Call for Abstract Presentations

Join the roster of prestigious presenters for our 55th ASHE Annual Conference by submitting an abstract by September 30, 2017 (no deadline extensions, no exceptions).

The ASHE Annual Conference and Technical Exhibition is the trusted national conference and trade show for health care facility management and engineering professionals. The majority of attendees are employed by health care facilities; other professions that attend include architects, contractors, and manufacturers/consultants.

IMPORTANT: WHAT WE WANT

- Technical, in-depth sessions that bring value to attendees
- Concrete takeaways for ALL sessions (checklists, tools, or other resources for attendees)
- Panels that include hospital owner representatives
- Multidisciplinary teams
- Presentation of diverse opinions
- Sharing critical information to help attendees stay ahead of health care changes

SELECTION PROCESS AND TIMELINE

- Submit your session ideas by September 30, 2017.
- You will receive a confirmation of your submission.
- A team of volunteers and staff will review all complete submissions.
- You will be notified on the status of your submission, by December 1, 2017.

SESSION SPEAKER EXPECTATIONS

- All selected speakers must abide by ASHE deadlines along with their speaker agreement.
  - All specific deadlines will be listed in the Conference Speaker Center.
  - All PowerPoint presentations MUST be uploaded to the Speaker Center on the ASHE Annual Conference PowerPoint template no later than June 1, 2018 for review and upload to the mobile app.
- Each session must include one takeaway for attendees (checklist, tool, or other resource).
- Presentations may not include sales pitches. Experience has shown that presentations with sales-like components consistently receive the lowest ratings. Product & service providers may choose to pair up with a healthcare owner representative to encourage attendance at their session.
- We will allow up to 4 speakers per session.
- Be sure to leave ample time (5-10 minutes) for Q&A at the end of your session.
- If these requirements and deadlines are NOT met, speaker benefits will be rescinded and the session may be cancelled.
SESSION SPEAKER BENEFITS
- If selected, each session’s main speaker will receive complimentary full conference registration.
- Each co-speaker will receive a discounted registration of $320.
  - Discount codes will be provided in the Conference Speaker Center to obtain these special rates.
  - Full conference registration does not include Sunday preconference programs or the special event on Tuesday evening.
- IMPORTANT: To receive these benefits, speakers must meet the speaker expectations listed above (including providing attendee takeaways and meeting all deadlines).

SUBMISSION INFORMATION
During the abstract submission process, you will be asked to select the curriculum track and topic areas your presentation falls under. The following examples and information can help you determine the proper track for your session.

Compliance Tactics Track
Sessions in this track provide information on the changing requirements of health care codes and standards. Examples include:
- National Fire Protection Association (NFPA) codes & reference codes
- ASHRAE 188 and ASHRAE 170
- International Code Council (ICC) codes
- Infection prevention/control regulations
- Accreditation of retail and outpatient facilities
- How prepare for compliance surveys
- Referenced codes
- Compliance in outpatient facilities
- Behavioral health compliance
- Emergency management requirements
- Cost-effective methods to meet the standards; methods and examples of how to use the standards as management tools
- Compliance guidance for repurposing or moving acute care to different facilities
- Facility Guidelines Institute (FGI) Guidelines
- Humidity regulations and compliance
- USP 797 to USP 800 (HVAC and pharmacy compliance)

Operational Efficiency Track
Sessions in this track provide insight into practices that will increase the efficiency and effectiveness of a facility while reducing waste. Examples include:
- Benchmarking
  - Tools for interpreting benchmark data
  - Metrics that matter (and those that don’t matter)
  - Understanding third party benchmarks (why/how is your facility different)
  - How to measure cost per square foot
  - Building your dashboard
- Commissioning and sustainability
- Reducing cost through targeted HVAC system operations
- Waste stream management
- Lean processes in facility management
- Changing maintenance strategies, alternative, preventative and reliability centered maintenance
- Staff training for building performance
- Energy conservation
- Sustainability and green technologies
- Safety and security
- Budgeting
- Managing off-campus facilities (outpatient)
- Staffing efficiencies
  - Zone maintenance
  - Shifts
  - Specialty shops
- Decommissioning a space or equipment

**Patient Experience Track**

In light of the changing health care environment, health care facility managers are taking on more responsibility regarding the patient experience. Examples include:

- Hospital Consumer Assessment of Healthcare Providers and Systems (HCAHPs) and patient satisfaction
- Financial impact of HCHAPS scores
- Case studies and success stories of hospitals that have improved patient satisfaction
- The role of the FM staff and physical environment on patient outcomes
- Managing HVAC systems relating to patient outcomes
- Air quality and epidemiology
- Patient safety
- Bariatric needs and facilities
- Special requirements for behavioral health facilities
- Neonatal intensive care units and sound/lighting/vibrations/operations
- Customer service
  - “No pass” rule case studies
  - Rounding case studies

**PDC for the Facility Manager Track**

Sessions in this track focus on the role of the health care facility manager in the planning, design, and construction process. Examples include:

- Commissioning for sustained efficient operations and excellence in patient outcomes
- Bridging the gap between construction and facility management
- Managing warranty periods
- Modular construction
- Post-occupancy evaluations
- Implementing lessons learned
- Project management methods
- Turning a big box into health care facility
- Facility Guidelines Institute (FGI) Guidelines
- Integrating technology into the design and construction process
- Infection prevention issues related to planning, design, and construction
- ICRAs/ILSMs
- Infection prevention and surfaces: What works and what does not?
- Construction metrics
• Case studies and best practices to integrate construction packages (like BIM) into a facility package (CMMS)
• Project close-out and turnover
• Technology advances that will change the design of health care facilities
• Retail clinics
• Master planning tools, space planning techniques, acronyms, means and methods
• Establishing facility standards and best practices for your facility
  o Architectural standards
  o Mechanical, electrical, plumbing standards
• Construction prefabrication efficiencies means & methods to reduce defects & improve critical path (modular construction)
• Barrier management

Support Services: Expanding Facility Management Roles
As facility managers take on additional responsibilities, this track will provide the information facility professionals need to know when they take new departments into their positions. Examples include:
• Food service
• Environmental services
• Human resources issues
• Safety and security
• Parking
• Waste management
• OSHA
• Behavioral health
• Navigating leases

The Business of Facility Management Track
This track provides attendees with the tools and resources needed to grow and advance within their organizations while meeting personal career goals. Examples include:
• Marketability of facility management to the health care C-suite
• Developing business acumen:
  o Business plans for the C-suite
  o Optimizing budgets
  o “Soft skills,” including communication skills, presentation skills, collaboration skills, and professional demeanor
• Attracting and retaining millennials
• Succession planning for facility management
• High-level human resources planning
• Establishing and supporting an intern
• Strategies on educating your staff
• Tying the organizations’ physical environment to the mission
• The impact of mergers and acquisitions
• Optimal staffing levels to support the bottom line
• Financial management
• Real estate, leasing and property management
• Adapting to a department that has been downsizing
• Measuring staff productivity
• First year on the job: Giving perspective to those new to the field
EXAMPLE OF ONLINE SUBMISSION TEMPLATE

The following information includes all of the details you will need for submitting your presentation abstract via ASHE’s online Conference Abstract Submission and Speaker Resource Center.

All abstracts must be submitted online and no later than September 30, 2017. Abstracts submitted after September 30, 2017 will not be accepted. No exceptions will be granted.

NOTES:
- **You will be listed as the Main Speaker automatically**, when you login to submit an abstract. 
  - If you are submitting on behalf of the Main Speaker, please be sure to use the Main Speaker’s email address & login.
  - You can list a “cc:” contact
- **You may create and submit multiple abstract submissions, but each speaker can only speak at a maximum of two concurrent sessions.**

Session Title*
- Please limit your session title to 15 words or fewer. Do not capitalize all letters.
- Course titles should accurately describe the course content, so listings on continuing education transcripts communicate the subject matter to state licensing boards and other regulators.

Track *(Select one as your main area of focus.)*
- Compliance Tactics
- Operational Efficiency
- Patient Experience
- PDC for the Facility Manager
- Support Services: Expanding Facility Management Roles
- The Business of Facility Management

Related Topics *(Select all that apply.)*
- Compliance Tactics
- Operational Efficiency
- Patient Experience
- PDC for the Facility Manager
- Support Services: Expanding Facility Management Roles
- The Business of Facility Management

Abstract Content*
- Abstracts should be between 400 and 600 words.
- Describe your topic for review by the presentation selection committee.
- Explain, for example, how the problem/issue was identified; the approach used to address the problem or issue; the challenges and barriers faced; the method/analysis that was used; the conclusion or outcomes achieved; and recommendation(s) related to the topic.

Session Description*
- Include a concise (50–75 word) description of your session to appear in the 2018 ASHE Annual Conference brochure and on-site program.
- This description should accurately reflect the content of your session and summarize what prospective attendees can expect to learn.

Learning Outcomes*
- Please provide four (4) observable, measurable learning outcomes for this session as an outline of what attendees will learn or be able to do after attending your session.
- Each outcome must start with a measurable action verb (e.g., assess, state, list, describe, identify, explain, etc.). Do not use generic verbs such as learn or understand.
• Outcomes should be succinct and concrete to avoid misinterpretation.
• All four (4) outcomes must be submitted for your submission to be considered.
• All four (4) outcomes are needed for your abstract to be approved by the AIA Continuing Education program.

**Audience (Select all that apply.)*

- Owners
- Contractors
- Facility managers
- Architects
- Engineers
- Other _____________

**How would you describe your session?**

- How to/hands on/technical information
- Strategic overview
- Case study
- Discussion/roundtable
- Panel

**Our selection committee values different points of view; how will your session reflect the diversity of perspective (professional &/or personal diversity)?***

**Explain the takeaway will you provide to attendees. (White paper, tool, checklist, benchmarking worksheet, sample policies/procedures, etc.)*

- I understand that to receive speaker benefits, I must meet deadlines for submitting my session PowerPoint presentation, and must provide at least one takeaway for attendees.*

**Co-Speakers**

*All potential co-speakers must be notified of their involvement of this abstract before adding their name below.*

**The names you submit MUST be who is presenting:**

- Please add the following for ALL participating speakers for your submitted session abstract:
  - Name*
  - Credentials*
  - Title*
  - Company*
  - E-mail address*

*All potential co-speakers must be notified of their involvement of this abstract before adding their name below. Upon your submission of each abstract, all listed co-speakers will get an automatic e-mail notifying them of their involvement and instructing them to confirm and complete their profile details:

- Speaking experience
- Short Bio
- Headshot Photo
- Social media links
  - Twitter:
  - Facebook:
  - LinkedIn:

**ASHE will use headshots and social media profiles to promote your session and tag you in promotional posts for the conference.**

- Names omitted here will NOT be printed in the conference brochure, author index, or final on-site program.

(* = Mandatory)