Celebrating Generalism: Leading Innovation and Change

CALL FOR
Precourses
Workshops
Interest Groups

Submission Deadline:
Tuesday, October 9, 2012

36th Annual Meeting
Wednesday through Saturday
April 24-27, 2013
Sheraton Denver Downtown
Denver, Colorado
THEME

The 2013 SGIM annual meeting will be a celebration of all the things that make generalism the most diverse, inspiring and rewarding discipline in medicine. As generalists, we have broad interests spanning innumerable areas within practice, research, education, policy, and beyond. As such, we are ideally positioned to be leaders of innovation and change for our patients, our institutions, and for healthcare nationally and globally. The 2013 meeting will be an excellent venue for generalists to showcase innovation, share new discoveries, identify opportunities for collaboration, develop relationships, and build networks. We enthusiastically welcome submissions pertaining to all topics of interest to generalists in the broadest sense. This year, in keeping with the meeting theme, special emphasis will be placed upon leadership, especially the development of emerging leaders within generalism.

“Greening” the SGIM Annual Meeting

We will continue “greening” the meeting through the use of online submissions, peer review, handouts, meeting registration, evaluations and CME applications. Since 2009, our print materials have become shorter and are printed in a carbon-neutral printing facility using energy generated entirely from wind or solar power.

Online registration is preferred; those of you who submit a paper registration either by fax or by mail will be charged an additional fee. We expect these actions to reduced print materials by 90%.
ADMINISTRATIVE INFORMATION

Web-based submissions
All sessions must be submitted through the ScholarOne website. Instructions and the link to the login page are available at www.sgim.org/go/AM13.

The online submission webpage can be found at http://sgim2013.abstractcentral.com.

We urge you not to wait to submit at the last minute. Each workshop or precourse faculty member must first create a personal profile, including the required Disclosure of Dual Commitments, before the submitting author can include them in a submission.

Please allow ample time to complete the online submission process, which should take approximately 30 – 45 minutes, depending on your familiarity with the ScholarOne submission site. We recommend you prepare and finalize the text of your submission before you log on, so you can cut and paste into text boxes. But beware; web-based systems will not capture anything not on a keyboard (for example tabs, ≤ or ∑).

Precourse and Workshop Submission Fees
(Interest Group Submissions are free)

save $$, submit early

Precourse and Workshop Submission Fees:
$75.00 US until 8:59 AM Eastern Time 9/24/2012
$85.00 US beginning 12:01 PM Eastern Time 9/24/2012

Credit Card (MasterCard/VISA) Payment Preferred; Personal and Institutional checks will be accepted

Make Sure to indicate the control ID number in the memo field of your check

SGIM does not accept purchase orders

Important Dates

September 10, 2012
Online Submission Opens (target date)

8:59 AM Eastern Time September 24, 2012
Reduced Submission Fee Period Ends

9:00 am to 12:00 noon Eastern Time September 24, 2012
system closed

12:01 PM Eastern Time September 24, 2012
Submission Fee Increases

8:59 AM Eastern Time October 9, 2012
Submission Deadline

November 19, 2012
Acceptance Notifications Emailed (target date)

Submission decisions will be emailed on or about November 19, 2012. This email will include scheduling information. If accepted, you will have one week from the date of our email acceptance notification to inform us if you are not able to present the session.
**Email Communication**
All correspondence will be conducted by email (only), with a return address of [gartens@sgim.org](mailto:gartens@sgim.org).
To ensure you receive your SGIM Annual Meeting emails, make sure your institutional email system will accept emails from this address to reach you.

**Meeting Schedule**
The SGIM Annual Meeting opens on Wednesday, April 27, 2013 with precourses; scheduled between 1:30 and 5:00 PM. **Workshops** will be scheduled on Thursday, Friday, and Saturday. The session schedule will be determined by the Program Committee. **Interest groups** will be scheduled during late afternoon sessions on Thursday and Friday and during a Saturday breakfast session.

**Breakout Space**
Breakout rooms are not provided; all sessions are in one room. Requesting your meeting room to be set in round tables will facilitate small group discussions.

**Off-Site Transportation**
The Annual Meeting budget does not include financial support for off-site events. If you plan to take your attendees off-site from the Sheraton Denver Downtown Hotel for any part of a precourse, workshop, or interest group, you must include that information in your submission, along with plans for how you plan for folks to get there and back within the time allotted for the session, as well as the funding stream to cover costs.

**Audio-Visual Equipment**
All SGIM Annual meeting session rooms will have one computer (running Windows XP and Microsoft Office 2003—no Mac computers), a computer projector, and one flip chart. You may request an overhead projector or video projection equipment at the time of submission. The computer projectors are capable of video projection; you need only request a VCR if you are bringing a tape. Additional flip charts cost $30 each, and must be requested at least two weeks before the annual meeting.

**Internet Connections**
The SGIM Annual Meeting budget does not support internet connections in individual session meeting rooms. SGIM has negotiated a reduced internet connection charge with *Swank AV*, the exclusive provider of internet services for the 2013 annual meeting. The charge will be $99 for a (single) wireless connection or wired connection. These prices do not include the 22% service charge or the 7.62% tax charges. In order to get these reduced prices orders must be submitted no later than April 5, 2013. It is the responsibility of each session coordinator to order and pay for internet accessibility for their session. Contact the SGIM office for an internet order form.
Annual Meeting Purpose
This meeting is intended to develop the professional skills of academic general internists and others interested in medical education, health care delivery and policy, and clinical general medicine. A variety of learning modalities, including lectures, workshops, and author presentations, offers attendees the opportunity to develop a personalized educational experience. Research findings, interesting clinical cases, and skill-building opportunities addressing issues important to academic general medicine will be presented.

Who Should Attend?
This meeting is designed to serve the needs of general internists and other primary care and specialty physicians interested in medical education, health care delivery and policy, and clinical general medicine.

Accreditation
This activity is being planned and will be implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of the University of Alabama School of Medicine (UA-SOM), and the Society for General Internal Medicine (SGIM). The UASOM is accredited by the ACCME to provide continuing medical education. Physicians should only claim credit commensurate with the extent of their participation in the activity. The University of Alabama at Birmingham is an equal opportunity/affirmative action institution.

CME Credit Designation
The UASOM designates AMA PRA Category 1 credits™ as follows:
Annual Meeting: up to 17.5 hours
CME credit hours are not provided for poster sessions or interest group meetings. Physicians must complete an online CME application, identifying the specific sessions that they actually attended. All CME applications must be completed within 12 months of the last day of the annual meeting.

Please Note: Physicians may not apply for, nor claim, AMA PRA Category 1 credit(s)™ for sessions in which they present; they may claim AMA PRA Category 2 credit(s) for preparation time.

Presenter Disclosure of Dual Commitments
SGIM requires all presenting faculty to comply with the SGIM Policy on Dual Commitments. Precourse and workshop submissions require every presenter to provide information regarding any and all external funding relating to the content of the submission. The SGIM CME committee will contact each presenter disclosing commercial external funding in order to resolve all conflicts of interest. CME credit will not be awarded for participation in sessions presented by those whose conflicts of interest cannot be resolved. Disclosure information is provided to attendees in all print and electronic meeting materials. A copy of the SGIM Policy on Dual Commitments is available on our website.

Disclosure information is provided to attendees in all print and electronic meeting materials. A copy of the SGIM Policy on Dual Commitments is available on our website. Unless noted, each presenting author has submitted this required information and has no unresolved conflicts to report.
SUBMISSION INSTRUCTIONS FOR PRECOURSES, WORKSHOPS, AND INTEREST GROUPS

Deadline for Submissions: October 9, 2012

We invite you to submit proposals for Precourses, Workshops, and Interest Groups to be presented at the SGIM 36th Annual Meeting. While we encourage submission of all creative proposals, we especially invite proposals that address this year’s meeting theme, Celebrating Generalism: Leading Innovation and Change

Submission Types

Precourses and workshops provide opportunities for attendees to gain new knowledge, skills, or expertise in an area relevant to teaching, research, or clinical care in general internal medicine. They also value the exchange of ideas in these areas to enhance the learning of all participants.

Precourses are designed to delve deeply into an important research method, teaching, or clinical topic relevant to the general internist or address several related aspects of a single interest area (e.g., Health Disparities). Precourses should be designed as stand-alone educational events addressing topics of interest to SGIM members and/or health care professionals who may attend the SGIM meeting. In 2013 precourse submissions on research methods and clinical practice will be of great interest to the program committee. Precourse submissions should be designed to provide 3 hours of instruction. Precourse selection will favor submissions that take full advantage of the longer teaching format and appropriately align learning objectives with a variety of teaching modalities. We encourage members to collaborate across institutions. All precourses will be scheduled on Wednesday, May 4, 2011, between 1:30 and 5:00 PM. We recommend that your precourse agenda is organized so as to provide 90 minutes of instruction, a 30 minute break, followed by a second 90 minutes of instruction; for a total of three hours of attendee learning.

Workshops typically focus on a single aspect of a broader topic within research, teaching, or patient care (e.g., Writing and Reviewing for Medical Journals). The most effective and highly rated workshops are very interactive and include a range of perspectives. We strongly encourage members to collaborate across institutions. Workshops are 90 minutes long and will be scheduled for Thursday, Friday, and Saturday, with the final schedule determined by the Program Committee. Submitting authors should be prepared to present in the time slot assigned.

Precourse and workshop submissions by the same faculty on the same topic will be accepted in the format the Program Committee feels is most appropriate. You are welcome to develop and submit both a precourse and a workshop, but if both are highly rated, only one will be scheduled.

Deadline for Submissions: October 9, 2012
**Workshop Submission Categories**

Workshop submissions must include one submission category and a preferred target audience. Your choice of category will also identify the track in which the program committee may place it. Precourse and Interest Group submissions do not require the identification of a submission category.

**Submission Peer Review Process**

All precourses and workshops will be peer reviewed. Panels of SGIM member volunteers will review unblinded submissions using the following criteria:

1. To what extent are the learning objectives clearly stated and achievable in the time allotted in the session?
2. To what extent do the method of teaching and outline of session match the stated learning objectives?
3. How likely is this session to enhance clinical, research, or educational behaviors of the session attendees?
4. How closely does this submission relate to the meeting theme?

**Session Evaluation**

Session coordinators are responsible for distributing and collecting evaluation forms. Sessions coordinators who presented in 2012 and did not return evaluation forms are not eligible to serve as a session coordinator in 2013. In addition, CME credit hours will not be offered for any session whose completed evaluations are not returned.

**Interest Groups** are one hour long and provide networking opportunities for SGIM meeting attendees with shared professional interests. Interest group sessions should not be designed as formal learning sessions as they do not offer or accrue CME credit hours. Because these meetings do not offer CME credit, SGIM does not conduct interest group session evaluations. Interest group submissions are free and the submission of an Interest Group serves as a request for meeting space. This request is required whether the interest group has been meeting annually for years or will meet for the first time.

Interest group meetings will be scheduled during three time slots – Thursday morning, Friday early evening and Saturday morning. Additionally, interest groups will have the option of signing up for an additional "Meet and Greet" time. In 2013 these will be held in the meeting registration area.

During the online submission process, Interest Group submitting authors can identify one or two other SGIM Interest Groups with which scheduling conflicts should be avoided (if at all possible). Every effort will be made to accommodate these scheduling requests, but the Program Committee determines the final schedule.

An Interest Group submission requires the identification of one (and only one) person who will serve as the administrative contact regarding the annual meeting and an interest group summary/purpose. That description will be posted on the SGIM website for one year, along with the name of the coordinator, who serves as the primary point of contact for the year.

A list of the current SGIM Interest Groups (categorized by subject area) can be found on the SGIM website at http://www.sgim.org/go/interestgroups. We strongly encourage you to review the list to avoid duplicating or closely overlapping an existing group.

**Remember:** There is no assumption that an interest group that meets one year also wishes to meet the following year. Interest groups must apply for/request to meet each year.

**LISTSERVS:** Some interest groups have an SGIM listserv and others do not. Interest group coordinators may request a listserv be established if one does not already exist. Only SGIM members may participate in SGIM listserves.

**Submission Deadline/Decision Notification Date**

The submission deadline is October 9, 2012 at 8:59 am Eastern Time. We will send an email to you regarding the disposition of your submission on or about November 19, 2012.

**Scheduling**

Scheduling of all Annual Meeting presentations is at the discretion of the Program Committee. Please use the scheduling restriction step to identify if your religious observance precludes your presenting on a particular day. Once the schedule is set, SGIM cannot accommodate requests for schedule changes.

SGIM reserves the right to cancel any precourse or workshop accepted for presentation if 12 or fewer people register to attend by the published registration deadline.
Role of the Session Coordinator for Precourses, Workshops, and Interest Groups

The Submitting Author assumes the following responsibilities:

1. Submit presentation, including accurate faculty list (spelling, degrees, institutional affiliation, email addresses).
2. Distribute administrative information (e.g., acceptance, rejection, scheduling) regarding presentation to any/all additional faculty members.
3. Submit electronic handout files to SGIM by the established deadlines.
4. Distribute and collect session evaluation forms. Session coordinators not submitting evaluations after their 2012 session will be ineligible to serve as a session coordinator in 2013.

If you invite others to speak in a session you are submitting, make sure they understand their registration is not complimentary, unless you are personally paying their daily registration fee. SGIM does not support precourse or workshop faculty registration fees.

Annual Meeting Presenter Registration Policy

Have you noticed?????

The SGIM annual meeting is put on without commercial funding. No exhibits, no pharmaceutical support, no satellite symposia, not even a tote bag with a corporate logo on it. This is in keeping with the expressed wishes of our membership.

How do we do it? By having everyone - both those presenting and those not presenting at the meeting - register and pay to attend at the fees set by the SGIM Council. All presenters are required to register and pay the appropriate annual meeting registration fee.

If you invite colleagues to speak in a precourse or workshop, please make sure they understand that your invitation does not confer complimentary annual meeting registration. The 2013 registration fee schedule has not been finalized as this call for submissions goes into production. In 2011 the SGIM Council eliminated a one-day presenter registration fee.
WORKSHOP CATEGORIES AND DESCRIPTIONS

You may select only one category for each submission, which will help determine its assignment to review committees and presentation sessions. In selecting a category, authors should decide whether the unique and central feature of a submission is related to its methodology, topic, or other content and select the category that best reflects the work.

*Note: precourse submissions do not require a submission category.*

**Aging/Geriatrics/End of Life**
Care of older adults and issues related to aging, and end-of-life care decisions regardless of patient age

**Clinical Medicine**
Clinical skills of the participants in a target area, such as office orthopedics, procedures, complementary and alternative medicine, perioperative and consultative medicine, or the management of acute and chronic diseases or broader perspectives on disease management, such as complementary and alternative medicine practices

**Healthcare Delivery and Redesign**
Organization of health care delivery, patient-centered medical home, strategies to increase the efficiency or effectiveness of a medical practice system, and practice management related to finances and efficiencies

**Health Disparities/Vulnerable Populations**
Health and health care of underserved and special populations, health disparities, and health literacy

**Health Policy/Advocacy/Social Justice**
Health policy at local, state/province, national and/or international/global levels

**Hospital-based Medicine**
Care of hospitalized patients, inpatient care of medical conditions, and the role and effectiveness of hospitalists and hospital-based systems

**Leadership and Administration**
Leadership and management training, negotiation and leveraging resources, culture change, and administrative management and development

**Medical Education Scholarship**
Needs assessment, curricular design, curricular implementation, and outcomes assessment in undergraduate, graduate, and continuing medical education

**Medical Humanities and Ethics**
The history of medicine, literature, clinical ethics, philosophy, theology, and/or spirituality in medicine

**Mental Health/Substance Abuse**
Educational, research, or clinical perspectives in mental health and substance abuse, including alcohol, tobacco, prescription and non-prescription drugs, and street drugs

**Personal/Professional Development**
Development through all stages of GIM careers, including satisfaction, and personal/professional balance.

**Preventive Medicine**
Disease prevention, early detection, and health promotion, including screening, case finding, self-care, preventive health behaviors and beliefs, and interventions to improve these areas

**Quality of Care/Patient Safety**
Quality assessment, gaps in quality of care, medical errors, quality improvement, and patient safety.

**Research Methods**
Skills in study design (such as meta-analysis, quality, or pharmacoepidemiology) or data analysis (such as qualitative methods, survival analysis, structural equation modeling, and meta-analytic techniques) for researchers at all levels, from introductory through intermediate and advanced levels.

**Women’s Health**
Issues and conditions specific to or important to women
Precourse and Workshop Submission

Target Audience

Please select the most appropriate target audience for each precourse and workshop submission from those listed below. In selecting a target audience, authors should identify the group most likely to benefit from attending the workshop:

1. Medical Students/Residents/Fellows (SRF): Topics geared towards medical students, residents, and/or fellows; examples from 2012: Negotiating Your First Dream Job, Writing Curriculum Vitae and Preparing to Interview, Applying For a VA Research Career Development Award.

2. Beginning/Intermediate: Assumes no previous experience in the topic area

3. Intermediate/Advanced: Assumes a basic level of knowledge and previous experience in the topic area

4. General Audience

External Financial Support

Session coordinators pursuing their own funding for Annual Meeting activities or soliciting SGIM’s help in securing funding are required to follow pre-approval procedures in compliance with the SGIM Policy on External Funding (revised January 2006, available upon request). Whether you raise the money on your own, or SGIM staff identifies funding partners, a Letter of Agreement between SGIM and the funder is required. All such Letters of Agreement must be signed by a representative from the University of Alabama, Birmingham, and our ACCME-accredited provider partner.

Please note: Whether members identify their own funding or SGIM raises funding on their behalf, both the University of Alabama and SGIM retain a portion of those dollars to cover administrative overhead. Please contact Caroline Boch, SGIM Development Coordinator, to be sure you are following the guidelines of the revised policy: Phone: 800/822-3060 or 202/887-5150; email: DunneL@sgim.org

Funds raised specifically for annual meeting events must be between the funder and the University of Alabama at Birmingham, our ACCME provider. That is, contracts for funding annual meeting events must be signed by representatives of the funder and UAB-Birmingham.

AWARDS

David E. Rogers

Junior Faculty Education Awards

Three David E. Rogers Junior Faculty awards will be given to junior faculty for workshops judged the most outstanding among those presented at the 2012 Annual Meeting. To be eligible, the workshop coordinator must be an SGIM member and faculty at the instructor or assistant professor level at the time of the 2013 Annual Meeting. Attendance (≥ 20) and participant evaluations (≥ 60%) are considered in determining the recipients. Please note eligibility at the time of online submission.

Precourse Award

The most highly rated precourse among those presented at the 2013 Annual Meeting will receive recognition. Attendance (≥ 20) and participant evaluations (≥ 60%) are considered in determining the recipients. Precourses that have won this award in either of the previous two years are not eligible to compete for it in 2013.
PROGRAM COMMITTEE

Darcy A. Reed, MD, MPH, Chair
David C. Thomas, MD, MS, Co-Chair

ABIM SEP Session Coordinator
Eric H. Green, MD

Clinical Practice Innovations
Michael Weiner, MD, MPH, Chair
Laura Loertscher, MD, Co-Chair

Clinical Updates
Andrea L. Sikon, MD, Chair
Eric Rosenberg, MD, MSPH, Co-Chair

Clinical Vignettes
Lawrence Ward, MD, MPH, Chair
Kristy S. Deep, MD, MA, Co-Chair

Evaluations
Obidiugwu Kenrik Duru, MD, Chair
Irene Alexandraki, MD, MPH, Co-Chair

Innovations in Medical Education
Kelley White, MD, Co-Chair
Michael J. Rosenblum, MD, Co-Chair

Mentoring Program
Lisa M. Vinci, MD, Chair
Raj T. Sehgal, MD, Co-Chair

Precourses
Andrew P. Wilper, MD, MPH, Chair
Yvette M. Cua, MD, Co-Chair

Scheduling
Jeffrey L. Jackson, MD, MPH, Co-Chair
Ellen F. Yee, MD, MPH, Co-Chair

Scientific Abstracts
Kathlyn E. Fletcher, MD, MA, Chair
Gail L. Daumit, MD, MHS, Co-Chair

Special Symposia
Michael Steinman MD, Chair
Sondra Zabar, MD, Co-Chair

Students, Residents, Fellows Programming
Ryan R. Kraemer, MD, Chair
Lauren Block, MD, Co-Chair

Workshops
Geraldine E. Menard, MD, Chair
Auguste H. Fortin, VI, MD, MPH, Co-Chair