



Call for Presentations

Presentation proposals for AHRMM's 48th Annual Conference & Exhibition in Denver, Colorado must include a completed application and a brief narrative biography statement for each presenter (100 words maximum). All abstract submissions must meet the proposal requirements outlined below and are due to AHRMM no later than Friday, October 16, 2009. Incomplete and/or late proposals will not be accepted.

All questions regarding the 2010 AHRMM Conference Call for Presentations should be directed to Education Director Cathy Futrell at (312) 422-3847 or cfutrell@aha.org.

Proposal Requirements

Please review the following requirements carefully and keep them in mind before submitting your abstract proposal. *Incomplete proposals will not be considered.*

- **Presentation Limits:** No more than two presentations per organization will be selected for the 48th Annual Conference & Exhibition program.
- **Tracks:** Identify one of the seven tracks under which the subject matter of your proposal falls. There will be 6-8 concurrent sessions per track.
- **Presentation Length:** Sessions are 75 minutes long and should include some time for a question-and-answer period (about 10-15 minutes). Speakers may be asked to repeat their session. In some cases, sessions may be 60 minutes long and should include some time for questions and answers (5-10 minutes).
- **Speakers:** A single presentation will typically only have one to two presenters. Consideration will be given for more than two presenters based on the subject and speaker(s). Only up to two speakers' conference registration will be waived (*two speakers per presentation will receive a complimentary registration to the Conference*). If there is one presenter, only one waived registration will be given. Additional speakers will have to pay either the member or non-member conference registration fee (depending on their membership status). Additionally, transportation, meals, and lodging are the responsibility of each presenter and will not be reimbursed. *All speakers must be identified at the time of the submission deadline.*

- **Presentation Selection:** Presentations will be selected based on:
 1. Subject (abstract) – relevance, interest, informative, educational merit.
 2. Speaker(s) – knowledge, credibility, experience, speaking ability, past ratings, references.
- **Panel Presentations:** A panel presentation will be considered based on the subject and speaker(s). *Again, all speakers must be identified at the time of the submission deadline.* Presentations that involve the participation of a materials management professional(s) that have applied operational experience with the subject matter will be given stronger consideration. It is recognized that some subjects (abstracts) may not require a hospital-based co-presenter.
- **First-time Presenters:** A first-time presenter at AHRMM, if not co-presenting with a previous presenter at AHRMM (within the last three years), will require a facilitator. The facilitator will be appointed from the AHRMM Annual Conference Education Committee to review the content of the PowerPoint for clarity, appropriateness, and general content, and will have responsibility to mentor and guide the first-time presenter.
- **Level of Experience:** The presentation’s subject matter must be identified for attendee’s level of experience. Presentations are rated at the following levels: beginner, intermediate, and advanced, and are needed for every level.
- **References:** Speaker references are required for all new speakers and any speaker who has not presented for AHRMM within the past three years. Each presenter who is new or has not given an AHRMM presentation within the past three years must provide at least 2 references upon submission.

Presentation Expectations

- **Letter of Acceptance:** If your proposal is selected, an electronic “Letter of Acceptance” will be sent to you no later than January 2010. It will include a timeline to assist you in planning. If you agree to meet the timeline and wish to present at the AHRMM Conference, the letter must be signed and returned to AHRMM within two weeks of receipt. In the case that the chosen presenters do not reply within two weeks, the Letter of Acceptance will be revoked and another presentation will be chosen. *All presenters must comply with timeline expectations.*
- **Presentation Guidelines:** If your proposal is accepted, you are required to forward your session content in PowerPoint format to AHRMM by the deadline included in your Letter of Acceptance. PowerPoint presentations must be done on slide template provided by AHRMM. Your materials will be included on a downloadable link and deadlines will be adhered to closely. No extensions will be provided, so plan your time accordingly. Speakers, who do not provide their materials within the requested timeline and guidelines, may be removed from the conference program. Applicants who, for whatever reason, cannot sign the faculty agreement, must indicate this on the application.
- **Webinar:** Following the conference if your presentation was highly received, you may be asked to present it as a webinar.
- **Sales Presentations:** *AHRMM does not accept sales presentations of any kind.* It is not in your professional interest to develop a presentation that sells a specific company, product, and/or service. Conference attendees react negatively to sales presentations, and it is

against AHRMM's policy for speakers to support and promote or endorse any single company, product, and/or service. Suppliers who present a session that attempts to sell to attendees will not be considered for future conferences. All presentations must be "commercial free."

Proposal Acceptance for Concurrent Learning Lab Sessions

Educational presentations at AHRMM's 48th Annual Conference & Exhibition will be assigned to seven different tracks outlined in this Call for Presentations. One general session, an opening keynote address, and a closing general session will also be chosen.

Members of the AHRMM Annual Conference Education Committee are responsible for ranking proposals, speakers, and timeliness of topics using an online rating system. Each submitted proposal will be individually reviewed and scored. Selection of speakers is based on the cumulative score received. After scores are tabulated and charted, the top proposals in each track are selected.

Preference is given to proposals that include case studies and solution-based presentations on topics pertinent to one of these seven designated educational tracks listed below:

1. **Distribution:** This track will focus on how an efficient inventory control and distribution system is an essential part of the materials management program. In today's healthcare environment of rapidly rising costs, healthcare facilities can benefit from an inventory and distribution program that includes appropriate inventory reduction, supply utilization review, customer service programs, evaluation and reduction in waste, constant improvement in resource and materials management information systems, and evaluation of key indicators and the effectiveness of inventory and distribution.
2. **Finance:** One of the keys to becoming highly successful in resource and materials management is having a good working knowledge of finance and operational budgeting as they relate to the organization's overall financial picture. In most organizations the final authority and decision-making process of how an organization's monies are to be spent rests with the board of trustees. This track will discuss how resource and materials management can affect a significant amount of the operating budget and how it is essential to understand the impact on daily spending decisions.
3. **Technology Solutions:** Information is shared at an ever-increasing speed. Not only do materials managers use computers to customize reports, handle information from multiple data points, and "talk" electronically to other communications systems but also, computers are used to purchase, automate, and improve efficiencies. The sophistication of the "Internet-Commerce" explosion has made exploration and procurement easier and, at the same time, much more involved. Forecasting, asset and contract management, outcomes management, industry data-standards and utilities, even data-system comparisons, illustrate the evolving world of data management and utilization for today's materials managers.
4. **Purchasing:** This track encompasses the complete process of acquisition of goods, equipment, and services required for the operation of healthcare facilities in a timely and cost-effective manner. Purchasing involves the functional steps of requisitioning, sourcing, negotiating, and ordering.
5. **Strategic Planning:** The future belongs to those who plan. This tract will discuss how the resource and materials manager today must be able to understand and integrate the basics of three principles: customer service, strategic planning, and quality management. Because the resource and materials management department exists to satisfy and support its customers, it is critical to understand and ensure that the needs of the customers are met to their satisfaction, or quality service will not be provided.

6. **Clinical Resource Management:** This track focuses on the integration and importance of clinical, financial and materials strategies necessary to meet patient care demands, changing technology and increase savings opportunities on not only day to day health care supply cost management, but physician sensitive supplies.
7. **Professional Development:** This track should provide an opportunity to learn new skills that are valuable to a person's career, but not necessarily specific to materials management. Examples of topics would include: time management, strategies to manage stress in the workplace, successful interviewing techniques, building a powerful resume, effective management techniques, how to lead a team, or other topics proposed by the presenters.