

Welcome to SHSMD's 2023 Call for Proposals Application

This document is intended to help you prepare your abstract proposal that must only be submitted via [this online portal](#). **Only applications submitted via the online portal will be considered.** This document will help you gather the appropriate materials prior to submitting online. The deadline to submit your proposal is January 9, 2023, at 11:59 PM CT.

SHSMD is seeking workshop and concurrent submissions for the 2022 SHSMD “Connections” Conference from September 10-12, 2023, at the Hyatt Regency in Chicago, IL. Sessions will be considered for the in person event as well as a small virtual component occurring October 20.



SHSMD is also seeking virtual session proposals for other online education programs during the 2023 year, including our data landscape course in July and our social media course in August.

SHSMD is especially interested in submissions that are focused on these [topics of interest](#), which includes innovation and cross-disciplinary topics, pandemic recovery and rebuilding as well as topics that apply to rural and all sizes of hospitals. SHSMD is also seeking content at all levels, including advanced level content for our senior level executives. Additionally, sessions focused on diversity, equity and inclusion, population health, physician relations and data analytics will be key topics in our agenda. Proposals should be flexibly written so that presentations can be readily updated for potential use later in the year.

Before submitting a proposal, please read through the submission requirements, review criteria and speaker benefits [found here](#). Please note:

- 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.



- **SHSMD strongly recommends all presentations 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.
- We are particularly interested in new formats that help members solve problems across disciplines or within one discipline. Some of these co-created solutions might be distributed to members after the event.
- **The promotion of any commercial products or services directly violates the [Speaker Terms & Conditions Agreement](#) that all speakers must agree to during the submission process.**

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

2023 CALL FOR PROPOSALS APPLICATION

Use this paper application to prepare your submission. All submissions must be submitted via the [online application portal](#). No emails or paper applications accepted.

Step 1: Enter the Speaker's Details

- Prefix
- First Name
- Last Name
- Email Address
- Title
- Organization
- Phone
- Brief Speaker Biography (100 words or less)
- Speaker Reference-Please provide up to three (minimum 1) references who can validate your presentation skills. Include each reference's name, title, organization and email.

Speaker Terms and Conditions Agreement.

* Read and provide your consent that you understand and will abide by the SHSMD terms set forth in the [Speaker Terms and Conditions Agreement](#).

☐ Yes, I Agree.

Co-Presenter Details

Primary presenters, please enter in any co-presenter information below.

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 the following 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.



- First name
- Last name
- Title
- Organization
- Phone number
- Email
- Brief Biography

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.

Step 2: Enter Submission Details

* Are you or your organization submitting additional proposals? A maximum of 3 per organization will be considered. Yes, No, Not Sure

Session Type:

Which of the following format options can you commit to presenting if selected by the committee? Select all that apply.

* Select All that Apply:

- ☐ In-person, September 10-12: Two-hour workshop that takes an intensive, deep dive into a topic that includes interactive exercises, skill development, and tangible take-aways. Workshops are limited to three presenters. Workshops may be offered as a preconference session or offered during back-to-back concurrent sessions.
- ☐ In-person, September 10-12: 45-minute session that includes Q&A. Limited to two presenters. Panel presentations may have up to four presenters.
- ☐ 45-minute virtual presentation/webinar for annual conference on October 20.
- ☐ 45-minutes virtual presentation/webinar for the data landscape course in July or social media strategies series in August 2023.



Topic Areas

Please identify the topic area that best fits your proposal.

* Identify the Topic/Track Area (select only one):

- Marketing
- Digital Engagement
- Communications
- Public Relations
- Business Development
- Strategic Planning
- Innovation
- Cross-Disciplinary Solutions (includes more than one of the topic/track areas above)
- Career and Leadership Development

Does your presentation also address any of the following areas? Select all that apply.

- Physician relations/strategies
- Diversity, equity, inclusion
- Population health/Social determinants
- Behavioral health
- Analytics
- Small or rural hospital strategies/perspectives
- Emerging technologies
- Managing financial pressures
- Innovative ideas to prepare for the future
- Pandemic recovery and rebuilding
- Other
- Not Applicable

* Session Title

Session Description:

* Abbreviated Session Description (100 words or less): This description of the selected presentations will appear in the brochure and on the website. Please review for correct grammar and spelling.

1,000 characters remaining



* Full Session Description: In 500 words or less, describe the content of your session.

5,000 characters remaining

Learning Objectives:

Please clearly define how your session will support attendees' knowledge and skills for use back at the office. Put emphasis on participants acquiring skills, rather than simply receiving knowledge and information. For example, "Participants will be able to improve their recruiting strategies by using content marketing effectively".

You must submit 3 learning objectives:

* Learning Objective 1:

* Learning Objective 2:

* Learning Objective 3:

* Future Applications: Briefly explain how lessons learned from your session will continue to be applied at your organization moving forward.

* Instructional Format: How would you describe the instructional flow for this session? What techniques and adult learning methods will be deployed? How will the time be used? Creative approaches to engaging the audience are strongly encouraged. Please be specific.

3,000 characters remaining

Tools/Resources (OPTIONAL): Briefly explain a tool, template or resource that you will provide to the audience.



Audience:

* Audience Level (Select one):

If you checked ADVANCED, please ensure that all three (3) of the following criteria are met.

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

Step 3: Review Your Submission

You are able to **Save and Edit Later**. Edits can be made until the deadline of January 9, 11:59pm Central. Please be sure to submit again if you make any edits. The submitter and any co-presenters will receive a confirmation email once submitted.

All speakers will be notified of their selection status by June 1.

SUBMIT PROPOSAL ABSTRACT HERE!
(see instructions below)

Please note that this document is only meant to prepare you for the online application process.

**The actual application must be submitted in the online platform by
January 9, at 11:59 pm Central.**

Notification: All submissions will be evaluated by the SHSMD Conference Planning Committee and all primary presenters will be notified of their acceptance status by **June 1**. 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.

Please Contact SHSMD at **(312.422.3888)** or shsmd@aha.org with questions about the proposal process.

Instructions for submitting online:



- 1) To submit, will need to create a new account (refer to screenshot below) using the primary presenter's contact information. NOTE: The log in credentials are NOT the same as the SHSMD website. It will not recognize your email and password.
- If you are submitting on someone's behalf, please use the primary speaker's contact information when creating a new account.
- After creating a new account, you can proceed with the submission process and add co-presenters.

- 2) You do have the option to click "Save" and return to finish your application. Just be sure to click Submit prior to the January 9th deadline (11:59pm Central).
- 3) You can go log back into the platform until the deadline to make edits and add co-presenters. Just be sure to click "submit" if you make any edits