



2019 AUPHA Annual Meeting Call for Proposals

The AUPHA Annual Meeting is one of the leading events for health management education professionals to share ideas, exchange resources, and learn about new and original ideas. To ensure we continue the tradition of providing attendees a valuable experience, we are again asking you, our experts in the field, to submit a proposal for the 2019 AUPHA Annual Meeting. As in years' past, we are requesting proposals that align with the meeting's theme, and represent any or all program levels (Bachelors, Masters, and Doctoral).

This year's theme is **Resiliency and Relevance in a Time of Change**, which lends itself to a broad range of topics that relate to what and how we teach to ensure that our graduates possess the knowledge and behaviors to be resilient in their careers, and maintain relevancy in the healthcare industry. The Annual Meeting Planning Committee has developed a list of subtopics around special interests below to highlight some of the relevant subjects within each area.

RESILIENCY	
<u>Tools/Service</u>	Practitioner tools and ideas designed to engage and enhance practitioners and patient community action (e.g. Items that support all components of the field like the ACA, Hospitals, Public Health Systems, etc.)
<u>Tools/Education</u>	Pedagogy tools and ideas (methods, techniques, and technologies) designed to engage and enhance student/teacher resilience (e.g. experiential learning) in and outside the classroom
<u>Profession</u>	Succession planning, leadership development, and preventing professional burnout
<u>Students</u>	The importance of students mastering competencies to remain effective (e.g., communication, emotional intelligence, ethical behaviors, knowledge of professional ethical codes, and professionalism), and managing mental health in academia (e.g., self-care, mental health, life skills, coping mechanisms, and stress/time management)

RELEVANCE	
<u>Intergenerational/ Multigenerational Leadership</u>	Collaborating with, and understanding different generations to work together
<u>Professional Development/ Mentoring</u>	What knowledge and skills do mentors need to be effective? How to best identify, locate, and establish mentoring/peer mentoring efforts
<u>Interprofessionalism /Interprofessional Education</u>	Working together with other disciplines in the healthcare fields, and integrating health administration's value to areas such as clinical teams
<u>Connecting with the community and field</u>	Integrating the community into the classroom and practicum (e.g., internships and site placements) both in person and online. Connecting with professional associations and advisory councils, both locally and nationally
<u>Accreditation and Certification</u>	Let us help each other to understand and survive the process. Determining what core competencies and other necessities belong within the Body of Knowledge

Highlighted in the following pages are details of the requirements to submit a proposal for a session and/or poster. As there are several variations of sessions and posters to choose from, please review the entire document before attempting to complete the submission form. This will ensure all requisite information is gathered for the committee to make an informed decision on your proposal. If you have any questions or need further clarifications, please contact Jason Walker, Manager of Meetings and Services, at jwalker@aupha.org.

SESSION TYPES

EDUCATION SESSIONS (60 MINUTES)

*A maximum of **FOUR** presenters will be permitted per session.

This format is available to address all elements of a topic. Sessions proposed in this category must be highly interactive (ideally a workshop format rather than a lecture) and should allow for at least 10-15 minutes of Q&A.

DEEP DIVE SESSIONS (75 MINUTES)

*A maximum of **FOUR** presenters will be permitted per session.

The Deep Dive Sessions are to be an interactive session focusing on a single issue or question. Initially, the presenter(s) will take the first few minutes guiding attendees to the issue or question and relevant context. Attendees will then be instructed to discuss the topic in-depth to share ideas, thoughts, and questions on the topic. This can be done either as a whole group or by breaking into small groups to explore the issue or question. The abstract should succinctly identify the question or issue to be addressed, the relevant contextual factors, and the roles of the discussions to be conducted. The following questions need to be answered in the proposal:

- What is the specific topic or question being addressed?
 - Who is the target audience?
 - Will the collective group address the overall question or one particular facet of the topic?
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CONVERSATION AND COLLABORATION (FORMERLY IGNITE) SESSIONS (5 MINUTES)

*A maximum of **ONE** presenter will be permitted per session.

Conversation and Collaboration sessions are fast-paced, and designed to generate awareness and stimulate conversation. Within an hour long time slot, up to six presenters will be afforded time to present their topic. Each presenter will be provided a five-minute slot to present a topic while their PowerPoint presentation automatically advances to fill the time. At the end of a presenter's 5 minutes, an additional 3-4 minutes will be provided for immediate Q&A. At the end of the Q&A session, the next presenter will be introduced and the cycle is repeated. The session is designed to provide an engaging platform for speakers to quickly exchange their ideas based around a specific topic and then have an open conversation with attendees. To facilitate conversations and ensure timely transitions of speakers, a moderator will be present to run slides and Q&A sessions.

POSTER CONCENTRATION

POSTER THEMES

Proposals for posters must align with one of the 2019 AUPHA Annual Meeting's focus areas. Individuals must indicate which one of the focus areas below their poster proposal aligns with to ensure that reviewers accurately evaluate them.

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POSTER CONCENTRATION

In addition to the focus area, submissions must also fall within one of three primary poster concentrations: (1) Research; (2) Teaching; or (3) Program/Curriculum Development. Each of these general poster concentrations should focus on specific types of information, which are highlighted below.

Research: Research is the systematic collection of information to generate new knowledge. The poster abstract should highlight research relevant to health management as it pertains to innovation or inclusion, and cover a spectrum that includes development of clinical indicators and study of the use and impact of information on patients, caregivers, researchers, and/or students.

Teaching: The poster abstract should highlight teaching methods that address the themes, innovative and/or inclusive and would be useful to the field as pedagogical materials that students would find exciting and thoughtful.

Program/Curriculum Development: The poster abstract should highlight curriculum analysis; program evaluation; innovative approaches to training, curriculum development, learner and program evaluation, and faculty development in health management education for all levels of learners.

SESSION PRESENTER REQUIREMENTS

Please review the information below to ensure you and your proposal are within the requirements AUPHA has set to be a presenter. Proposals that do not follow all requirement listed below will not be considered for the Annual Meeting.

- 1.** All proposals submitted **must be from an AUPHA member** (program member or individual member). Co- presenters listed in a proposal are not required to be a member (i.e. a practitioner being asked to participate), though preference will be given to member presenters. In addition, **preference will be given to proposals that include faculty from multiple AUPHA member programs**. We highly encourage you to collaborate on your submission with your colleagues from other schools.
- 2.** Presenters may only submit **one proposal as a lead presenter**, and may only be listed as **co-presenter on one proposal**. Therefore, an individual may only be listed on two sessions (one as lead and one as co-presenter). The review process is blinded, this guarantees that all members (and member programs) are given a fair opportunity to secure a session at Annual Meeting.
- 3.** Complete contact information for *all presenters* is required at time of submission. Incomplete contact information will void your proposal. Sessions proposing more than the specified number of presenters will not be reviewed.
- 4.** The Review Committee reserves the right to suggest session format changes (e.g. switching Education session to Deep Dive session) and/or collaboration with another proposal. All proposal authors are able to accept or decline this offer.
- 5.** If a proposal is accepted for a session, presenters will be responsible for their own expenses (including the meeting registration fee and all travel expenses).
- 6.** Presenters are required to **register for the full meeting** by the early registration deadline. If the presenters are not registered by this deadline, AUPHA reserves the right to cancel the session.

POSTER AUTHOR REQUIREMENTS

Please review the information below to ensure you and your proposal are within the requirements AUPHA has set to be a poster author. Proposals that do not follow all requirement listed below will not be considered for the Annual Meeting.

- 1.** All proposals submitted **must be from an AUPHA member** (program member or individual member). Co-authors listed in a proposal are not required to be a member (i.e. a practitioner being asked to participate), though preference will be given to member presenters. In addition, **preference will be given to proposals that include faculty from multiple AUPHA member programs**. We highly encourage you to collaborate on your submission with your colleagues from other schools.
- 2.** Authors may only submit **one proposal as a lead author**, and may only be listed as a **co-author on one proposal**. An individual may only be listed on two posters (one as lead and one as co-author). The review process is blinded, this guarantees that all members (and member programs) are given a fair opportunity to secure a poster at Annual Meeting.
- 3.** Complete contact information for *all authors* is required at time of submission. Incomplete contact information will void your proposal.
- 4.** If a proposal is accepted for a poster, the author designated to present the poster will be responsible for their own expenses (including the meeting registration fee and all travel expenses).
- 5.** Authors designated to present are required to **register for the full meeting** by the early registration deadline. If the presenters are not registered by this deadline, AUPHA reserves the right to cancel the session

SELECTION CRITERIA

The selection process is highly competitive. A review committee of AUPHA members and staff will conduct a blind review of all proposals submitted. The overall content and completeness of the proposal and a demonstrated depth of knowledge about the overall topic and project discussed are critical and should be evident in the proposal and presenter's background information. The description and learning objectives of the presentation should be clearly articulated, well organized, and provide reviewers with a clear understanding of what attendees will learn. The Review Committee will use the criteria outlined below to evaluate and select proposals:

Idea

Will the proposed session share innovative or inventive ideas or strategies to address a common challenge for the audience?

Relevance/Interest

Is the proposal relevant to the theme and objectives of the meeting? Does it pertain specifically to health management education? Is the topic appealing to the targeted audience(s)?

Adaptability

Does the proposal share an idea or strategy that could be adapted by a wide variety of audience members? Is the context of the idea broad enough to lend itself to adoption by the targeted audience?

Results/Outcomes

Does the proposal demonstrate results or outcomes of the idea being presented? Are they measurable and/or achievable?

Diversity

How well does the session address and reflect the diversity of the audience in terms of program setting, educational level, and faculty perspective?

Collaboration

If applicable, is more than one member program represented in this session? Inter-university collaboration is strongly encouraged, and will be given preference.

Session Design

Does the proposal articulate an appropriate strategy for engaging the audience? Will the session be interactive? If so, how? Is it particularly unique or interesting?

PROPOSAL SUBMISSIONS

Submissions for session and posters can be submitted via the [Online Submission Portal](#), and will be accepted until **Monday, December 10, 2019**. Due to the volume of proposals we receive we will be unable to provide any extensions, so please ensure to have your proposal completed by this due date.

NOTE: *There has been a change in how we accept sessions that could also be poster proposals. Due to the time it takes for review, presenters who have sessions that they'd also like to be considered as a poster will need to submit separate proposals for each. This will ensure that the Review Committee is working with the most pertinent and appropriate information when conducting their reviews.*

Information Needed for Session Proposals

Proposal Title (12 words max)

Provide a catchy title that summarizes your proposal or illustrates what the audience will learn from your proposed presentation.

Target Audience

Describe the intended audience for this content.

Session Description (125 words max)

Briefly summarize what will be covered in your presentation. Emphasize why your target audience needs to hear/see what you intend to present. This description may include relevant details about the submitting author's (and co-presenters') institutions, and/or the region or state the program serves, to the extent that it serves the purpose of making the proposal distinct. For example, you may want to characterize your large program as having 250 students, drawing from a largely rural population, if it is relevant to the content of the proposal. Keep in mind that if your session is selected, this is the text that will go in the program book. It should be compelling and make attendees choose your session over competing sessions. Please do not use words like "leading" or "top-ranked" to describe your program.

Learning Objectives (3 objectives are required)

Begin each objective with the following: "As a result of attending this session, participants will ... [enter objective here]."

Session Relevance (125 words max)

Describe how your session addresses key issues of concern to your target audience.

Presentation Style (75 words max)

How will you convey the content you have described to your intended audience? What delivery format will you use for your presentation? How will you engage the various learning styles? How will you keep the energy up in the room, even if you're the last session on the last day of Annual Meeting?

Information Needed for Poster Proposals

RESEARCH POSTERS

Proposal Title (12 words max): Provide a catchy title that summarizes your proposal or illustrates what the audience will learn from your proposed presentation.

Target Audience: Describe the intended audience for this content.

Relevance: How does your session address key issues of concern to your target audience?

Context: Describe the context/significance of the problem

Question: Share the research question/hypothesis

Method: Describe the research method

Findings: Share and discuss the research findings

Implications: Discuss the implications for health professionals

TEACHING POSTERS

Proposal Title (12 words max): Provide a catchy title that summarizes your proposal or illustrates what the audience will learn from your proposed presentation.

Target Audience: Describe the intended audience for this content.

Strategy: Describe the teaching strategy/project

Implementation: Discuss implementation of the strategy/project

Outcomes: Share the outcomes of the strategy/project

Implications: Discuss implications for education/educators

CURRICULUM POSTERS

Proposal Title (12 words max): Provide a catchy title that summarizes your proposal or illustrates what the audience will learn from your proposed presentation.

Target Audience: Describe the intended audience for this content.

Description: Describe the program/curriculum

Implementation: Discuss implementation of the strategy/project

Outcomes: Share the outcomes of the strategy/project

Implications: Discuss implications for education/educators