



SHSMD Call for Proposals

Application FAQ

How do I submit a proposal?

All proposals must be submitted via the [online portal here](#). You can first view the [application process here](#) to ensure you gather all the proper information prior to submitting. Please note you will first need to create an account. We are using a new portal this year so no previous account information is saved.

What is the deadline to submit a proposal?

The deadline to submit your proposal is February 10, 2021, at **11:59 PM CT**.

When will I be notified if my submission has been accepted?

Speakers will be notified of their submission status by June 1, or sooner, if selected for programs outside of the annual conference in September.

What types of sessions are accepted?

SHSMD is seeking two-hour workshop and 60-minute concurrent submissions for the 2021 SHSMD “Connections” Conference in San Antonio, TX (September 19-21, 2021). This will be a hybrid event with in-person and virtual sessions. SHSMD is also seeking virtual session proposals for other virtual conferences and educational programs during the 2021 year, including our Advanced Social Media & Digital Marketing Virtual Conference, hosted with the Mayo Clinic in June.

What topics are the review committee seeking?

SHSMD is especially interested in submissions that are focused on these [topics of interest](#), which includes new cross-disciplinary topics, and those related to pandemic recovery and rebuilding. Proposals should be flexibly written so that presentations can be readily updated for potential use later in the year. The committee is seeking topics at a general, advanced and senior executive level. Advanced level topics must meet the following criteria:

- Session contains highly technical or specialized information
- Session attendees must have extensive pre-requisite knowledge on the topic
- Faculty have a proven success record with leading conference presentations and/or at least one of the presenters is at an executive level

How many abstract proposals can I submit?

SHSMD will accept up to three (3) proposals per organization. Please ensure no more than three are submitted as this could reduce your chance for acceptance.

If selected, what benefits do speakers receive?

As noted in the Speaker Terms and Conditions, speaker benefits include:

All selected SHSMD speakers will receive a 40% off discounted registration for the in person or virtual components, in compensation for their time and efforts.

Speakers who attend in person are responsible for transportation, meals, and lodging. Speakers who present virtually are responsible for having sufficient technical equipment (computer,



internet, webcam). SHSMD does not cover any of these costs. Speakers must also be registered attendees.

Can Vendors/Consultants submit a proposal?

Yes, but SHSMD strongly recommends all vendors/consultants include at least one presenter from a health care organization (hospital/health system or similar entity). Contact information and confirmation of that presenter's participation is required when submitting the proposal. If you do not include a provider, please provide reasoning in your submission.

NOTE: The promotion of any commercial products or services directly violates the [SHSMD Code of Conduct](#) that all speakers must agree to during the submission process. The committee will not select a proposals that focused on a vendor/consultant product/service as we have to avoid all bias. There are some sponsored session opportunities available where products/services can be discussed. To learn more, contact:

Carl Aiello, Vice President Commercial Sales, at the American Hospital Association – Center for Health Innovation. Ph: (312) 893-6894 or email: caiello@aha.org.

How do I include a co-presenter in my submission?

Workshop presentations may have no more than three presenters total (including primary speaker) and concurrent sessions may have a maximum of two presenters (four total for panel presentations). If you plan to present in person, we are able to include one other presenter virtually, but you will need to use your own platform (e.g. Zoom).

If you plan to include any co-presenters, please have their contact information ready as you will need to include them in the proposal and they will be notified upon submission that they have been included in your proposal. At a minimum, you will need their name (first/last), title, organization and email address to add them to your session.

Proposals will not be considered complete until all co-presenters information is provided.

The primary presenter will serve as the lead contact and will be responsible for communicating all information to co-presenters.

How are the abstracts evaluated?

All submissions will be evaluated by the SHSMD Conference Planning Committee comprised of SHSMD member volunteers representing the various member segments. Abstracts will also be reviewed for other online educational programming (virtual conferences, webcasts/online courses), newsletter, podcast and blog consideration. You will be notified throughout in the year if we would like to highlight your ideas.

Additional Questions? Please contact Lisa Hinkle, SHSMD Director of Education, with any additional questions. Email: Lhinkle@aha.org or 312-422-3752.