

Tips and Guidelines to Help Develop a Strong Proposal

The Institute for Healthcare Improvement (IHI) is looking for interactive, innovative session designs. Deadline: March 8, 2021

Proposals are more likely to be accepted if you:

- Have a strong team teaching/presenting the content of the session. This includes:
 - Interprofessional representation from various disciplines teaching/presenting the content of the session.
 - Session presenters that currently work as leaders, health care professionals, improvement practitioners, community members or patient and family members with lived experience.
 - Session presenters who are not employed by a commercial, for-profit interest or working in private or consulting roles, and the tools, content, and technology you are providing are non-proprietary and accessible to all.
- Align the content of your session to what matters most to IHI Patient Safety Congress attendees:
 - Ensure your session is relevant to a range of disciplines in health and health care (e.g., address the interprofessional team; include content and examples relevant to nurses, physicians, public health professionals, and community health leaders).
 - Incorporate Improvement Science methods into your presentation.
 - Meaningfully address equity in your proposal and session.
- Make your session dynamic and useful to improvement work:
 - Plan to teach and provide a tool, framework, roadmap, or resource that is freely accessible for participants and can be used for implementation.
 - Include opportunities for discussion and interaction within the session.
 - Address patient and family engagement or include a patient as a co-presenter.
 - Include data when talking about results of your work (time series data reflected in run or control charts is preferred over bar or pie charts).
- Follow all directions in the form when submitting abstract:
 - Submit a thoughtful, error-free description of your session on time (late submissions and submissions that differ from the directions, including word lengths that exceed requirements will not be considered).

- Complete all fields for consideration of your proposal. This includes all speakers, titles, credentials, affiliations, and a brief biography. If any fields are not completed your proposal will not be considered.
- Key (Lead) Presenter must complete the disclosure field completely and truthfully in order for your submission to be reviewed*.
- We have a disclosure process in place to adhere with our Joint Accreditation guidelines and criteria. Our process also helps with the vetting of quality sessions and our presenters. You will be required to complete the first step of the disclosure process with your submission.

**Anyone selected to present at the IHI Patient Safety Congress will be required to complete a more comprehensive Presenter Disclosure form as part of IHI's Accreditation policies and procedures. Further instructions will be sent after your proposal has been accepted.*

Subject Matter Focus

The four large subject matter areas below represent priority areas for IHI Patient Safety Congress 2021 content. Select the subject matter area that most appropriately represents your presentation. Within each subject matter area you will have the opportunity to note sub-topic areas that will help the IHI Patient Safety Congress team review your proposal in further detail.

Based upon session submissions, the final IHI Patient Safety Congress program will be crafted into tracks that best meet the needs of IHI Congress attendees according to the strongest submitted content.

Please note: your submission could be considered for an alternative subject matter area or a sub-topic if the IHI Patient Safety Congress Planning Committee feels your presentation better suits another category.

- Culture, Leadership, and Governance: The imperative for leaders, governance bodies, and policymakers to demonstrate and foster our deeply held professional commitments to safety as a core value and promote the development of cultures of safety.
- Patient and Family Engagement: The spread of authentic patient and family engagement; the practice of co-designing and co-producing care with patients, families, and care partners to ensure their meaningful partnership in all aspects of care design, delivery, and operations.
- Workforce Safety: Ensuring the safety and resiliency of the organization and the workforce is a necessary precondition to advancing patient safety; we need to work toward a unified, total

systems-based perspective and approach to eliminate harm to both patients and the workforce.

- Learning System: Establishing networked and continuous learning; forging learning systems within and across health care organizations at the local, regional, and national levels to encourage widespread sharing, learning, and improvement.

Session Format Guidelines for In-Person and Virtual

- In-Person: Simulation, world café, or fishbowl activity would be most effective when participants can physically be together and move around a room to interact. Similarly, a game or activity that requires materials (i.e. the Red Bead Game) wouldn't work as well in a virtual setting.
- In-Person and/or Virtual: Didactic presentation, panel, debate, case study, ignite session/pecha kucha, flipped classroom, buzz session.

Looking for additional tips for crafting your proposal? Here's a few more:

- Helpful Resources for Developing Learning Objectives:
 - Utilize the objective build tool: <https://teachonline.asu.edu/objectives-builder/>
- Looking for inspiring new session format ideas?
 - <https://www.eventbrite.co.uk/blog/formats-to-refresh-your-conference-ds00/>
- How to create a run chart?
 - https://www.cfhi-fcass.ca/sf-docs/default-source/on-call/22-10-14-how-to-make-a-run-chart-in-excel-cfhi-tutorials-en.pdf?sfvrsn=3ffdd44_2
- Why is a run chart important?
 - <http://www.ihl.org/resources/Pages/Tools/RunChart.aspx>

We appreciate the time and effort you spend in crafting your session proposals. We receive hundreds of highly competitive submissions and the content of our conference is informed by participant needs assessment. Please contact the IHI Congress Team at congress@ihl.org should you run into any complications.