

2023 AAMC Conference for Institutional Advancement Call for Proposals Supporting Information

Submitting a Session Proposal

Think quality over quantity. You are not limited to submitting a maximum number of proposals, but please put only your best idea(s) forward. Reviewers are looking for highly developed proposals.

What knowledge or experience can you share with your peers? Is there a successful (or unsuccessful) project or collaboration you can turn into a teachable moment for conference participants? We are especially interested in learning from failures. If you could lead your peers in a conversation about an important issue in advancement or academic medicine, what would it be?

Plan your submission in advance. We suggest you first collect your thoughts for your proposal before going to the online submission.

The GIA Steering Committee is looking for sessions exhibiting the following qualities:

- Multi-institutional representation (e.g., private/public, big/small, varying levels of resources, medical school/teaching hospital/joint institution)
- Clear takeaways
- Interactive presentations involving group participation and focusing on problem solving, sharing successes, lessons learned, promising or best practices, or solutions to community-wide issues
- Collaboration and teamwork with internal (e.g., faculty, diversity office, student affairs) and/or external institutional representatives (e.g., foundations, public officials and/or staff, consultants). Your proposal will be strengthened by partnering with another institution or another department at your own institution.

If you are submitting a session proposal, please include the following:

- Clear and concise session title
- Delivery format (e.g., small group discussions, panel presentation, case studies)
- Target Disciplines (alumni relations, communications, development, marketing, public affairs)
- Session Description (1,000 character limit)
- Session Background (Describe the presentation and be sure to include what will be covered and how it will be presented, how you will engage the audience, and the expertise of the speaker(s) as related to the topic.)
- Learning Objectives (1,000 character limit)
- Session Takeaways (e.g., helpful websites, templates, checklists, tools, lessons learned)
- Session Materials (e.g., main takeaways, other resources/information to be included in a handout)
- Proposed Speakers (maximum of 3)

Selection Process

The selection of a proposal or idea will be based on the description and the potential value to institutional advancement professionals. Additional factors considered in the review include originality, timeliness of the topic, speaker qualifications, and proposed level of interaction. The person submitting the proposal will be the primary point of contact for all communications, including notifications. All decisions made by the GIA Steering Committee are final and will be made by Summer 2022.

Speaker Requirements

Before submitting a session proposal, please note our speaker policies. We operate on a peer-teaching-peer model.

- **Registration and Attendance:** Speakers are required to pay for the conference registration fee, present in person, and attend the entire conference.
- **Travel Expenses:** Speakers assume responsibility for their own expenses, including transportation and hotel costs.
- **Session Selection:** The GIA Steering Committee reserves the right to merge and consolidate submissions. All decisions made by the Steering Committee are final.
- **Scheduling:** Speakers agree to present their session in person during their time assigned by the GIA Steering Committee; the AAMC may not be able to accommodate session scheduling requests.
- **Presentation Materials:** Speakers agree to provide presentations and handout materials in advance of the conference to the AAMC speaker coordinator.
- **Speaker Information:** Speakers agree to submit a color headshot and short bio to the AAMC speaker coordinator prior to the conference for the conference website and mobile app.
- **AAMC Health & Safety Protocol for All In-Person Meetings:** Health and Safety policies and procedures for each in-person meeting will be guided by the requirements and recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and federal, state, and local health authorities. COVID vaccinations will be required of all meeting participants.

The content of submitted proposals, including required approvals for previously published and/or copyrighted material, are the sole responsibility of the presenters. AAMC is not responsible for any liability, financial or otherwise, associated with proposal content or publication. With regard to confidential or proprietary information, presenters are advised that AAMC meetings and presentations are fully open and accessible to all interested registrants, including the media and general public, and that submitted proposals are subject to publication in AAMC meeting materials.

Resources

The AAMC has developed [resources to guide and support you.](#)

Questions? Please email gia@aamc.org.