CALL FOR PROPOSALS

2020

June 3-5, 2020
New Orleans
aha.org/teamtraining
AHA Team Training’s mission is to foster a movement that transforms teams of experts into an expert team. At this year’s premier team training event, disseminate your innovative ideas to:

- Improve patient care
- Increase staff and patient satisfaction
- Support change management efforts
- Foster resiliency
- Supercharge quality improvement efforts

The mission of the conference is to fundamentally change the future of health care by combining practical techniques and tools with new ideas to assist health care professionals in successfully creating a culture of safety through better and more efficient team-based care. Submit a proposal to display a poster or participate as a presenter at the AHA Team Training National Conference on June 3-5, 2020 at the Astor Crowne Plaza in New Orleans. Our conference is a meeting point where different interdisciplinary groups from diverse health care settings come together. Consider these topics as you plan your proposal.
About the Conference

Participate in this year’s conference to immerse yourself among an interprofessional group of attendees. The conference is open to all – from clinical to non-clinical backgrounds and novices to experts in all varieties of teaming programs, including TeamSTEPPS. Attendees from past years range from front line staff to the C-suite, educators, students and quality improvement advisors. They come from all settings across the care continuum in addition to non-profits, public health agencies, academic institutions and more. Conference attendees truly are representative of the entire health care team.

Role of Attendees

- Staff, 30.9%
- Director, 18.1%
- Manager, 22.1%
- C-Suite/Other Executive, 16.1%
- Other, 12.7%

Background/Training

- Registered Nurse, 49.4%
- Advanced Practice Registered Nurse/Physician Assistant, 4.8%
- Non-Clinical, 18.6%
- Radiology Technician, 1.4%
- Other, 13.3%
- Laboratory Technician, .6%
- Physician, 10.7%
- Dentist, .6%
- Medical or Dental Resident/Intern, .3%
- Pharmacist, .3%

The conference is ideal for making connections with others experiencing similar successes and challenges in improving the quality, safety and efficiency of health care. At its core, the AHA Team Training National Conference is practical, interactive and experiential. What’s unique about this conference is the amount of collaboration that takes place during the sessions. Everyone will walk away with useful takeaways and new connections.

Submission Instructions

Proposals must be submitted via the online submission form by Friday, November 15 by 11:59 p.m. CT. Late submissions will not be accepted. Applicants will be notified of their proposal status by the end of 2019.

Breakout session submission form: www.surveymonkey.com/r/2020-teamtraining-cfp-breakout
Poster submission form: www.surveymonkey.com/r/2020-teamtraining-cfp-poster
Presentation Formats

AHA Team Training is seeking proposals for breakout sessions and posters. Descriptions of the options are provided below. All proposals must be submitted by Friday, November 15, 2019 via the breakout session form or poster form.

Breakout Sessions

Breakout sessions will take place concurrently with up to five sessions per time slot. They should provide actionable information and convey knowledge, skills and/or tools that attendees can apply in their organizations. Presenters are highly encouraged to avoid long lectures. Team presentations are preferred. Be creative and focus on practical takeaways for your audience! Every session must have an element of interaction or discussion. Sessions are between 60 and 120 minutes in length including time for Q&A. If selected, we ask for mandatory participation in a 30-minute briefing call to discuss the presentation in further detail.

When submitting your proposal, you must select a session type:

1. Individual or Team: Suitable for an experienced speaker or team of speakers who are able to engage the audience for 60 to 90 minutes, including time for Q&A. It is required to incorporate at least one interactive learning activity or structured discussion.

2. Workshop: Suitable for two or more speakers to present for 60 to 120 minutes. Workshops are highly interactive and in a smaller setting for about 50 attendees. It is similar to a classroom. Speakers will encourage group work and skill-building projects. Minimal lecture is required.

3. Bite-Sized: These 60-minute sessions are dedicated to team training in the following settings (you must select one): outpatient care, maternal health, behavioral health, operating room and the emergency department. Two organizations will each present their 20-minute rapid-fire case study in the same session. Immediately following each presentation, there will be 5-10 minutes of Q&A or a structured discussion activity for attendees.

4. FRED Talk: Similar to a TED Talk, these are short (20 minutes) and engaging narrative-based presentations that capture the imagination, are motivating, passionate and have a clear takeaway message with minimal to no use of PowerPoint. FRED Talks are named after Fred the Penguin, the iconic conference mascot of nearly 10 years.
Posters

AHA Team Training is seeking to display original content about your projects. Posters may present case studies unique to your facility or novel tools or approaches that have been implemented. Your poster will be on display over the course of the conference. There will be a networking poster reception and poster judging contest on Thursday, June 4 at 5:00 p.m. where conference attendees will have the opportunity to view and discuss your poster with you. The lead poster author is encouraged to attend the conference and stand by his/her poster for the duration of the networking poster reception.

Posters must be 36 in. x 48 in. (3 ft. x 4 ft.) and have a horizontal/landscape orientation. Boards and pins for poster hanging will be provided.

Topics

AHA Team Training is seeking proposals for concurrent breakout sessions and posters. All proposals must be submitted by Friday, November 15, 2019. The 2020 conference will focus on several topics that are not just limited to TeamSTEPPS:

- TeamSTEPPS
- Resiliency
- Quality Improvement
- Simulation and Gaming
- Compassionate Care
- Workforce
- Leadership
- Just Culture
- Patient and Family Engagement
- High Reliability
- Patient Safety
- Multidisciplinary Team Performance
- Change Management
- Interprofessional Education

Proposals must be submitted electronically by Friday, November 15, 2019.

Breakout session submission form: www.surveymonkey.com/r/2020-teamtraining-cfp-breakout

Poster submission form: www.surveymonkey.com/r/2020-teamtraining-cfp-poster
Proposal Details

All proposals should include:

- **Full contact information** for each presenter (name, title, organization, city, state, phone, email). You may enter up to three presenters. Should your proposal be selected, more presenters can be added later.

- **Brief bio** (up to 250 words) for each presenter. Please do not submit resumes or CVs.

- **Topics** (listed on previous page) to which the presentation or poster best relates.

- Descriptive presentation or poster **title** (15 words or fewer).

- Three specific **learning objectives** (breakout proposals only).

- **Short description** (up to 200 words) of the proposed presentation or poster. For breakout presentations: What is the take-home value and impact? What practical takeaways will attendees gain? Who is best suited to attend this session? Should they come from a certain setting? Have a particular background or a certain level of knowledge on topics (such as TeamSTEPPS beginner or Just Culture advanced)?

You are encouraged to draft your proposal in a Word document and copy it into the online form. Proposals that are incomplete or do not follow the submission guidelines will not be considered for selection. If selected, your name, biography, presentation title, session description and learning objectives will be made available on the AHA Team Training website and conference mobile application. Conference attendees will receive a PDF version of your presentation or poster via the mobile application.

Selection Criteria

AHA Team Training will look favorably on breakout session proposals that go beyond telling the story of a single organization or program and that share transferable skills, tools or approaches, evaluation metrics and outcomes and/or provide for some interaction with attendees.

Session proposals will be evaluated according to the following criteria:

1. Amount of interaction and practical takeaways;
2. Relevance of proposed session to the needs of the current health care landscape;
3. Clarity and specificity in session description and learning objectives;
4. Demonstrable results; and
5. Specific, practical take-home value of the information to be presented.

*Note: To preserve the integrity of the educational experience, AHA Team Training has a policy of not selling services, products and/or future consulting assignments during presentations. All accepted breakout session presenters will be asked to sign a speaker agreement that includes this policy.*
Conference Fees

Presenters and poster authors are responsible for their own travel and accommodation expenses, but are invited to register for the conference at a special reduced rate. Confirmed presenters and poster authors will receive a discount code prior to registration.

- Breakout session presenters: $500
- Poster presenters: $575

Criteria for Participation

Please note the following criteria for participation:

- Applicants will be notified of their proposal status by the end of 2019. If selected, information regarding important deadlines and requirements will be provided in an official confirmation letter.

- Presenters agree to:
  - Give AHA Team Training final determination of the format and length of sessions.
  - Allow AHA Team Training to reproduce and distribute session handouts to national conference attendees via electronic and online mediums.
  - Breakout: Be responsible for bringing their PowerPoint presentation on a flash drive and a laptop on the day of the presentation.
  - Poster: Be responsible for the printing and delivery of a horizontal 36 in. x 48 in. (3 ft. x 4 ft.) poster.

Presenters should be aware of the following guidelines, terms and conditions for participation:

- Proposals must be complete and will only be accepted electronically via the online submission form until Friday, November 15, 2019 at 11:59 p.m. CT.

- Incomplete proposals will not be considered.

- The submission of a proposal does not guarantee participation in the program.

- Proposals for breakout sessions should only be submitted when a presenter is available to appear any day of the AHA Team Training National Conference, June 3-5, 2020 at the Astor Crowne Plaza in New Orleans.

- If the proposal is selected, AHA Team Training reserves the right to revise presentation titles, reassign the identified topic area or edit the presentation session description for promotional and program materials.

AHA Team Training is accepting electronic proposals through Friday, November 15, 2019.

Breakout session submission form: www.surveymonkey.com/r/2020-teamtraining-cfp-breakout
Poster submission form: www.surveymonkey.com/r/2020-teamtraining-cfp-poster