

AMIA 2017 PROPOSAL FORM INFORMATION

The goal of the Conference is to present a broadly-based program that speaks to the wide range of attendees with a balance of theory and practice, inviting new ideas and concepts that may stimulate additional interest, involvement and educational benefit. In keeping with ongoing membership discussions about diversity and inclusion, we urge proposers to use the conference sessions as an opportunity to include new voices and offer diverse viewpoints.



- [Online Proposal Form here](#) (proposals must be submitted online)
- [Download a copy of the form here](#)

GENERAL NOTES

- **Speakers may only participate in two sessions during the conference.** When asking speakers to participate, it is important that you are aware if they are part of other proposals. If more than two sessions are accepted with the same speaker, the speaker will be asked to withdraw from one or more sessions. If your session is not viable without a particular speaker, please note that in your DESCRIPTION on page 2.
- **Any special requests should be noted on your proposal.** There is very limited funding available and all funding is determined at the time sessions are accepted. If your session is not viable without funding of some kind, please note that in your DESCRIPTION on page 2.
- **Sessions sponsored by AMIA committees or working groups.** It is important that if your session or workshop is a committee or group sponsored project that you note that in your DESCRIPTION to allow consideration by the peer review panel.
- **Streams/Connected Sessions.** You may propose a stream (3-5 sessions) or connected sessions (2 sessions) during the proposal process. You'll be asked to describe how they are connected, the number of sessions and, if you are proposing a stream, who the coordinator will be for the sessions. The stream coordinator acts as a single point of contact for the stream sessions.
- **Proposal deadline is May 19, 2017.**

PAGE ONE: PROPOSAL INFORMATION > PROPOSAL CONTACT, TITLE, SESSION TYPE

1. **Contact Information.** Anyone may propose a session or workshop – it does not have to be the proposed chair or co-chair of the session. Questions and notifications about the proposal are sent to the proposal contact during the process. If the session is accepted, the committee will



work directly with the chair(s) of the session or workshop.

2. **Session or workshop title.** The more direct / explanatory you can make your title, the better. For example, "Strategies for implementing sustainability into your organization" is a lot better than "Corporate Sustainability." All titles must be 10 words or less.
3. **Session type.** Below is a list of the session types/formats – please note that paper presentations are 30 minutes, sessions are 60 minutes, and workshops are either half or full day.
 - **Workshop.** Limited-enrollment session of half day or full day, usually designed to teach or refine skills. Typically workshops are held on the two days prior to the start of the conference.
 - **Report or Paper Presentation.** Fully prepared papers/reports of 15-30 minutes each and may include a comment-and-discussion period. Report/Paper presentations are typically scheduled for 30 minute slots.
 - **Panel Discussion.** A 60 minute session consisting of a panel of three to four individuals who discuss a variety of theories or perspectives on the given topic.
 - **Incubator Session.** Open session of 60 minutes, consisting of two presentations of ten minutes each that describe project, research, or collaboration initiatives in their developing or formative stages, and including at least forty minutes for audience feedback and discussion.
 - **Skillshare Session.** A 60 minute session of informal presentations on a general subject area, where participants share what they know. Proposals in this category must include a facilitator who will coordinate the session and any discussion.
 - **Screening Session.** A 60-90 minute evening screening presentation. Screening sessions are held at the hotel, using the same digital presentation equipment as the daily sessions. The screening can be a single feature or a collection of shorts/clips and should have a speaker(s) presentation for introduction and context. Indicate the run time of the screening in your description. There is not a nearby theatre for theatrical screenings in New Orleans.
 - **Lightning Talks.** 9-10 lively and informative five-minute talks in a sixty-minute Lightning Talk session format. The session chair secures commitments from speakers and compiles all presentation slides to ensure timely speaker transitions. Proposals in this category may suggest recommended presenters, but commitments should be secured soon after the proposal is accepted. Talk session should be on a focused topic.
 - **Alternative Format.** Suggest an alternative or create your own. Alternative format sessions may take a variety of forms. Propose a moderated debate offering opposing points of view, or an "experiential" format involving simulation, role play, or games to convey key principles



and learning objectives. We welcome your creative ideas about how your topic might best be addressed – the only caveat is that most rooms are set theatre style for the sessions. Proposals in this category must: 1) specify the format and session facilitator and 2) describe briefly how the format will enhance presentation of the material.

PAGE TWO: ABOUT THE SESSION > DESCRIPTION, ABSTRACT, REQUIREMENTS

4. **Programming Categories.** The Committee uses the peer review notes to program the best mix of sessions and workshops. The categories you check will help the reviewers consider their comments, and will help the Conference Committee in composing the final program.
5. **Description (350 words max).** The reviewers of your proposal will also be basing their evaluation on the 350-word **session description**. The main audience for this description are the peer reviewers and the conference committee members reviewing the proposals. The description gives you the chance to give the reviewers information about the topic, the speakers, and why the session is important to include in the program. Attendees won't get to see this, only the peer reviewers do.
6. **Abstract (150 words max).** The abstract is 150 words that will appear in the conference program and online if your presentation is accepted. The main audience for this shorter summary is the conference attendees who are trying to decide between multiple events on the program. If your session is accepted you will have the opportunity to adjust the abstract before the final program is printed.
7. **Workshop Proposals: Outcomes of the Workshop.** What specific knowledge or skill sets will the attendees gain after the workshop?
8. **Connected Sessions/Session Streams.** You may propose sessions that are scheduled together as a unit. Please note, that all proposals are peer reviewed and it is possible not all sessions proposed as connected or as a stream may be accepted. For session streams you will be asked for the name of a coordinator who will act as the point of contact for the session stream.

Connected sessions are two sessions that build on each other and are scheduled one following the other.

A **session stream** is a series of similarly focused sessions (3-5) that are interconnected or build on one another.

9. **Other Requirements.** This section allows you to list any other requests or requirements for your session. For each request it is important that you indicate whether or not the session is viable without this request. You must list the estimated cost of each requirement – if a cost is not listed it cannot be considered.

There is some funding for proposals – though very limited. In the past, this has included



shipping special equipment, offering handouts, renting a venue, even supporting some travel. It is rarely enough to support full travel funding, however. It's important to be specific in the proposal if you are requesting funding – include the amount, its use, and the impact of the funding on the session.

- 10. Special AV Requests.** All session and workshop rooms are equipped with a head table and microphone, powerpoint capability (laptop is not included), and wireless internet. Any additional requests for av must be made here.

PAGE THREE: SESSION CHAIR AND CO-CHAIR INFORMATION

- 11. Is the chair the proposal contact?** If the chair is the same as the proposal contact you may skip to question 14. If not, please continue.
- 12. Contact Information.** Please list the contact information for the session or workshop chair. This will be the main point of contact if the session or workshop if the proposal is accepted.
- 13. Chair Speaking Topic.** If the chair will be speaking as part of the presentation, please indicate the topic area they are addressing in the session or workshop.
- 14. Co-Chair?** If the presentation has a co-chair both chair and co-chair will be the points of contact if the session is accepted. Please list the contact information here.
- 15. Co-Chair Speaking Topic.** If the co- chair will be speaking as part of the presentation, please indicate the topic area they are addressing in the session or workshop.

PAGE FOUR: SPEAKER INFORMATION

For each speaker, please complete.

- 16. Speaker One** contact information.
- 17. Speaker One Speaking Topic.** Please indicate the topic area the speaker is addressing in the session or workshop.
- 18. Speaker Two** contact information.
- 19. Speaker Two Speaking Topic.** Please indicate the topic area the speaker is addressing in the session or workshop.
- 20. Speaker Three** contact information.



- 21. Speaker Three Speaking Topic.** Please indicate the topic area the speaker is addressing in the session or workshop.
- 22. Speaker Four** contact information
- 23. Speaker Four Speaking Topic.** Please indicate the topic area the speaker is addressing in the session or workshop.
- 24. Speaker Notes.** Please include any other information about the speakers you've listed and indicate if any of the speakers have not yet committed to speaking if the session/workshop is accepted.
- 25. Any Additional Information you may want to include.** This may include special scheduling requests as well as any other information you feel may be important for the committee to consider.

Submitting Your Proposal

There is no print option on the proposal form, so we strongly suggest that you use the print screen function and print the individual pages of your submission, or fill out the submission form ([download here](#)) and copy it to the online form.

You will receive a confirmation within a few days of submission that will indicate if any further information is needed.

What Happens Next

All proposals are peer-reviewed. Proposals will be peer reviewed by a panel chosen in a broad range of expertise from the AMIA membership. The Conference Committee uses the ratings from the Peer Review Panel to schedule the conference.

Peer reviewers comment on the overall quality of the proposal and considers these things:

- Is the topic timely? Does it reflect current discussions in the field?
- Is there new information being presented?
- Is there an effort to bring in new voices on the subject?
- How broad an audience does this topic speak to?
- Has the topic been discussed already or been repeated frequently?
- Is there a speaker outlined that is crucial to the success of the panel?
- If a single presenter, does the proposal outline a clear perspective?



- If a panel presentation, is a balanced point of view presented or are there other areas to be considered?

After the reviewers have completed their reviews based on the criteria outlined, the Conference Committee then begins their review. Using the comments from peer review, the committee will also finalize any streams of programming that were proposed or that emerged during the proposal process. Then, relying on the comments from the peer reviews, the committee bases their final selections on the goal of creating balanced, broadly-based program that speaks to the wide range of attendees.

Once the committee has finalized the selections, the proposal contacts will be notified if the session has been accepted or not. At that time, you will be asked to confirm that the chair(s) and speaker(s) are still committed to presenting at AMIA 2017.

If so, the conference committee will assign a program coordinator to work directly with you through the rest of the process, including working with you on deadlines, final abstracts, and scheduling.

Session Proposal Timeline

After you submit your proposal online you will be sent a receipt letter within a few days indicating that either the proposal is complete or additional information is needed.

The committee plans to make final decisions about session proposals by the end of June and will notify you then of the outcome.

PROPOSAL DEADLINE: MAY 19, 2017

