

THE EVOLUTION OF NORMALITY: EMBRACING SHIFTING BOUNDARIES

AUPHA 2022 | June 7–9 | Salt Lake City

2022 AUPHA Annual Meeting Call for Proposals

The AUPHA Annual Meeting is the leading event for healthcare management education professionals to exchange resources and share new ideas and best practices. This year's theme, *The Evolution of Normality: Embracing Shifting Boundaries*, lends itself to a broad range of healthcare administration topics, professional and academic, and the existing and emerging possibilities they offer. We invite you to share your innovations, experiences, and ideas.

To provide structure and focus for proposal submissions, the Annual Meeting Planning Committee (AMPC) has established the following sub-themes: **(1) Resiliency & Agility, (2) Innovation & Creativity, (3) Diversity, Equity, Inclusion, Belonging, & Social Justice**, at the student, faculty, and field levels. In addition to the prompts listed in the sub-themes table on the next page, the AMPC would also like to highlight shifting expectations at the student, faculty, and field levels across all three sub-themes; specifically, what lessons have been learned from the pandemic, what is here to stay and what will change back, and what factors have led to beneficial curriculum updates. Session submissions should align with one or more of these highlighted focus areas for consideration.

In addition to the general meeting sessions, the popular Undergraduate and Doctoral Tracks continue to be an integral part of the meeting. Therefore, this Call for Proposals applies to these tracks as well. **If you believe your submission is best suited to an undergraduate or doctoral audience, it is strongly recommended that you submit your proposal under the appropriate track.**

The following pages outline the requirements to submit a session proposal and/or poster proposal. As there are several variations to choose from, please review the document in its entirety before completing the online submission form. This ensures all necessary information will be available for reviewers to make an informed decision. If you have any questions or need further clarification, please contact Jason Walker, Manager of Meetings: jwalker@upha.org.

	Student Level	Faculty Level	Field Level
Resiliency & Agility	<ul style="list-style-type: none"> • New skills/competencies that are necessary for current and future students (e.g., techniques to promote replenishment, resilience, sustainability, flexible learning leaders, crisis leadership, etc.) • Programs and efforts to promote student wellness (e.g., student-led groups, storytelling, continuing/future support, etc.) • Expectations and use of virtual environments/meetings. Understanding and managing student preferences/expectations vs. student needs 	<ul style="list-style-type: none"> • Efforts to deal with effects from the pandemic (e.g., staffing challenges, succession planning, sustainability, etc.) • Managing faculty workforce challenges by rethinking pathways from the field and other areas • Managing the use of virtual environments/meetings with staff and students • Strategies to promote faculty and staff wellness 	<ul style="list-style-type: none"> • Challenges highlighted by the pandemic: <ul style="list-style-type: none"> - Staffing challenges - Succession planning - Sustainability - Professionalism - Crisis Leadership • Approaches, processes, techniques, and technologies that will be updated, removed, or kept for the future
Innovation & Creativity	<ul style="list-style-type: none"> • New techniques and efforts to successfully create engaging activities in transitioning teaching environments • New and emerging skills necessary to develop flexible/learning leaders 	<ul style="list-style-type: none"> • Curriculum updates that are needed/have been implemented to promote new and emerging competencies • Health sector and community partnerships to promote two-way dialogue on the current and future state of the field • Best practices and lessons learned from new and emerging technologies to support virtualization; What was learned, what will be kept, what will go away? 	<ul style="list-style-type: none"> • Best practices and lessons learned from procedural shifts in operations (e.g., virtual healthcare, online use, new technologies, compliance matters, etc.) • Partnerships designed to promote new and emerging trends/technologies within the field
Diversity, Equity, Inclusion, Belonging, & Social Justice (DEIB & SJ)	<ul style="list-style-type: none"> • Requirements and needs for virtual, in-person, and hybrid learning environments • Efforts to support student-led organizations to develop inclusive extracurricular initiatives • Teaching and learning civic leadership/responsibilities (e.g., DEIB & SJ, commonality and diversity, etc.) 	<ul style="list-style-type: none"> • Program/Curriculum updates on the history of healthcare and its effects on DEIB & SJ • Methods to effectively practice inclusiveness and belonging in the classroom; as part of crisis management or pandemics; How do you belong in a virtual world? • Pedagogy and techniques for DEIB & SJ (e.g., experiential learning projects addressing these topics, how do we measure competence in these areas, etc.) • Outreach and recruiting methods to promote a diverse student body, faculty, and environment 	<ul style="list-style-type: none"> • Experiences related to practicing DEIB & SJ in various healthcare settings within the healthcare work force • Changes made/proposed in organizational processes to include DEIB & SJ in interactions with patients, colleagues, and the public, especially during a pandemic/online • Building competencies to equip students to be civic leaders (e.g., historical understanding, flexibility, etc.)

SESSION TYPES

EDUCATION SESSIONS (60 MINUTES)

*A maximum of **FOUR** presenters will be permitted per session, and all presenters listed must be active participants within the presentation. Failure to adhere to this will jeopardize the opportunity to present at future conferences.

This format is available to address all elements of a topic. Sessions proposed in this category can be interactive, a presentation, or a panel, but 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, and all presenters listed must be active participants within the presentation. Failure to adhere to this will jeopardize the opportunity to present at future conferences.

The Deep Dive Sessions are interactive sessions focusing on a single issue or question. The presenter(s) will take the first few minutes guiding attendees through the issue or question and relevant context. Attendees will then be instructed to discuss the topic in-depth to share ideas, thoughts, and questions. This can be done with audience participation as a whole or by convening into smaller groups. 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 must be addressed in the proposal:

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

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

Collaboration and Conversation Sessions are fast-paced and designed to generate awareness and stimulate conversation. Within a 60-minute period, up to six presenters will each be afforded five-minutes to present a topic (MS PowerPoint presentations will automatically advance). Following each presentation, an additional three to four 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 will be repeated. The session is designed to provide an engaging platform in which to exchange specific ideas. To facilitate conversation and ensure timely transitions between speakers, a moderator will preside.

POSTER CONCENTRATION

POSTER THEMES

Poster submissions must support one of the 2021 AUPHA Annual Meeting's focus areas. Each submitter must indicate alignment with a primary theme to ensure an appropriate review is completed.

POSTER CONCENTRATION

In addition to thematic alignment, submissions must also fall within one of three primary poster concentrations: (1) research/scholarship; (2) teaching; or (3) program/curriculum management, as outlined below.

Research/Scholarship

Research is the systematic analysis of information to generate new knowledge. The poster abstract should highlight health services, education, or policy research as it pertains to innovation. Abstracts should explain the impact of associated work on services delivery, supports, education, and/or stakeholders.

Teaching

The poster abstract should highlight innovative teaching and learning modalities, assessments, and/or policies. Abstracts should include a plan to share pedagogical or assessment materials meeting attendees would find interesting or useful.

Program/Curriculum Management

The poster abstract should highlight innovative curriculum design or analysis, program evaluation, and/or approaches to faculty development.

SESSION PRESENTER REQUIREMENTS

Please review the information below to ensure each session proposal meets AUPHA's presentation requirements. Proposals must follow **all** requirements listed below to be considered for the Annual Meeting.

- 1.** The proposal **must originate from an AUPHA member** (program or individual member). Co-presenters listed in a proposal are not required to be members (e.g., a practitioner being asked to participate), though preference will be given to member presenters. Submitters are highly encouraged to collaborate with colleagues from other programs/schools.
- 2.** A presenter may submit only **one proposal as a lead presenter** and may be listed as **co-presenter on only one additional proposal**. Therefore, an individual may be listed on two sessions (one as lead and one as co-presenter). Note that the review process is blinded, which guarantees that all members and member programs are given a fair opportunity to secure a session at the Annual Meeting.
- 3.** Complete contact information for **all presenters** is required at time of submission. Incomplete contact information will void a proposal. Proposals including more than the specified number of presenters will not be reviewed.
- 4. All listed presenters** must be an active participant within the presentation. This can include presenting, leading breakouts, moderating discussions, etc. Failure to adhere to this will jeopardize the opportunity to present at future conferences.
- 5.** The Review Committee reserves the right to suggest session format changes (e.g., switching from an Education session to a Deep Dive session) and/or collaboration with another proposal. Proposal originators may accept or decline this offer.
- 6.** If a proposal is accepted, presenters will be responsible for their own expenses, including the meeting registration fee and all travel expenses.
- 7.** Presenters are required to **register for the full meeting** by the early registration deadline. If a presenter is not registered by this deadline, AUPHA reserves the right to cancel the session.

POSTER PRESENTER CRITERIA

Please review the information below to ensure each proposed poster meets AUPHA's presentation requirements. Proposals must follow **all** requirements listed below to be considered for the Annual Meeting.

- 1.** The poster proposal **must originate from an AUPHA member** (program or individual member). Co-presenters listed in a proposal are not required to be members (e.g., a practitioner being asked to participate), though preference will be given to member presenters. Submitters are highly encouraged to collaborate with colleagues from other programs/schools.
- 2.** A poster presenter may submit only **one proposal as a lead presenter** and may be listed as **co-presenter on only one additional proposal**. Therefore, an individual may be listed on two sessions (one as lead and one as co-presenter). Note that the review process is blinded, which guarantees that all members and member programs are given a fair opportunity to secure a poster presentation at the Annual Meeting.
- 3.** Complete contact information for **all presenters** is required at time of submission. Incomplete contact information will void a proposal.
- 4.** If a poster proposal is accepted, presenters will be responsible for their own expenses, including the meeting registration fee and all travel expenses.
- 5.** Poster presenters are required to **register for the full meeting** by the early registration deadline. If a presenter is 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 proposal's content must demonstrate a depth of knowledge about the topic and the project discussed, which should be evident in the proposal and presenter's background information. The presentation's description and learning objectives should be fully articulated, well organized, and provide reviewers with a clear understanding of what attendees are intended to learn. The Review Committee will primarily use the criteria outlined below to evaluate and select proposals:

Objective

Will the proposed session share innovative ideas or approaches to address a common challenge?

Relevance/Interest

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

Adaptability

Does the proposal share an idea or approach that could be adapted broadly by a variety of AUPHA members? Is the context of the idea specific enough to lend itself to adoption by the target audience?

Results/Outcomes

Does the proposal provide a summary of results or outcomes? Are they specific, measurable, and replicable?

Diversity

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

Collaboration

Is more than one AUPHA member program represented in this proposal? Inter-university collaboration is strongly encouraged, and will be given preference.

Session Design

Does the proposal articulate a specific approach to engage the audience and encourage participation? If so, how? Is the approach particularly unique or interesting?

PROPOSAL SUBMISSIONS

Submissions for sessions and posters can be submitted via the [ONLINE SUBMISSION PORTAL](#), and will be accepted until **Monday, January 10, 2022**. Due to the volume of proposals received, AUPHA will be unable to provide any extensions. Please ensure that your proposal is completed by this due date.

NOTE: *There has been a change in how AUPHA accepts 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 an appealing title that summarizes the proposal or illustrates what the audience can learn from the proposed presentation.

Target Audience

Describe the intended audience for this content.

Session Description (125 words max)

Briefly summarize what will be covered in the presentation. Emphasize why the target audience must hear/see what you intend to present. This description may include relevant details about the submitting author's (and co-presenters') institution, and/or the region or state the program serves, to the extent that it serves the purpose of making the proposal distinct. For example, a program may be characterized as having 250 students, drawing from a largely rural population, if relevant to the proposal's content. Keep in mind that if the proposal is selected, the associated text will be used in the session description. The text should be compelling enough to encourage attendees choose this session over a competing session.

NOTE: Please do not refer to your program in ways that compare you to other AUPHA programs directly or indirectly - such as "top ranked," "ranked by", etc."

Learning Objectives (3 objectives are required)

Begin each objective with the following: "In this session, participants will ... [enter objective here]."

Session Relevance (125 words max)

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

Presentation Style (75 words max)

How will presenters convey session content to the intended audience? What delivery format will the presentation use? How will the session address various learning styles? How will the approach to the session encourage participation, even if it is final session on the last day of Annual Meeting?

Information Required for Poster Proposals

RESEARCH/SCHOLARSHIP POSTERS

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

Target Audience: Describe the intended audience for this content.

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

Context: Describe the background and significance of the problem

Question: Highlight the research question/hypothesis.

Method: Outline research methods.

Findings: Share and discuss research results.

Implications: Discuss the implications for health management education, practice, or policy development

TEACHING POSTERS

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

Target Audience: Define the intended audience for this content.

Strategy: Describe the teaching and/or learning approach.

Implementation: Discuss implementation.

Outcomes: Highlight the process of evaluation and specific project outcomes.

Implications: Explain implications for health management education, program, or individual faculty development, and/or policy.

PROGRAM/CURRICULUM MANAGEMENT POSTERS

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

Target Audience: Define the intended audience for this content.

Description: Describe the program or curriculum innovation,

Implementation: Discuss the process of project implementation,

Outcomes: Highlight the evaluation approach and specific project outcomes,

Implications: Explain implications for health management education, program or individual faculty development, and/or policy,