**Call for Presentations: We are planning the 2017 Program Administrators’ Symposium, and we need your help.**

Program Administrators’ Symposium - Thursday, March 9-Saturday, March 11, 2017

Hilton San Francisco Union Square

As part of the program, we will offer several 45-minute workshops on topics of interest to program administrators. Previous topics ranged from professional development to milestones. This year, we hope you will consider submitting a workshop proposal. There are many different ways to conduct a workshop, ranging from a single presenter to an interactive presentation with small group discussions. Perhaps you and your program director would like to present a topic. Possible topics include: a workshop on team building, dealing with change in the training office, maybe a workshop on multitasking or the annual program evaluation or how your program is approaching the self study**. We’re sure you have some good ideas.** Why not take a few minutes to think about a topic and consider how you would present it. All you need to do now is come up with a proposal.

Please submit workshop suggestions that are meaningful to you and have value to our program administrator group. Each workshop is 45-minutes in length (30 minutes for presentation and discussion, 15 minutes for questions and wrap up).

Submit your proposal using the form below or a Word document. **The deadline for presentation submission is Monday September 26.** No submissions will be accepted for consideration after the deadline.

Submissions are reviewed and ranked by a committee of experienced residency program administrators for educational value, appropriateness for the audience, topic diversity, and innovation. All submissions must include educational objectives. We will let you know the status of your submission as soon as possible (early in October).

We hope to hear from you!

**Barbara Burns, C-TAGME**

**Co-Chair, Planning Committee**

**Division Manager, Education**   
Dept. of Psychiatry, University of Maryland   
[bburns@psych.umaryland.edu](mailto:bburns@psych.umaryland.edu)

**Elaine Danyew, C-TAGME**

**Co-Chair, Planning Committee**   
**Addiction Psychiatry and Sleep Medicine Coordinator**Dartmouth-Hitchcock Medical Center   
[elaine.r.danyew@hitchcock.org](mailto:elaine.r.danyew@hitchcock.org)

SUBMISSION FORM: PROPOSED 45-MINUTE PRESENTATION:

PROGRAM ADMINISTRATORS’ SYMPOSIUM: 2017 AADPRT ANNUAL MEETING

Title of Workshop:

Educational Objective(s) (Please list several key objectives):

Abstract (one short paragraph description of the content of the presentation):

Please provide a brief, proposed agenda for your workshop. Your agenda should include:

1. The order of presentations or activities
2. The name of the presenter for that activity
3. The time allotted for each activity

Please be sure to allow sufficient time for interactive components and questions so that the workshop is 45 minutes.

This workshop is geared toward (please check/specify):

□ New Coordinators □ Senior Coordinators

□ General Psychiatry Coordinators □ Fellowship Coordinator

Has the workshop been presented at a previous AADPRT Meetings? If so, when?

Names/Titles/Contact Information for primary presenter and each co-presenter: