

**AAMC Group on Faculty Affairs (GFA)
Professional Development Conference
July 15-18, 2024, New Orleans, Louisiana**

***Evolution and Excellence: Navigating a Dynamic Landscape
through Innovation and Collaboration***

Call for Proposals

Submission Deadline: January 5, 2024, 11:59 pm PST

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Overview

The GFA Program Planning Committee invites proposals for workshops, ignites, podiums, and posters for the 2024 Group on Faculty Affairs Professional Development Conference scheduled for July 15-18 at the Ritz Carlton, New Orleans. All proposals must be submitted online no later than 11:59 PM (PST) on January 5, 2024. Late submissions will not be accepted. Submitters are strongly encouraged to read the instructional guide for all the details and before logging in to submit a proposal.

As experts in the field, your knowledge and perspectives drive the topics and sessions featured at the conference. Submit a proposal in one of four ways:

1. Skill-based Workshops
2. Podium Presentations
3. Ignite Sessions
4. Posters

The conference program will feature a mixture of presentations that address the needs and challenges of seasoned, mid-career, and new faculty and professional staff colleagues. We highly encourage interactive and innovative submissions that incorporate collaborations. Preference may be given to submissions that incorporate speakers and content from both public and private institutions, medical schools, teaching hospitals, or medical centers, large and small institutions, and recognize varying levels of resources.

The GFA Program Planning Committee has identified topics of interest related to the overall conference theme, although this list is not exhaustive. The planning committee accepts proposals related to these topics in addition to other submissions of interest to faculty affairs professionals. We are looking for innovative ideas and cannot wait to see what ideas you have!

Planning and Designing

Support the learning by tailoring your submission. Here are some important recommendations:

1. **We are looking for innovative and collaborative submissions.**
2. The preferred types of sessions are hands-on workshops, demonstrations/simulations, small group discussions, and interactive panels over lectures.
3. The preferred participant activities are problem-solving exercises and discussing case studies. Activities should highlight innovation, new and/or experimental learning.
4. Presentations should spark discussions and deliver strategies, best practices, and solutions.
5. Provide handouts, tools, resources, presentations, or website links for the participants.

Explore videos and guides and examine tips and tools for planning, designing, developing, and delivering a terrific conference session. Submitters are strongly encouraged to use [planning and designing resources](#) before logging in to submit a proposal.

Submission Deadline: January 5, 2024, 11:59 PM (PST)

Notification Date: February 2024

For more information, please contact:

GFA@aamc.org

Suggested Topics of Interest

The GFA Program Planning Committee has identified topics of interest related to the

conference theme— ***Evolution and Excellence: Navigating a Dynamic Landscape through Innovation and Collaboration.***

Sample topics of interest are included below, although this list is not exhaustive. The committee will accept proposals related to other submissions of interest to faculty affairs professionals.

Developing the next generation of leaders

- Mentorship, coaching, and transitions at early-career, mid-career, late-career and senior levels
- Leadership development for basic science and for education-focused faculty members
- Personal leadership development tools and models
- Developing professional and administrative staff—managing change, communication skills, professional advancement and promotion
- What tools are institutions using to develop leaders?

Advocacy

- How do you move hot topics forward at your institution?
- Engaging Stakeholders: Lessons on how to work with your dean, hospital leadership and other stakeholders
- Advocating for institutional transparency and accountability in pay equity including resources and opportunities

The Changing Academy

- How is the landscape changing (e.g. loss of tenure, changing content delivery, organizational level change such as a merger or acquisition, etc.) and how will the new landscape impact future faculty members?
- How do we leverage data to implement change or address barriers to change? What data are you using to make changes at your institution?

Inclusive and Safe Environments

- Ending sexual and gender harassment in academic medicine
- Addressing microaggressions through bystander intervention training
- How do you build an environment that values, expects and amplifies a diversity of voices?
- Strategies for collaboration and networking in a diverse environment
- Professionalism – best practices for handling issues with professionalism from microaggressions to major transgressions

Organizational Policies, Practices and Procedures

- Developing and supporting research and scholarship in faculty affairs
- Faculty appointment/promotion and tenure policies and practices – specifically looking for innovative practices in this arena (e.g. holistic review as it related to hiring faculty)
- Annual faculty reviews (including post-tenure reviews)
- Faculty engagement and recognition

- Wellbeing, particularly systems and organizational approaches
- Managing the social presence (websites, social media) of faculty, and professional and administrative staff
- Use of current and emerging technologies in clinical, educational and administrative offices – specifically AI and it’s impact on compliance, intellectual property, academic integrity, data privacy, etc.

Submission Types

1. Skill-Based Workshops

Session Format: deep dive, 90-minute workshops focusing on skills, behaviors, or competencies

The skill-based workshops will be an opportunity for participants to get in-depth practical instruction to enhance capabilities and critical skills. The planning committee is looking for workshops that will cover topics of high interest for faculty affairs and staff. Attendees will learn about and practice the skills, attitudes, and behaviors necessary in each topic area.

The planning committee is looking for proposals that:

- Clearly focus in-depth on a particular skill(s) relevant to academic medicine
- Utilize multiple presentation and facilitation methods including participant practice of the skill(s)
- Demonstrate extensive knowledge of the topic and how it contributes to overall faculty and/or staff success academic medicine

Required Submission Material:

- Abstract Title (100 characters)
- Speakers and Presenters (6 max, including the primary presenter)
 - First Name
 - Last Name
 - Email Address
 - Professional Title(s)
 - Institution
 - Degree
 - Presentation Role
 - Speaker Biography (500 characters)
 - Headshot
 - Have you presented this session at other educational conferences within the last 2 years?
- Conference Topic
- Intended/Target Audience
 - Early-Career

- Mid-Career
 - Late Career/Senior Leaders
 - Professional Staff
- Description (500 characters) - Provide a short description of your submission. If accepted, this description will appear in the final meeting program.
 - Abstract (1,000 characters)
 - Introduction/Background
 - Goals/Hypothesis
 - Methods/Approach
 - Results/Outcomes
 - Conclusion/Impact
 - Three 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...”
 - Content Delivery (500 characters)- Please describe how you will engage the audience. Emphasis is placed on engagement through case studies, small group exercises and sharing of tools and other experiential learning methods or interactive activities.

2. Podium Presentations

Session Format: a 75-minute session featuring four (4) oral presentations

Each speaker is allotted 10 minutes for presentation. A 35-minute Q&A session is conducted after the final speaker. Accepted podium presentations will be grouped, and an assigned session moderator will manage the timing of the sessions.

The 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 faculty affairs efforts and offices

Required Submission Material:

- Abstract Title (100 characters)
- Each podium presentation should identify one presenter (the primary author), and list the additional authors. The primary author will serve as the point of contact for this submission.
 - First Name
 - Last Name
 - Email Address
 - Professional Title(s)
 - Institution

- Degree
- Presentation Role
- Speaker Biography (500 characters)
- Headshot
- Have you presented this session at other educational conferences within the last 2 years?
- Conference Topic
- Intended/Target Audience
 - Early-Career
 - Mid-Career
 - Late Career/Senior Leaders
 - Professional Staff
- Description (500 characters) - Provide a short description of your submission. If accepted, this description will appear in the final meeting program.
- Abstract (1,000 characters)
 - Introduction/Background
 - Goals/Hypothesis
 - Methods/Approach
 - Results/Outcomes
 - Conclusion/Impact
- Three 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...”

3. Ignite Sessions

Session Format: large-group Ignite presentations are two-minutes and used to ignite a conversation. The presentation is followed by a 1-hour group discussion.

There are many promising examples of what’s working in faculty affairs. Yet, we don’t often have the time to explore new and emerging trends or to push ourselves to think outside the box. In this session discussion facilitators will offer provocative and thought-provoking questions to their audience and guide the session purely through conversation to push the envelope and begin to answer these questions.

It is important to note that these sessions will be entirely discussion-based and will not have audio visual equipment available. Discussion facilitators will present a two-minute ignite presentation prior to presenting their provocative or courageous questions. The questions offered should align with the conference theme and following prompts:

- What are we not doing or discussing that we should be?
- What's at the margins in our work?
- What does the future of faculty affair and faculty development work look like? What haven't we explored yet?

The planning committee is looking for proposals that:

- Highlight relevant hot topics in the faculty affairs
- Clearly articulate how they will guide group discussion as the facilitator
- Provide evidence for how this topic is relevant to faculty affairs advancement efforts and offices

Required Submission Material:

- Provocative or Thought-Provoking Question (250 characters)
- Speakers and Presenters (3 max, including the primary presenter)
 - First Name
 - Last Name
 - Email Address
 - Professional Title(s)
 - Institution
 - Degree
 - Presentation Role
 - Speaker Biography (500 characters)
 - Headshot
 - Have you presented this session at other educational conferences within the last 2 years?
- Conference Topic
- Intended/Target Audience
 - Early-Career
 - Mid-Career
 - Late Career/Senior Leaders
 - Professional Staff
- Description (500 characters) - Provide a short description of your submission. If accepted, this description will appear in the final meeting program.
- Abstract - Please provide additional details regarding your submission.

4. Poster Presentations

Session Format: a poster session

Abstracts for posters should showcase new, innovative, or tested programs, policies, interventions, or research that reflect the conference theme and content areas. Accepted posters will be grouped by topic and displayed prominently during the conference.

Poster presenters will be required to submit one slide before the conference and give a one-minute “teaser” highlighting a key finding or message from the poster on Tuesday, July 16th, during the Carole J. Bland Award Presentation and Poster Teaser Luncheon.

There will be a panel of judges representing the GFA Research & Scholarship Committee that will assess and score poster presentations using the **following criteria**: (1) significance; (2) innovation; (3) scientific rigor; (4) impact and implications for the field; (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 faculty affairs and faculty development professionals: (1) Developing the next generation of leaders; (2) changing academy; (3) inclusive and safe environments; (4) organizational policies, practices and procedures.

Poster awards will be presented on Wednesday, July 17th.

Required Submission Material:

- Provocative or Thought-Provoking Question (250 characters)

- Speakers and Presenters (10 max, including the primary presenter)
 - First Name
 - Last Name
 - Email Address
 - Professional Title(s)
 - Institution
 - Degree
 - Presentation Role
 - Speaker Biography (500 characters)
 - Headshot
 - Have you presented this poster at other educational conferences within the last 2 years?

- Conference Topic

- Intended/Target Audience
 - Early-Career
 - Mid-Career
 - Late Career/Senior Leaders
 - Professional Staff

- Description (500 characters) - Provide a short description of your submission. If accepted, this description will appear in the final meeting program.
- Abstract (1,000 characters)
 - Introduction/Background
 - Goals/Hypothesis
 - Methods/Approach
 - Results/Outcomes
 - Conclusion/Impact
- Three 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...”

Review Criteria

Proposals will be reviewed by the GFA Program Planning Committee using the following criteria:

- Clarity of Learning Objectives/Organization of Ideas
- Plan for Content Delivery
 - Outcome Measures – The proposal has evidence of implementation, demonstrated impact, and/or practical strategies. If the outcome has not been measured, then the activity should have a clear purpose, plan, process, and description of how the initiative will be evaluated with intended/projected results.
- Submission aligns with session type and format
- Timeliness of Topic
- Applicable to GFA
- Applicable to conference theme
- Collaboration - Submitters are encouraged to identify colleagues either from the home institution or another. The reviewers will place higher preference on collaborative submissions.

Note: The Committee reserves the right to consolidate submissions and/or recommend any additional speakers or content-related changes that will enhance the presentation’s relevance to the audience.

Notification Date: February 2024

Consent – Read Very Carefully

If proposal or poster is accepted, all presenters agree to the following:

1. Register and pay to attend the 2024 GFA Professional Development Conference.
2. Pay for travel and hotel accommodation for the 2024 GFA Professional Development Conference.
3. Present on the day and time assigned, as we are not able to make schedule accommodations. Sessions will be held July 16-17, 2024.
4. Complete the online UCSD CME disclosure agreement by the AAMC deadline.
5. Provide a color headshot photo and short biography to be displayed on the conference website and mobile app by the AAMC deadline.
6. Submit presentation to the AAMC by the given deadline to be posted on the AAMC conference website and mobile app.
7. Allow the AAMC to post your presentation or a variation of your presentation for all registrants on the AAMC conference website and mobile app. Presenters are responsible for the variation of presentation.
8. If presenting a poster, provide the AAMC a PDF of your poster to be posted to the AAMC conference website and mobile app.
9. Provide and distribute your own handouts at the conference, if applicable.