AMGA

Advancing High Performance Health

Call for Presentations

AMGA 2020 Annual Conference
March 25-28, 2020

San Diego Convention Center
San Diego, California

AMGA member organizations all share a common goal—to provide the best care with the best patient experience and find ways to lower healthcare costs. However, as you try to successfully run complex healthcare delivery systems with this goal in mind, you're are confronted with new obstacles. Where do you turn to learn and network with others who are confronting similar challenges? At AMGA's Annual Conference, leaders learn from each other how to surmount the difficulties and develop best practices. What makes this event unique is the true peer-to-peer education—leaders leading leaders, sharing their strategies so that all can achieve the common goal!

If your group has a cutting edge strategy or you have an experience or collaboration to share with your colleagues, we invite you to present a breakout session at the AMGA 2020 Annual Conference. To secure your spot, please review this information and submit your proposal by July 12, 2019.

What We Are Looking For

AMGA is seeking original and innovative stories from leaders that will enable attendees to share with and learn from one another about how to best navigate the ever changing landscape of health care delivery. Sessions should include hands-on activities, exercises to engage the attendees, or other methods that promote lively participation. AMGA is specifically requesting presentations which include tools, documents, and programs that can be shared with peers; and exercises to enhance learning and provide tangible takeaways from the sessions.

Presenters will be allotted 60 minutes per session, inclusive of Q&A. Breakout sessions are categorized based on various areas of interest to healthcare teams. Below are some suggested topics within the following themes:

Leadership, Governance, and Culture

- Leadership and physician leader development
- Governance and staffing models
- Mergers and acquisitions
- Burnout, wellbeing, and resiliency
- Change management
- Onboarding
- Engagement and alignment

Technology and Telemedicine

- EMR best practices
- Cutting-edge technology
- Mobile and virtual tools
- Population health analytics/predictive analytics
- Using artificial intelligence (AI)

Patient-Centered Care

- Population health and chronic care management
- Patient engagement
- Patient satisfaction
- Team-based care
- Quality improvement
- Care redesign

Efficient Operations and Finance

- Mergers and acquisitions
- Compensation models, reimbursement, and redesign
- Payment models and contracting
- Strategic partnerships
- Managing the total cost of care
- Disruption and innovation

For more detail on topics, visit **amga.org/ac20**

Review Process

The proposals will be reviewed by AMGA's Annual Conference Planning Team, which is comprised of your peers—physicians and administrative leaders from AMGA's member groups. When selecting topics and speakers, we will be asking the question, "How can attendees use this information when they return to their jobs after the conference?"

Throughout the evaluation process, we will use the following criteria:

- Timeliness and innovation of topic
- Practical applications
- Data and outcomes
- Specificity and quality of content
- Interaction/audience participation opportunity
- Level of commercial bias

Important Dates (subject to change)

✓ **July 12:** Completed proposals must be received by **5:00 p.m. PT, Friday, July 12, 2019**.

✓ **July 12-17:** Initial review by AMGA staff to ensure proposals are complete and follow stated guidelines

✓ **July 17-31:** Phase I review and rating by AMGA Annual Conference Planning Team

✓ **July 31-August 9:** Phase II review of rated proposals by AMGA Annual Conference Planning Team and selection of presentations by AMGA Staff

✓ **August 12-August 23:** AMGA will confirm speakers by email. AMGA will also notify those who were not selected to be included on the 2020 conference program with other opportunities to participate.

Questions

If you have any questions or concerns during the submission process, please feel free to contact Beth Sutter, Manager, Education and Meetings, at 703.838.0033 ext. 322 or bsutter@amga.org

General Submission Rules

- Send completed proposals to Proposals@amga.org with "read receipt" option enabled. Proposals submitted to any other AMGA email address will not be accepted.

- Proposals must be received by 5:00 p.m. Pacific Time on **Friday, July 12, 2019**. Submissions must be received by email. Hard copy submissions by fax or mail will not be accepted.

- Proposals must be submitted in Microsoft Word; PDF will not be accepted. Please use **Calibri font, size 11**. Avoid special formatting styles.

- Your organization **must** be an AMGA member in good standing for your proposal to be accepted for review. Additionally, if your organization's member status should change prior to the conference, the presentation could be removed from the program.

  - If you are unsure of your membership status, or would like to join AMGA, please contact Jessica Prior at jprior@amga.org or 703.838.0033, ext. 392.

- Proposals must be submitted by an AMGA member. AMGA Corporate Partners are encouraged to collaborate and co-present with an AMGA member in good standing; please note that proposals must be submitted by email from the AMGA member's active email address.

- Limit of two proposal submissions per individual or organization.

- Proposals that are not complete or fail to follow the guidelines may not be accepted.

Submission Information Required

Your proposal must address ALL of the following items in the following order:

1. **Title of Presentation**
   Please provide a brief, descriptive title for your presentation.

2. **Full Contact Information for Each Speaker**
   Provide the name, degree, title, company, address, phone, and email address of each speaker. If applicable, please also include the name, phone, and email of those assisting you with the preparation of your proposal and presentation. Absolutely no substitutions will be allowed once proposals have been accepted.

3. **Speaker Biography**
   In 50 words or fewer, describe your background, current position, and expertise as it relates to your presentation. Include biographies of all speakers. If available, attach professional headshots to the submission email as well. 50 words max per biography.

4. **Applicable Topic Category**
   Please select one from the following:

   ☐ Leadership, Governance, and Culture

   ☐ Technology and Telemedicine

   ☐ Patient-Centered Care

   ☐ Efficient Operations and Finance

5. **Presentation History**
Have you given this presentation before? If yes, list the date, location, and for what organization or group. AMGA will rate the history of this presentation to determine if the topic is still innovative and relevant to the intended audience.

6. **Description of Gaps in Knowledge Which This Presentation Will Address**
This presentation should address a professional practice gap in knowledge, competence, and/or performance of the audience to which it will be presented. Please list the areas that will be addressed within your presentation.

7. **Presentation Learning Objectives**
AMGA learning objectives are intended to provide the learner with points of knowledge that they will receive through the presentation. Complete the following sentence: *Upon completion of this activity, participants should be able to ...*

8. **Presentation Summary**
In 50 words or fewer, describe your presentation. This synopsis will be used in the promotional brochure for the conference and will determine your audience. It should be clear, concise, and specific.

9. **Presentation Description**
Provide a narrative description of your presentation. The description should be no longer than two typed pages, one-sided. This detailed description should provide the education committee with as much information about your presentation as necessary to be able to rate and select it for inclusion in the program. Outline format of your presentation proposal will not be accepted.

10. **Presentation Outcomes**
Please include any data or outcomes related to your presentation, such as improvement rates, cost savings, and survey results. The outcomes should provide the education committee with information to observe quantitative success of your program to be able to rate and select it for inclusion in the program.

AMGA Full Disclosure Policy

As an accredited provider of continuing medical education activities, it is the policy of AMGA to ensure balance, independence, objectivity, and scientific rigor in all its educational activities. AMGA is required to identify and resolve all potential conflicts of interest with any individual (or their spouse/partner) in a position to influence and/or control CME activities.

A conflict of interest will be considered to exist if the individual has received financial benefits (e.g., grants, research support, honoraria, employee, consultant, board of directors, stockholder) in any amount from a commercial interest (any propriety entity producing healthcare goods or services consumed by or used on patients) within the past 12 months and that individual is in a position to affect the content of CME regarding the products or services of the commercial interest.

All individuals in a position to influence and/or control the content of AMGA-sponsored CME activities are required to disclose to the AMGA and subsequently to learners that the individual either has no relevant financial relationship or any financial relationship with the manufacturer(s) of any commercial product(s) and/or providers of commercial services discussed in CME activities. All disclosure information provided to AMGA will be reviewed to ensure that no conflicts of interest exist prior to the confirmation of the individual for the educational assignment. Additional information may be requested. It is the responsibility of the individual to notify AMGA of any changes in the disclosure information provided to AMGA.

The intent of this policy is not to prevent a speaker with a potential conflict of interest from making a presentation, but to ensure that any potential conflicts are identified openly so that the learners may form their own judgments regarding possible bias. In keeping with this policy, CME faculty relationships shall be disclosed to participants prior to educational activities in brief statements in conference promotional materials, handouts and also in post-meeting publications. Refusal to disclose relationships will disqualify the speaker from the planning and implementation of the activity.

It is also the policy of the AMGA to maintain complete independence in the use of contributed funds. All funds from commercial sources will be in the form of educational grants made payable to AMGA for the support of programming. The terms, conditions, and purposes of such grants will be documented by an agreement signed by the commercial supporter and AMGA. No funds from a commercial source shall be paid to the director of the CME activity, faculty, or others involved with the supported activity. Further, AMGA will provide upon request, information concerning the expenditure of funds provided by each commercial supporter.

Speaker Reimbursement Policy

The AMGA has established the following reimbursement policy for speakers at the AMGA 2020 Annual Conference:

- One complimentary conference registration

- The maximum travel and hotel reimbursement is $800

Please note that this is per session, NOT per person. *If you have determined that there will be more than one speaker for your session, this reimbursement may be distributed as indicated by each speaker within the presentation. You may use the travel and hotel allotment for airfare, ground transportation, incidentals (meals and snacks) incurred during travel and hotel room & tax charges. All receipts must be provided for reimbursement.*

Non-reimbursable Personal Expenses

AMGA does NOT reimburse presenters for audiovisual materials such copying expenses, incurred before or during the annual conference. Other items that will NOT be reimbursed are phone calls, Internet connections, gym/spa fees, movies, and group meals.

Forfeiture of Reimbursement

Please note, in order for AMGA to produce attendee materials in a timely fashion, attention to deadlines must be enforced. If materials and forms are not returned by the stated deadlines, your reimbursement request will not be honored.

In addition, AMGA will adjust the requested reimbursement amount for any changes to audio/visual equipment orders made fewer than 24 hours before confirmed presentation based on a pricing schedule to be determined at the time of the speaker's confirmation.

AMGA will reimburse all speakers upon receipt of a completed speaker reimbursement form following the annual conference. Speaker reimbursement requests must be received within 30 days of the annual conference or the request will be forfeited.

AMGA will solicit industry support through educational grants for many sessions. No speaker should solicit or accept corporate support directly from any company.