



## Call for Proposals Instruction Guide

### Group on Business Affairs (GBA) and Group on Institutional Planning (GIP) 2025 Joint Spring Meeting

Wednesday, April 23 – Friday, April 25, 2025  
Hyatt Regency Phoenix  
Phoenix, AZ

*Balancing Tradition and Innovation: Strategic Synergies in a Time of Change*

**Submission Deadline: October 25, 2024, 11:59 p.m. PDT**

The Spring Meeting Planning Committee is soliciting proposals for breakout sessions and posters for the GBA/GIP 2025 Joint Spring Meeting.

This meeting provides a unique forum to promote and learn from the collaborations that occur daily at academic medical centers by bringing together two important professional groups within the AAMC: the Group on Business Affairs (GBA) and the Group on Institutional Planning (GIP). 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.** Lastly, proposals that include multiple institutions and/or multiple perspectives from within an institution will also be prioritized.

The Planning Committee encourages submitting proposals that include one of the below topics, in alignment with the theme of the meeting: *Balancing Tradition and Innovation: Strategic Synergies in a Time of Change*. In addition, the committee is also seeking proposals that offer a deep dive into a specific topic, which will allow for in-depth discussions around the topic. The list below includes broad topics of interest. This is meant to be a guide. All proposals are welcome and encouraged.

#### Topic List:

- AI: Medical School Operations & Administration
- Analytics, Dashboards and Business Intelligence Tools to Support Data-Driven Decisions
- Best Practices around Continuous Quality Improvement (CQI)
- Budgeting: Human Capital, Space Planning
- Business Continuity and Emergency Preparedness
- Challenges and Opportunities in Leading Community-Based Medical Schools
- Change Management
- Evolving Workplace: Implications of Office Downsizing, Keeping Culture Relevant, Worker Engagement, Onboarding
- Facilities Management
- Faculty & Staff Compensation Models
- Funding Your Missions/Funds Flow



- Fundraising and Philanthropy
- Organizational Issues – Shared Services, Clinical Partnerships & Affiliations, Leadership Transitions
- Research Administration, Post-Award Management
- Staff Recruitment and Retention, Leadership Pipelines and Professional Development
- Strategic Human Resource Management
- Strategic Planning that Aligns Administrative Priorities & Academic Goals
- Trends & Strategies in Research Space
- Wellness Strategies
- Workforce Opportunities and Challenges, Unions

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

### **Submission Categories**

There are two opportunities for AAMC member institutions to submit a proposal:

**Breakout Sessions:** These 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. Please indicate in your submission whether your session will be structured as a deep dive.

**Posters:** Posters allow institutions to highlight a specific program, project, innovation, system, dashboard, and/or building. Posters will be on display during the meeting and highlighted during the poster session.

### **Submission Forms**

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

#### ***\*Primary Audience***

- Dean's Office – Finance & Administration
- Department Administrators
- Human Resources
- Strategic Planning
- Space and Facilities Planning
- Other

***\*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 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 submission is relevant to a current or timely topic. (800 characters max)

**\*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.** Three outcomes, objectives, or take-away messages that meeting participants will learn from your session. “After participating in this session, attendees will be able to...” (30-word count max for each learning objective).

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

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

**\*Challenge/Issue Addressed.** What was the challenge or issue you will be highlighting on your poster? (800 characters max)

**\*Results/Organizational Impact.** What were the results and/or organizational impact you will be highlighting on your poster? (800 characters max)

**All proposals include the following information:**

**\*Title** (90 characters max)

**\*Speaker/Author information**

### **Proposal Guidelines**

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

Breakout sessions will be held on Thursday, April 24<sup>th</sup> and Friday, April 25<sup>th</sup>. Sessions are scheduled for 60 minutes and should incorporate ample time (15-20 minutes) for questions and discussion with attendees following or mixed in during the presentation(s). Sessions may draw audiences of up to 50-75 people. The final decision of the session time is at the discretion of the Planning Committee and AAMC staff.



Depending on the number of proposals received and the topics of the sessions, you may be asked to collaborate with one or more institutions for your proposed session 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 Kristina Reardon at [kreardon@aamc.org](mailto:kreardon@aamc.org).

Only proposals submitted through this submission website will be reviewed.

Additional documentation is not accepted and will not be reviewed.

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.

#### **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. Relevant to academic medicine.
2. Directly applicable to participant's daily work.
3. Relevant to a current project or challenge.
4. Shares new, timely, and/or innovative ideas around a familiar situation or topic.

#### **Submission Information**

1. **DEADLINE:** The deadline for electronic submission of proposals is October 25, 2024, 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.
3. **CHARACTER LIMIT:** The short description is limited to 800 characters and the session description is limited to 2000 characters. These counts include all text, including spaces and special characters. If your proposal is accepted, the short description will be used in the meeting program and additional text beyond the character limit will be removed and may be edited by AAMC staff.
4. **TITLE AND BODY:** The title should be entered in mixed case and is limited to 90 characters. Do not put your title in quotation marks. The character count includes spaces.
5. **PRESENTATION TYPE:** You will be asked to select the appropriate presentation type (breakout session or poster).



6. **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.
7. **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.
8. **NOTIFICATION:** You will be notified by early January whether your breakout session or poster has been accepted or rejected.
9. **QUESTIONS:** Please contact Molly Devine at [mdevine@aamc.org](mailto:mdevine@aamc.org) or Katie Beale at [kbeale@aamc.org](mailto:kbeale@aamc.org).