



Abstract Submission Checklist

Use this checklist to help you prepare for your online submission.

Online submission site: WILL OPEN December 11, 2019

E-mailed or mailed abstracts will not be accepted.

Submission are due no later than January 10, 2020 at 11:59 p.m. CT.
(NO EXTENSIONS, NO EXCEPTIONS)

This is your opportunity to become one of our expert speakers at Exchange 2020 in Chicago, IL and help shape our annual education program!

Presentations will be evaluated based on overall quality, relevance to the environmental services industry and timeliness of the topic. In addition, presentations must be educational, and not promotional in nature. Sales presentations will not be accepted. Materials submitted must be original, with all external sources referenced.

Our goal is to provide an educational program that delivers a best-in-class, advanced-level learning experience for attendees.

IMPORTANT: WHAT WE WANT

- Presentations that inform attendees of proven best practices and motivate the pursuit of excellence
- Audience engagement: your abstract should include information on how you will use activities or other forms of participation to engage participants
- In-depth sessions that bring value to attendees, their organizations, and their communities.
- Concrete takeaways for ALL sessions: Checklists, tools, or other resources for attendees to apply on the job.
- Presentation of diverse opinions
- Sharing critical and leading-edge information to help attendees stay ahead of health care changes

HOT TOPICS

According to a 2019 survey, AHE members rated the topics below as to areas of need in educational and training resources. Greater consideration will be given to abstracts that focus on one or two of the topics below.

- Effective Communication
- Emerging Opportunities/Knowledge
- Employee Engagement
- Employee Productivity
- High-Level Leadership Strategies for EVS
- Infection Prevention and Epidemiology
- Managing Turnover

- Operational Best Practices
- Patient Satisfaction
- Public Perception of the Field of EVS
- Regulatory Compliance
- Strategic Leadership
- Understanding the Future of Health Care settings

Abstract Checklist: What You'll Need

Session Title

- Provide a session title that is limited to ten (10) words or fewer.

Session Description

- Include a concise description of your session that will appear in the conference brochure, website and mobile app. Write this description to accurately reflect the content and summarize why prospective attendees should invest their time attending the session.
 - o *Limit length to 200 words*

Education Track *(Select one)*

Our attendees often rate sessions poorly if they feel the content is not the type of content expected. Please think about your session and choose the one that fits best: *(Select one)*

- Foundational = Fundamental concepts you need to know today – especially for those new to the field.
- Technical = In-depth information, step-by-step “how to” presentations, and technical information you need today.
- Strategic = Forward-looking, strategic discussions of the future. These can be considered forward- thinking “master’s level” sessions.

Topic Area Alignment (*Select one or two*)

- See *Hot Topics* above

Learning Objectives

- Provide three (3) learning objectives as an outline of what attendees will be better able to do after attending your session.
 - Start each outcome with a measurable action verb (e.g., assess, demonstrate, list, identify, evaluate, etc. Do not use verbs such as learn or understand).
 - Create outcomes that are succinct and concrete to avoid misinterpretation. Outcomes should be different from the benefits specified in the abstract.

This session will enable attendees to:

- Outcome Statement 1:

- Outcome Statement 2:

- Outcome Statement 3:

Delivery Methods

- AHE is the leader in education and training for those who care for the health care environment. We want the conference education program to reflect that leadership. Therefore, all speakers are being asked to partner with us to raise the bar on the quality of both content and delivery of sessions.

Straight didactic lecture with a slide deck will NOT be accepted. Speakers must indicate which methods they will use to engage the audience (e.g. group activities, round table discussions, games, etc.).

- Limit length to 100 words

Speaker Information

- Speaker headshot and bio – Submissions will NOT be accepted without a photo and short bio
 - *You MUST notify any individual you are identifying as a co-speaker about their involvement in this submission before adding their name. They will also be receiving a confirmation e-mail regarding this submission.*
- Add the following for ALL participating speakers for your submitted session abstract:
 - Name
 - Credentials
 - Company
 - E-mail address
 - Are you a new speaker?
 - Are you a current AHE member?
 - Highest Level of Education

SELECTION PROCESS AND TIMELINE

- All abstracts must be submitted using the online system by **January 10, 2020 at 11:59 p.m. CT.**
 - **NO EXTENSIONS, NO EXCEPTIONS**
 - You may create and submit multiple submissions.
- Materials submitted must be original, with all external sources referenced.
- We will allow up to 4 speakers per session.
 - You **MUST** notify anyone you list as a co-speaker about their involvement in this submission!
- You will receive an automatic e-mail confirmation of your submission.
- A team of volunteers and staff will review all complete submissions.
- Selected abstract submitters will be notified no later than March 1, 2020

If you have questions or need help with your login or password,
please contact AHE at ahe@aha.org