

SUBJECT LINE:

2015 AADPRT Meeting: CALL FOR COORDINATORS' SHORT (5-MINUTE) PRESENTATIONS

Please direct all inquiries about short presentations
to Elaine Danyew, elaine.r.danyew@hitchcock.org

**Innovate, Integrate, Inspire:
Educating the 21st Century Psychiatrist**

Hilton Orlando Bonnet Creek, Orlando, FL

Thursday, March 5 - Saturday, March 7, 2015

BRAIN Conference: Wednesday, March 4, 2015

The Program Planning Committee for the Coordinators' Symposium is requesting this *additional* call for short (five-minute) presentations:

Coordinators are excellent resources for each other. Sometimes, we provide mentoring or lead a discussion on a detailed aspect of our work. And other times, we can offer just a simple, time-saving, or creative idea we've come up with – an idea that might help all of us perform our work more productively and efficiently. A great topic for this short presentation can be anything that works well for you: a check-list, a successful recruitment activity, a reminder system, a short-cut you've discovered using evaluation or recruitment software, or a “best practice” tip. It can also be a more complicated idea, but described equally briefly.

The object of these short presentations is not only to provide coordinators with some aids to organizing and completing their work, but also to allow coordinators an opportunity to actually make a short presentation, to practice their public-speaking skills with fellow coordinators, and to discover the ease – and self-empowerment – in addressing the larger group. Presenters will have just five minutes to share their idea. The hope is that many of you will take part in this helpful, quick and fun activity. You may also utilize a power-point slide, or a Word or Excel document to visually share your idea. We will allow time for one or two brief questions from the audience.

The Planning Committee would like to invite each of you to submit a very short proposal of a time-saving or unique idea that you have used in your practice to facilitate your work. These presentations should be quite brief – 5 minutes – and describe your idea, give an example of how it's been used, and provide contact information for coordinators who are interested in learning more about it.

CALL FOR SHORT (5-MINUTE) PRESENTATIONS (see submission form below)

Our additional call for presentations is for 5-minute presentations.

The short presentation submissions are reviewed and ranked by a committee of experienced resident coordinators for educational value, appropriateness for the AADPRT coordinator audience, topic diversity, and innovation. All ideas and proposals will be thoughtfully considered with the idea of including as many as possible. You may submit more than one proposal.

The deadline for short (five minute) presentation submissions is Monday, October 20, 2014.
NO submissions will be accepted after the deadline.

Please submit your presentation(s) as a Word document, using the following brief form on page 2. You may cut and paste the form as needed. Please compose your submission thoughtfully, concisely and clearly. Email your submission to the 2015 Coordinators' Symposium AADPRT mailbox at AADPRT@cha.harvard.edu with “Orlando SHORT Presentation Submission” in the subject line by Monday, October 20, 2014.

Again, we're excited to accept your submission(s) and will let you know the status sometime soon after the October 20 deadline. We hope that many of you will take an active role in the conference this year!

2015 Coordinator Caucus Program Planning Committee:

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PROPOSED SHORT 5-MINUTE PRESENTATION:

COORDINATORS SYMPOSIUM

2015 AADPRT ANNUAL MEETING

Title of Five-Minute Presentation:

Educational Objective(s):

Please provide a brief description of your presentation:

Please provide an example of how you have utilized your presentation's central idea within your program.

Will you have a PowerPoint slide, or a Word or Excel document you would use to help visualize your presentation?

This short presentation is geared toward (please check/specify):

- ☐ New Coordinators
- ☐ Senior Coordinators
- ☐ General Psychiatry Coordinators
- ☐ Fellowship Coordinator

Names/Title/Contract Information for primary presenter and co-presenters:

DO NOT submit to the general AADPRT website. Please email your submission(s) to the 2015 Coordinators' Symposium AADPRT mailbox at AADPRT@cha.harvard.edu with "Orlando SHORT Presentation Submission" in the subject line by Monday, October 20, 2014.