The Spring Meeting Planning Committee is soliciting proposals for breakout session presentations and posters during the GBA/GIP 2015 Joint Spring Meeting. The theme for the 2015 meeting is “Reinventing the Academic Medical Center.” Proposals and posters that focus around the theme are encouraged.

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 and the Group on Institutional Planning. The Committee is particularly interested in proposals from institutional teams that reflect the differing perspectives of the groups. It also encourages proposals that reflect cross institutional collaborations.

The Spring Meeting Planning Committee seeks proposals that showcase the decisions made and the process undertaken when reinventing an Academic Medical Center (AMC). Proposals should describe challenges that were faced, both external and internal, and provide examples of how your institution overcame these obstacles to achieve its goal. These pressures include: external drivers such as declines in federal funding, ongoing national dialog on health care reform, changes in workplace expectations from rising generations, rapidly changing technologies, increased compliance and government/accreditation oversight; and an internal drive to be better and do more (i.e., creative ideas for curriculum reform, breakthroughs in clinical care and research, changes in the local environment/community, shifts in priorities as leadership turns over). The call to action for this year’s meeting is to collectively explore what opportunities might exist – both incremental and disruptive – to bring each of our institutions closer to achieving this goal.

There are three 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. Posters will be on display throughout the meeting.

- **Breakout with Poster:** By selecting the Breakout with Poster submission type, authors will be responsible for presenting a Breakout Session and a Poster that builds the same topic as discussed in the presentation and should follow the guidelines for each as described above.

Please note: Breakout Session and Breakout with Poster submissions will be scored together as breakout sessions. There are approximately 20 breakout session slots during the Spring Meeting.

The topics identified below are only a suggested list of issues that relate to this year’s theme. If there is an issue that is not listed below, but you think would be of interest to GBA and GIP members, the Committee would welcome that submission.

**Suggested Proposal Topics for Breakout Sessions and Posters**

**Current Events**

- Radical change – restructuring and realignments of relationships within the market place
• Disruptive innovation – new technologies, revamped business processes, or cultural shifts and how to successfully get academics on board
• Duplicative structures, centralized business units, shared business services – what works, what doesn’t work
• Cores – relative value of centralization versus decentralization; who is doing it well and what are lessons learned?
• LCME – lessons learned from a recent site visit; how to structure the planning process to prepare for a visit at your organization; how to get people on board before and after a visit; how you are implementing continuous monitoring at your organization; how you integrate LCME criteria into broader school strategic planning processes.
• Emergency preparedness/business continuity/dealing with violence
• IT – how IT is integrated into planning, including planning for IT costs (e.g., electronic health records, data storage – in-house and outsourced/cloud, need for redundant backups, data repositories) and supporting academic innovation with IT. Joint presentations with IT colleagues are encouraged.
• Strategies to reduce administrative overhead
• Faculty recruitment strategies
• Space – including leasing space, faculty requests, working with your university
• Faculty start-ups, pharmaceutical partnerships, alternative funding of research
• EHRs – Data storage (the cloud and/or physical space)
• Industry partnerships and funding of research

Mission Based: Clinical, Research, and Education

• Planning for the clinical mission – including how clinical planning changes in the age of ACA
• Areas of clinical focus – funds flow, education in a changing clinical environment
• Diversifying the research portfolio
• Education transformation
• Mission-driven space planning
• Implementation science - the integration of research and evidence into health care decision making

Workforce

• Recruitment – general topics around training and succession planning
• Leadership – general topics around leadership, developing the next generation of leaders

Operations

• Financial alignment between the school and the hospital, including revenue sharing
• Business intelligence tools (e.g., dashboards) and best practices (e.g., using data for meaningful decisions)
• Lessons learned from new medical schools
• Space management – including as it relates to recruitment, long term space planning
• Strategic planning tools and plan management tools

Proposal and Poster Guidelines

Priority will be given to proposals 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.

Proposals and posters that address topics identified above and that describe an established activity or implemented system are given priority.

Breakout sessions will be held Wednesday, April 22, Thursday, April 23, and Friday, April 24. Depending on the number of schools who are presenting during the session, the time of the breakout sessions range from 75 to 90 minutes long. This should include at least 20 minutes for questions and discussion. Sessions may draw audiences of up to 75 people.

Posters will be on display throughout the meeting. We encourage you to have business cards and an 11x17 reproduction of your poster to hand out to attendees.
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 and posters must be submitted by constituents of AAMC member institutions and may include consultants (or other non-AAMC members) if considered integral to the presentation. If a consultant or other non-AAMC member 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 (i.e. federal and state representatives, other non-profit organizations) are handled on an individual basis. All commercial exhibitor requests and questions about non-AAMC member attendance should be addressed to Kim Reed at kreed@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 must 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**

Abstracts will be evaluated based on the following criteria:

1. Relevance to academic medicine
2. Clarity of writing and organization of ideas
3. Adaptability
4. Creativity and originality
5. Relevance to theme [Does this fall in to theme of "Reinventing the Academic Medical Center"]

**Submission Information**

1. **DEADLINE:** The deadline for electronic submission of proposals is **November 30, 2014 at 11:59 PM EST.** 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 LIMIT:** The title is limited to 90 characters and the short description is limited to 1400 characters. These counts include all text, including spaces and special characters. If your proposal is accepted these fields will be used in the meeting program and additional text beyond the character limit will be removed. There is no limit on the characters for the text of your proposal submission. You will be advised of your character count usage throughout the submission process.
4. **TITLE AND BODY:** The title should be entered in mixed case. Do not put your title in quotation marks. Do not use formatting tags in the title (with the possible exception of the lowercase tag). You may copy and paste your proposal content into the appropriate submission sections.
5. **SPECIAL CHARACTERS and FORMATTING:** If you copy and paste the title and/or body from your word processor, special characters should transfer, but formatting will not transfer. You can insert special characters and/or formatting tags using the **character palette.** To access the palette, click on the "Special Characters" button located on the Title/Body page.
6. **PRESENTATION TYPE and CATEGORY:** You will be asked to select the appropriate presentation type for your submission.
7. **INSTITUTIONS/AFFILIATIONS:** You will be asked to enter all the institutional affiliations of your submitters and speakers prior to adding the speakers. You do not need to enter institutions in a particular order to be able to designate submitter/speaker affiliations. After entering all affiliations, you will proceed to the next step of adding speakers and then associating them with the already entered affiliations.
8. **SUBMITTERS:** Please enter all submitter information in the order it should appear in the heading of the abstract. If you (the Contact Submitter) are not the Presenter on a proposal, you will need to provide contact information on the Presenter.
9. **SUBMISSION PROOF:** Carefully check the proof of your submission. Make sure all special characters and formatting are displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the sidebar menu and make your corrections.
10. **SUBMITTING YOUR PROPOSAL:** If you have not completed all required sections and details you will not be able to submit your proposal. When all required information is entered, the "Submit" button will appear at the bottom of the page.
11. **TECHNICAL SUPPORT:** If you have any difficulty with the submission process, please e-mail ScholarOne Technical Support at [ts.acsupport@thomson.com](mailto:ts.acsupport@thomson.com) or call 1 (434) 964-4100. ScholarOne Technical Support is available M-F from 12:00 am to 8:30 pm ET. The e-mail address and phone number are also available from anywhere on the site by clicking on the "Technical Support" link located in the upper right-hand corner of each page.

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