



## CALL FOR PROPOSALS - NOW OPEN

*Do you have a...*

- *Unique experience that will help advance the success of others interested in implementing or sustaining TeamSTEPPS?*
- *New idea that will impact the future of TeamSTEPPS?*
- *Fresh perspective on current and future trends that may affect TeamSTEPPS?*

If so, submit a proposal to display a poster or participate as a presenter at AHA Team Training National Conference on June 20-22, 2018 at the Manchester Grand Hyatt in San Diego.

**Submission Deadline:** Proposals must be submitted via the online submission form below by **Friday, December 8, 2017 at 11 a.m. CT**. Late submissions will not be accepted. Applicants will be notified of their proposal's status by December 21, 2017.

- Breakout sessions [submission form](#)
- Poster [submission form](#)

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## ABOUT THE CONFERENCE

Disseminate your innovative ideas and help improve patient care at this year's premier event to promote teamwork and communication in the health care environment. TeamSTEPPS can be used as the meeting point where different interdisciplinary groups from diverse health care settings come together. Better teamwork and communication between these groups can lead to more comprehensive care coordination.

The mission of the conference is to bring techniques, tools and new ideas to assist health care professionals in successfully implementing TeamSTEPPS. Innovation is a key element in mapping the future of TeamSTEPPS and the changing health care environment. There is no better setting to experience the impact of TeamSTEPPS in various clinical and non-clinical settings, while making invaluable contacts with old and new colleagues.

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## TOPICS TRACKS

AHA Team Training is seeking proposals for concurrent breakout sessions and posters. All proposals must be submitted by **Friday, December 8, 2017**. The 2018 conference will feature four topic tracks:

### Effective Teaching: Innovative Ways of Bringing TeamSTEPPS to your Team

Health care organizations and teaching institutions are constantly developing innovative ways to teach various types of learners while giving them an opportunity to practice and apply new skills. There has been a shift as organizations move away from didactic learning towards simulation and gaming. **Sessions in this track will showcase simulation and gaming tools and techniques to teach, coach and implement TeamSTEPPS.**

### Connecting the Dots: Making TeamSTEPPS a Lasting Approach

With many competing priorities, it can be a challenge to create a lasting culture change. Instead of viewing TeamSTEPPS as yet another initiative, it can be a vehicle to connect the dots between organizational programs and goals. **Sessions in this track will highlight sustainment approaches and new ideas that are not traditionally associated to TeamSTEPPS such as leveraging new technology, working with non-traditional partners and considering innovative approaches.**

### Engaging the Team: Patients, Staff, Providers, Leaders and Students

A health care team is made up of many diverse members and it can be a challenge to engage each unique group as the demands in health care increase and are ever changing. How can you provide individuals from each of these groups a sense of ownership in regards to TeamSTEPPS? **Sessions in this track will focus on various ways to engage the team including sessions on resistance, burn out, conflict resolution and ownership.**

### Making the Case: Assessing, Measuring, and Implementing TeamSTEPPS across the Continuum

From planning to implementing to measuring impact, use of data increases transparency, accountability and support. This allows organizations to identify and plan strategic TeamSTEPPS initiatives, track progress, detect areas for improvement and tell their TeamSTEPPS story. **Sessions in this track will share real-world examples of how to use data to measure outcomes and impact, use tools and methods to identify quantifiable objectives and guide future TeamSTEPPS interventions.**

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## EDUCATION LEVEL CRITERIA

We are committed to offering learning opportunities of value to all. To that end, all proposals must be classified as introductory, intermediate or advanced:

- **Introductory:** Suitable for participants who have not been previously exposed to TeamSTEPPS. Focus is on equipping interested participants for long-term success by illustrating basic or foundational concepts, case examples, tools and approaches.
- **Intermediate:** Suitable for most participants who have received some level of foundational TeamSTEPPS training with possible experience in implementing the tools.
- **Advanced:** Suitable for Master Trainers and/or individuals who have implemented TeamSTEPPS in a health care setting. Focus is on advanced tools and techniques and/or discussion of strategic and leadership issues.

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## PRESENTATION FORMATS

AHA Team Training is seeking proposals for **concurrent breakout sessions** and **posters**. Descriptions of both options are provided below. All proposals must be submitted by **Friday, December 8, 2017** via the [breakout session online form](#) or [poster online form](#).

### Breakout Sessions

Session formats may include individual presentations, team presentations, panel discussions, workshops or whatever you think can best engage conference attendees. Breakout sessions should provide actionable information and convey knowledge, skills and/or tools that attendees can apply in their organizations. Be creative and focus on practical takeaways for your audience! Sessions are between 90 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, and if you are selected for a panel presentation, the call provides the opportunity to meet and share ideas with your co-presenters.

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

- **Individual:** Suitable for an experienced speaker who is able to engage the audience for 90 minutes (including time for Q&A).
- **Team:** Suitable for two or more speakers to present for 90 minutes (including time for Q&A).
- **Panel:** Suitable for an individual speaker to present for 20-30 minutes on a panel. Speakers are encouraged to connect with colleagues and form their own panels. If you've identified a panel, each speaker will need to submit a separate proposal and indicate in the description who the panel is comprised of. Panels may also be formed by AHA Team Training and will connect presenters from different institutions based on similar themes or topic areas.
- **Workshop:** Suitable for two or more speakers to present in a smaller setting, similar to a classroom, to encourage group work and skill-building projects for 90 minutes to 120 minutes.

### 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 that have been implemented. Your poster will be displayed over the course of the conference, but there will be a networking poster session 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 session.

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## SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically by **Friday, December 8**. You can access the form below.

- Breakout session at <https://www.surveymonkey.com/r/2018-teamtraining-breakout> or by clicking [here](#).
- Poster session at <https://www.surveymonkey.com/r/2018-teamstepps-poster> or by clicking [here](#).

You are encouraged to draft your proposal in a word processing 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.

All proposals should include:

- **Full contact information** for each presenter (name, title, organization, city, state, phone, email). You may have up to three presenters per session.
- **Brief biography** (up to 250 words) for *each* presenter. Please do not submit resumes or CVs.
- **Topic track** (listed above) to which the presentation best relates.
- Descriptive **presentation title** (15 words or fewer)
- Three specific **learning objectives** for the presentation
- **Short description** (up to 250 words) of the proposed presentation, including the take-home value and impact of the presentation. Why is the session particularly relevant or valuable to conference attendees?

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 your presentation via the mobile application.

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## SELECTION CRITERIA

AHA Team Training will look favorably on 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;
5. Specific, practical take-home value of the information to be presented; and
6. Clarity of session design.

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

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## CONFERENCE FEES

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

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## CRITERIA FOR PARTICIPATION AND TIMELINE

Please note the following criteria for participation:

- If the proposal is selected, the speaker or poster presenter will be notified by December 21, 2017. Information regarding important deadlines and requirements will be provided in an official confirmation letter.
- Presenters agree:
  - AHA Team Training has final determination of the format and length of sessions.
  - To allow AHA Team Training to reproduce and distribute session handouts to national conference attendees via electronic and online mediums.
  - To provide slides and handouts in electronic format.
  - To be responsible for bringing their PowerPoint presentation on a flash drive on the day of the presentation.
  - To be responsible for the printing and delivery of a horizontal 36 in. x 48 in. (3 feet x 4 feet) poster if chosen for the poster display. A poster stand will be provided.

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 **by Friday, December 8, 2017 at 11 a.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 on **any day** of the AHA Team Training National Conference, **June 20-22, 2018** at the Manchester Grand Hyatt in San Diego.
- If the proposal is selected, AHA Team Training reserves the right to revise presentation titles, reassign the identified topic area or edit the program summary for promotional and program materials.

AHA Team Training is accepting **electronic proposals** through Friday, December 8, 2017.

<b>DEADLINE</b>	<b>TASK</b>
December 8, 2017	Proposals must be submitted by 11 a.m. CT
January 12, 2018	Notification sent
January 12, 2018	Agreement form due
June 1, 2018	Presentation materials due in electronic format
June 20-22, 2018	AHA Team Training National Conference

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## QUESTIONS

Please contact [TeamTraining@aha.org](mailto:TeamTraining@aha.org) with any questions about the proposal process, your proposal or the AHA Team Training National Conference.

AHA Team Training  
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