strategic Faculty Lifecycle Management
- Strategic Human Resource Management
- Wellness and Flourishing Strategies
- Workforce Challenges, Unions, and Opportunities

## Types of Sessions

**Peer Learning Sessions:** These 60-minute sessions provide opportunities for institutions to highlight their recent innovations, projects, systems, or other practices. They should be applicable to other institutions and should incorporate successes as well as challenges along the way. Sessions should include takeaways such as actions, tips, tools, and processes that can be applied immediately.

All sessions should include ample time to engage the audience in discussion. Proposals that are organized like case studies are encouraged. We also encourage breakout sessions that focus on a deep dive on a specific topic or skills-based workshops that feature practical instruction to enhance capabilities and critical skills.

**Podium Presentations:** Podium submissions will be organized by theme, with similar topics grouped together. Accepted podiums must assign a designated speaker. Each podium speaker is allotted 10 minutes for presentation. A 25-minute Q&A session is conducted after the final speaker. An assigned session moderator will manage the timing and flow of each session.

The Spring Meeting Planning Committee is looking for proposals that:

- Clearly describe a tangible program, initiative, or institutional effort.
- Discuss the assessment, evaluation, and/or overall institutional impact of the program, initiative, or effort.
- Provide evidence for how this topic is relevant to finance, administration, planning, space and facilities, human resources, department management, faculty affairs efforts and offices.

**Posters:** There are two types of posters that will be featured at this meeting: **Scholarly Research** and **Promising Practices, Tools, and Initiatives**. When submitting your poster abstract, you will be asked to select the category that best fits your proposal.

Poster presenters are required to prepare a PowerPoint presentation of their poster. Each presenter will deliver a five-minute presentation during the Poster Breakout sessions, covering the topic, methodology, key findings, and concluding messages. These sessions will take place before the Poster Reception. Assigned reviewers will evaluate all posters, and awards will be given to the top submissions.

Presenters are also required to submit a PDF of their poster to AAMC, which will be featured on the AAMC meeting website and mobile app.

On site at the meeting, awards will be given to both **Scholarly Research** and **Promising Practices, Tools, and Initiatives** posters. There will be a panel of judges representing Group leadership that will assess and score poster presentations.

For **Scholarly Research** posters, the following criteria will be used: (1) significance; (2) innovation; (3) scientific rigor; (4) impact and implications for the field; (5) evidence of collaboration and inclusion; (6) presentation quality.

For **Promising Practices, Tools, and Initiatives**, the following criteria will be used: (1) significance; (2) innovation; (3) transferability to other institutions; (4) implementation and effectiveness; (5) evidence of collaboration and inclusion; (6) presentation quality.

Awards will be given to the top poster presentations representing the following award categories of interest to meeting attendees: (1) mentorship and the development of staff and faculty leaders; (2) new and innovative tools; (3) inclusive and welcoming environments; (4) physical space and the learning environment; (5) organizational policies, practices, and procedures.

## Consultant Guidance

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 Kristina Reardon at [kreardon@aamc.org](mailto:kreardon@aamc.org).

## Meeting Fees, Travel, and Lodging

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

## Information for Call for Proposals – Peer Learning Sessions:

### Speaker Information:

- First Name
- Last Name
- Email Address
- Title
- Institution
- Degree(s) (if applicable)
- Administrative Assistant (if applicable)
- Presentation Role

### What is your primary AAMC Group affiliation?

- Group on Business Affairs (GBA)
- Group on Institutional Planning (GIP)

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- Group on Faculty Affairs (GFA)
- Other (please indicate)

**Meeting Topic**

Please select the topic that most closely aligns with your presentation.

**Meeting Agenda Summary**

Provide a short description of your submission that will appear in the final meeting program, if accepted. This description should be informative, clear, and compelling, and designed to stand out. Why should meeting attendees select your session? (800 characters max)

**Proposal Description**

Please describe your session in more detail with additional information not included in the meeting agenda summary. Why is this an important topic? Give an example of how your submission is relevant to a current or timely topic. Please briefly describe what stage your institution is at in the process of implementing this project/process/initiative. (1,500 characters max)

**Content Delivery**

Please describe how you will engage the audience. Emphasis is placed on engagement through case studies, take-away lessons learned, and sharing of tools and other experiential learning methods or interactive activities. (500 characters max)

**Learning Objectives**

List three (3) learning objectives that meeting attendees will understand after your presentation. Write each objective beginning with the phrase "After participating in this session, attendees should be able to..."

**Information for Call for Proposals – Podium Presentations:****Speaker Information:**

- First Name
- Last Name
- Email Address
- Title
- Institution
- Degree(s) (if applicable)
- Administrative Assistant (if applicable)
- Presentation Role

**What is your primary AAMC Group affiliation?**

- Group on Business Affairs (GBA)
- Group on Institutional Planning (GIP)
- Group on Faculty Affairs (GFA)
- Other (please indicate)

**Meeting Topic**

Please select the topic that most closely aligns with your presentation.

**Meeting Agenda Summary**

Provide a short description of your submission that will appear in the final meeting program, if accepted. This description should be informative, clear, and compelling, and designed to stand out. Why should meeting attendees select your session? (800 characters max)

## Proposal Description

Please describe your session in more detail with additional information not included in the meeting agenda summary. Why is this an important topic? Give an example of how your submission is relevant to a current or timely topic. Please briefly describe what stage your institution is at in the process of implementing this project/process/initiative. (1,500 characters max)

## Learning Objectives

List three (3) learning objectives that meeting attendees will understand after your presentation. Write each objective beginning with the phrase “After participating in this session, attendees should be able to...”

## Information for Call for Proposals – Posters:

### Speaker Information:

- First Name
- Last Name
- Email Address
- Title
- Institution
- Degree(s) (if applicable)
- Administrative Assistant (if applicable)
- Presentation Role

### What is your primary AAMC Group affiliation?

- Group on Business Affairs (GBA)
- Group on Institutional Planning (GIP)
- Group on Faculty Affairs (GFA)
- Other (please indicate)

### Please indicate the type of poster you will be presenting:

- Scholarly Research
- Promising Practices, Tools, and Initiatives

### Please choose one of the following poster categories:

- Mentorship and development of staff and faculty leaders
- New and innovative tools
- Inclusive and welcoming environments
- Physical space and the learning environment
- Organizational policies, practices, and procedures

### Poster Research (1,500 characters max)

- Introduction/Background
- Goals/Hypothesis
- Methods/Approach
- Results/Outcomes
- Conclusion/Impact



The banner features a gradient background transitioning from dark purple on the left to light blue on the right. The year '2026' is prominently displayed in white, enclosed within a white rectangular frame. To the right of the frame, the text 'GBA-GIP-GFA Joint Spring Meeting' is written in white. On the far right, the AAMC logo, consisting of a stylized caduceus and the letters 'AAMC', is also in white.**2026**

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**Poster Abstract (800 characters max)**

Please provide a brief summary of your poster that will be shared on the meeting website.

**Poster Description (800 characters max)**

Please describe what your poster is about. If selected, this information will be shared on the meeting website.

**Challenge/Issue Addressed (800 characters)**

What was the challenge or issue you will be highlighting on your poster?

**Results/Organizational Impact (800 characters max)**

What were the results and/or organizational impact you will be highlighting on your poster?

**Additional Submission Information**

1. **DEADLINE:** The deadline for electronic submission of proposals is **Friday, October 24, 2025, at 11:59 p.m. PDT**. 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. If submitting multiple proposals, please note you will be required to submit each proposal separately. You will receive a confirmation email for each proposal.
3. **INSTITUTIONS/AFFILIATIONS:** You will be asked to enter all the institutional affiliations of your submitters and speakers. The AAMC will communicate directly with the primary speaker/contact.
4. **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. Only proposals submitted through the submission website will be reviewed.
5. **NOTIFICATION:** You will be notified by early January whether your proposal has been accepted or rejected.
6. **QUESTIONS:** Please contact Molly Devine at [mdevine@aamc.org](mailto:mdevine@aamc.org).