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AAMC Business Affairs, Planning, and Operations Conference

Call for Proposals Instruction Guide

2027 AAMC Business Affairs, Planning, and Operations Conference
Wednesday, May 12 – Friday, May 14, 2027
Hyatt Regency Salt Lake City
170 South West Temple Street
Salt Lake City, Utah

Submission Deadline: Friday, October 16, 2026, 11:59 p.m. PST

The Planning Committee is soliciting proposals for breakout sessions, podium presentations, and posters for the 2027 AAMC Business Affairs, Planning, and Operations Conference.

This conference provides a unique forum to promote and learn from the collaborations that occur daily at academic health systems by bringing together two important professional groups within the AAMC: the Finance and Business Affairs Group and the Planning and Operations Group.

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, lessons learned, and practical applications.** Collaborative proposals will be highly valued, both across institutions and among affinity groups (Finance and Business Affairs Group and Planning and Operations Group) within a single institution. Proposals that involve multiple institutions, multiple perspectives, and/or colleagues at different career levels will be prioritized. In addition, the Planning Committee is interested in proposals that bring in the perspective of other roles at member institutions beyond those in operations, planning, finance, and business affairs, which should highlight collaboration across institutions and promote alignment and engagement across roles.

The Planning Committee encourages submitting proposals that incorporate one of the topics found in the Instruction Guide. This is meant to be a guide. All proposals are welcome and encouraged.

We look forward to bringing the two communities together to explore connections and opportunities for collaboration.

Please note that proposals must be submitted by constituents from 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.

Suggested Topics

Institutional Policy, Compliance, and Accreditation

- Accreditation Strategies and Innovations
- Changes to Institutional Policies (due to Leadership Changes, Federal Policy Changes, and so forth)
- Compliance in the Digital Age: AI, Data, IP, and Emerging Technologies in Academic Medicine
- Continuous Quality Improvement (CQI)
- Ethical Decision Making

Artificial Intelligence (AI), Data, and Emerging Technologies

- AI Best Practices and Competencies Related to Ethical AI Use
- AI for Operations, Administration, and Decision Support

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- AI Governance
- Analytics and Dashboards for Decision-Making
- Automation in Administrative Workflows
- Emerging Technologies Across Missions
- Leveraging Data to Drive Institutional Change
- Real Application Usage of AI

Evolving Workplaces and Space Utilization

- Best Practices for Shared Models (HR, Finance, Research Administration, and Operations)
- Data-Driven Space Planning, Analytics, and Optimization
- Equipment Corridor, Freezer Space Allocations, and Management Practices
- Master Plan Retrospective: Data, Metrics, and Lessons Learned
- Office Downsizing, Consolidation, and Space Allocation Strategies
- Remote/Hybrid Work Models, Space Assignments, and Team Cohesion
- Sharing New Construction and Innovative Building Projects
- Space Survey Tools and Process (Survey Ownership, Frequency, etc.)
- Trends and Strategies in Space (Research, Education, Clinical)
- Utilizing Data to Make Space Decisions
- Utilizing Occupancy Data as a Measure of Research Activity
- Work Culture and Space Design

Financial Management, Funding, and Budgeting

- Academic Unit and Program Performance Metrics, Growth Opportunities, and Strategies
- 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
- Navigating Research Funding and the Federal Environment
- Research Enterprise Resilience and Sustainability Strategies
- Resource Allocation Models
- Sustainability During an Environment of Funding Uncertainty

Leadership Development and Succession Planning

- Collaborative Leadership Across the Missions
- Developing the Next Generation of Leaders
- 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

- Bridging the Strategic Planning Gap: Alignment Across Organizations
- 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, and Transitions
- Models to Disseminate Academic Innovation

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- Planning for Contingencies: Finance, Operations, People, Strategy
- Resilience as a Leadership and Organizational Strategy
- Strategic Planning Beyond Accreditation Cycles

Workforce Planning and People Development

- Building a Culture of Belonging, Purpose, and Safety
- Career Ladders and Benchmarking
- Onboarding, Engagement, and Offboarding in Hybrid Environments
- Remote Team Building
- Retention Strategies and Leadership Pipelines
- Strategic Human Resource Management
- Wellness Strategies
- Workforce Challenges, Unions, and Opportunities
- Workforce Pipeline: Integrating Learner Opportunities and Health System Needs

Types of Sessions

- **Breakout Sessions:** These sessions provide opportunities for institutions to highlight 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. Breakout sessions are 60 minutes and 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 workshop 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.
- **Posters:** Posters allow institutions to highlight a specific program, project, innovation, system, dashboard, and/or building. Posters will be on display during the conference and highlighted during the poster session.

Consultant Guidance

Proposals must be submitted by constituents from 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 conference. If a consultant wants to attend the full conference, there are a limited number of commercial exhibitor spaces available. This is the only option for commercial organizations to attend the full conference. 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.

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.

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Information for Call for Proposals – Breakout Sessions:

Speaker Information:

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

Which AAMC Affinity Group(s) does the speaker represent?

- Finance and Business Affairs Group
- Planning and Operations Group
- Other

If you selected "Other" in the question above, please indicate the AAMC Affinity Group affiliation(s) below.

Proposal Title

A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation. (90 characters max)

Who is the primary audience for your session?

- Chiefs of Staff
- Dean's Office - Finance and Administration
- Department Administrators
- Health System Finance
- Strategic Planning
- Space and Facilities Planning
- Other

Conference Topics

Please select the primary topic that most closely aligns with your proposal.

Please select the secondary topic that aligns with your proposal. (optional)

Short Description

If selected, this description will be featured in the conference program and should be descriptive and thought-provoking. (1000 characters max)

Session Description

Please describe your session in more detail with additional information not included in the short description above. Why is this an important topic? How will you engage with session attendees? (2000 characters max)

Relevance

Give an example of how your proposal is relevant to a current or timely topic. (800 characters max)

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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.? (800 characters max)

Learning Objectives

List three (3) learning objectives that conference attendees will understand after your presentation. Complete the sentence, 'After participating in this session, attendees will be able to...' Use action words to begin this learning objective, such as understand, describe, define, demonstrate, conduct, etc. (30 words max)

Information for Call for Proposals – Podium Presentations:

Speaker Information:

- First Name
- Last Name
- Email Address
- Title
- Institution
- Credential(s) (if applicable)
- Administrative Assistant (if applicable)

Which AAMC Affinity Group(s) does the speaker represent?

- Finance and Business Affairs Group
- Planning and Operations Group
- Other

If you selected "Other" in the question above, please indicate the AAMC Affinity Group affiliation(s) below.

Proposal Title

A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation. (90 characters max)

Who is the primary audience for your session?

- Chiefs of Staff
- Dean's Office - Finance and Administration
- Department Administrators
- Health System Finance
- Strategic Planning
- Space and Facilities Planning
- Other

Conference Topics

Please select the primary topic that most closely aligns with your proposal.

Please select the secondary topic that aligns with your proposal. (optional)

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Conference Agenda Summary

Provide a short description of your podium presentation that will appear in the final conference program, if accepted. This description should be informative, clear, and compelling, and designed to stand out. Why should conference attendees select your session? (500 characters max)

Proposal Description

Please describe your session in more detail with additional information not included in the conference 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. (1500 characters max)

Learning Objectives

List three (3) learning objectives that conference attendees will understand after your presentation. Complete the sentence, 'After participating in this session, attendees will be able to...' Use action words to begin this learning objective, such as understand, describe, define, demonstrate, conduct, etc. (30 words max)

Information for Call for Proposals – Posters:

Author Information:

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

Which AAMC Affinity Group(s) does the author represent?

- Finance and Business Affairs Group
- Planning and Operations Group
- Other

If you selected "Other" in the question above, please indicate the AAMC Affinity Group affiliation(s) below.

Will this author be onsite presenting?

(At least one author is required to be onsite to present the poster at the conference.)

Proposal Title

A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation. (90 characters max)

Poster Description

Please describe what your poster is about. If selected, this information will be shared on the conference website. (800 characters max)

Challenge/Issue Addressed

What is the challenge or issue you will be highlighting on your poster? (800 characters max)

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Results/Organizational Impact

What are the results and/or organizational impact you will be highlighting on your poster? (800 characters max)

Additional Submission Information

1. **DEADLINE:** The deadline for electronic submission of proposals is **Friday, October 16, 2026, at 11:59 p.m. PST**. 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 that 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 January 2027 whether your proposal has been accepted or rejected.
6. **QUESTIONS:** Please contact the AAMC team at planningops@aamc.org or financebusiness@aamc.org.