**2019 AADPRT ANNUAL MEETING - CONFERENCE INFORMATION**

**PROGRAM ADMINISTRATOR SYMPOSIUM**

**Call for Presentations**

Important Dates for Program Administrator Symposium

Thursday, February 28, 2019 - Saturday, March 2, 2019

Hilton San Diego Bayfront

**Abstract Submission Opens:** Friday, September 14, 2018

**Deadline for Abstract Submission:** Thursday, October 31, 2018

**Notification for Presentations:**  Friday, November 9, 2018

As part of this year’s program, we are seeking proposals for 45-minute workshop abstracts and 2-minute tips given on topics of interest to program administrators. Subjects from the past ranged from resident interaction, the milestone project, and professional development, but we are open to your new ideas. Presentations may have one or more presenters or coordinate a group where everyone plays a part. And here’s another thought…is there something you and your Program Director would like to share? The only thing that limits you is yourself!

For the 2-minute tips, we would like to encourage mentors to pair up to advise new speakers. If you would like to be a mentor, please let us know. Below is a list of commonly asked questions that have been posted to the listserv that you might choose from but you’re free to submit a topic of your choice. This collaborative presentation could allow for the following topics:

* Building closer working relationships between mentor and mentee
* Foster participation within AADPRT conferences by encouraging new PAs to want to present at AADPRT
* Providing your AADPRT peers with new ideas and best practices
* Increasing collaborations in the future with other PAs within AADPRT

Topics that the listserv suggested include:

* **Graduation gifts** (what does your program give to your graduating residents, cost and alternative ideas)
* **Tracking lecture attendance** (how does your program track lectures and alternative measures/forms that can be used). This can also be used as a 45 minutes’ presentation as well comparing various residency websites/apps to see what is most effective (E-value, New-Innovations, google docs).
* **Board preparations**: costs for various programs, what does one program over vs. another, benefits of one program over the other
* **Self-study documentation**
* **Leave processes** (methods for tracking, how many days are allotted for vacation, sick, educational)

Please feel free to make additional suggestions. **Any questions, comments, kudos or complaints – do not hesitate to contact us.**

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| **Georgina Rink, C-TAGME**  [grink@mayo.edu](mailto:grink@mayo.edu) | **Zoellen Murphy, BA, C-TAGME**  [Zoellen.Murphy@utoledo.edu](mailto:Zoellen.Murphy@utoledo.edu) | |
| **Amber Pearson, C-TAGME**  [Pearson.amber@mayo.edu](mailto:Pearson.amber@mayo.edu) | **Juliet Arthur, MHA, C-TAGME**  [juliet.arthur@downstate.edu](mailto:juliet.arthur@downstate.edu) | |
| ***2019 Program Administrator Committee Co-Chairs*** | |

**2019 AADPRT ANNUAL MEETING PROGRAM ADMINISTRATOR SYMPOSIUM**

45-Minute Workshop Submission Form

Deadline for Submission – Friday, October 31, 2018

SUBMIT TO: Juliet Arthur, MHA, C-TAGME - [Juliet.Arthur@downstate.edu](mailto:Juliet.Arthur@downstate.edu)

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 attached.

Title of Workshop:

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

1.

2.

3.

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

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

1.

2.

3.

Would you like a mentor?

Yes  No

**2019 AADPRT ANNUAL MEETING PROGRAM ADMINISTRATORS SYMPOSIUM:**

2-Minute Tip Presentation Submission Form

Deadline for Submission – Friday, October 31, 2018

SUBMIT TO: Amber Pearson, C-TAGME - [Pearson.Amber@mayo.edu](mailto:Pearson.Amber@mayo.edu)

Title of 2-Minute Tip

Educational Objectives

1.

2.

3.

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

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

Please include your name, medical center, email, and phone number

1.

2.

3.

List your AV requirements

Would you like a mentor?

Yes  No