

56th ASHE Annual Conference

Abstract Submission Guidelines & Checklist



Deadline: October 1, 2018 at 11:59 p.m. CT

Join the roster of prestigious presenters for our 56th ASHE Annual Conference by submitting an abstract by **October 1, 2018** (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.

The 2019 conference will provide

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 October 1, 2018.
- You will receive an automatic e-mail 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, no later than December 1, 2018.

Session Focus Levels

Please be sure that your submission clearly ties to one of these levels to help ensure that attendee needs and expectations are met.

- **Foundational** = Fundamental concepts you need to know today – especially for those new to the field or may have newly assigned responsibilities.
- **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 Areas

The planners have also identified the following topic areas to align with this conference. Be sure that your session description includes a clear tie to one of these topic areas to give your session the best chance for selection. Although not necessary, your session may cover multiple topics.

Business of Facility Management

This topic area 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
- Budgeting and finance
 - Optimizing budgets
 - Business plans for the C-suite
 - C-suite finance for the facility manager (learning the language of CFOs)
 - Advanced health care financial concepts
 - Capital spending issues such as depreciation schedules and other concepts
 - Maintenance issues
 - Staffing issues
- Staff retention and succession planning
- 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
- Adapting to a department that has been downsizing
- Measuring staff productivity
- First year on the job: Giving perspective to those new to the field

Compliance Tactics

Sessions in this topic area provide information on the changing requirements of health care codes and standards. Examples include:

- National Fire Protection Association (NFPA) codes & reference codes
- How to prepare for compliance surveys
- Strategies and tools for a successful survey
- Accreditation of retail and outpatient facilities
- Navigating the referenced codes ... how do they relate?
- Compliance in outpatient facilities
- Behavioral health compliance
 - Strategies for mitigating risks
 - Ligature risk assessment
- Emergency management requirements
- Cost-effective methods to meet the standards; methods and examples of how to use the standards as management tools
- Facility Guidelines Institute (FGI) *Guidelines*
- USP 797 and USP 800

Infection Prevention

Health care facility managers are part of the infection prevention team, this topic area provides information on improving infection control in the physical environment. Examples include:

- Infection prevention and control regulations
- Cross team communication and planning
- Construction infection prevention issues
 - ICRA's
 - ILSM's
 - Surfaces
- Managing HVAC systems relating to patient outcomes
- Air quality and epidemiology
- ASHRAE 188
- ASHRAE 170

Operational Efficiency

Sessions in this topic area 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)
 - Understanding third party benchmarks (why/how is your facility different)
 - How to measure cost per square foot
 - Building your dashboard
- Continuous commissioning and sustainability
- Reducing cost through targeted HVAC system operations
- Lean processes in facility management
 - Facility case studies using Lean process solving an issue or making an improvement
- Changing maintenance strategies
 - Alternative
 - preventative
 - reliability centered maintenance (RCM)
- Staff training for building performance
- Energy conservation
- Sustainability and green technologies
- Managing off-campus facilities (outpatient)
 - Metrics
 - How to maintain compliance/compliance dashboards for off-site facilities
- Staffing efficiencies
 - Zone maintenance
 - Shifts
 - Specialty shops
- Decommissioning a space or equipment
- Facility condition index and capital renewal
 - Acquisition
 - Procurement
- Building data analytics
 - Operational
 - Safety
 - Compliance
 - Energy efficiency
- Surge capacity

Patient Experience

Health care facility managers are taking on more responsibility regarding the patient experience. Examples include:

- The role of the FM staff and physical environment on patient satisfaction
- Case studies and success stories of hospitals that have improved patient satisfaction
- Hospital Consumer Assessment of Healthcare Providers and Systems (HCAHPS) and patient satisfaction
 - Financial impact of HCHAPS scores
- Patient safety
- Management, maintenance of lifts
- Customer service
 - "No pass" rule case studies
 - Rounding case studies

PDC for the Facility Manager

Sessions in this topic area 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

- Project close-out and turnover
- Joint Commission requirements for O&M manual libraries
- Design vs. outcome reality
 - Post-occupancy evaluations & Implementing lessons learned
 - Outcome compared to energy model
- Project management methods
- Turning a big box into health care facility
- Retail clinics
- Integrating technology into the design and construction process
- Construction metrics
- Case studies and best practices to integrate construction packages (like BIM) into a facility package (CMMS)
- Technology advances that will change the design of health care facilities
- Master planning tools, space planning techniques, acronyms, means and methods
- Establishing facility standards and best practices for your facility
 - Architectural standards
 - Mechanical, electrical, plumbing standards
- Construction prefabrication efficiencies means & methods to reduce defects & improve critical path (modular construction)
- Integrated Project Delivery methods

Support Services: Expanding Facility Management Roles

As facility managers take on additional responsibilities, this topic area will provide the information facility professionals need to know when they take new departments into their positions. Examples include:

- Food service
- Environmental services
- Health care technology management
 - Clinical and biomed technologies
 - Telecomm and IT
- Environment of Care management plans
- Safety
- Security
- Human resources issues
- Parking
- OSHA
- Real Estate portfolio management
- Leadership and people management
 - “Soft skills,” including communication skills, presentation skills, collaboration skills, and professional demeanor

Abstract Submission Tips

- All sessions must be submitted using the online system **by October 1, 2018 at 11:59 p.m. CT.**
- A team of volunteers and staff will review all complete submissions.
- Selected abstract submitters will be notified no later than **December 1, 2018.**
- You may create and submit multiple submissions.
- We will allow up to 4 speakers per session.
- **Please notify anyone you list as a co-speaker about their involvement in this submission!**

To give your presentation the best chance of being accepted, consider the following tips:

- Sessions that feature multidisciplinary presenting teams are strongly preferred. Consider presentation teams including architects and designers, facility professionals and owners, and construction professionals.
- Sessions that reflect a diversity of presenters and viewpoints are strongly preferred.
- Preferential consideration is given to sessions relevant to a wide range of health care organizations and profit status, large systems and small facilities.
- Sessions that are clearly tied to one of the focus areas are preferred.
- Preference is given to sessions with information backed by recent and relevant data (case studies, research, etc.).

- Preference is given to sessions that engage participants and encourage interaction, lectures are the least desired presentation format.
- Sessions offering turnkey tools, checklists, or other resources participants can apply are preferred.
- ❖ **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 health care owner representative to encourage attendance at their session.
 - “Sales pitch” presentations that promote a company or a product will not be accepted.
 - Do not mention company or product names or use company/product logos in your presentation.

ASHE Speaker Terms

If your abstract submission is selected to become a conference session you will be required to agree to the following terms as a speaker:

- I will use the Speaker Center, and follow all schedules and deadlines as requested.
- I will upload a draft of my PPT and work with a planning committee reviewer on ensuring that the quality and direction of my presentation meets the needs of the of the Annual Conference beginning April 1, 2019.
- I will upload my final Annual Conference branded PowerPoint presentation slides to the online Speaker Center no later than June 15, 2019.
- I will not present my conference presentation at any other conference, seminar, or elsewhere prior to the ASHE Annual Conference or within 90 days without the written permission of ASHE.
- I will consent to ASHE's recording, editing, and reproducing in any form (including but not limited to audio, video, print, computer, or other technology) my written and oral presentation and remarks and using (including by selling) the same without any compensation to me.
- I understand that no individual or entity other than ASHE may electronically record or copy any portion of this program for any purpose without prior written consent from ASHE.
- I confirm that my presentation will not discuss specific companies and products to avoid being seen as a sales pitch.
- **ASHE reserves the right to cancel a session and rescind speaker benefits if these terms and deadlines are NOT met.**

ASHE Speaker Benefits

Speakers will be responsible for their own travel, lodging, and incidental expenses. Main speakers will receive a complimentary registration and co-speakers will receive a discounted registration.

- Discount codes will be provided in the 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).

2019 Annual Conference Abstract Submission Checklist

The following information includes details for submitting your presentation sessions via the [2019 ASHE Annual Conference Abstract Submission Center](#).

➤ **All abstracts must be submitted online by October 1, 2018 at 11:59 p.m. CT.**

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

Session Title

- Provide a session title that is limited to eight (8) words or fewer.
 - Course titles should describe the session content so listings on continuing education transcripts communicate the subject matter to state licensing boards and other regulators.

Primary Topic Area Alignment

(Select one)

- Business of Facility Management
- Compliance Tactics
- Infection Prevention
- Operational Efficiency
- Patient Experience
- PDC for the Facility Manager
- Support Services: Expanding Facility Management Roles

Other Topic Area Alignments

(Select all other areas that apply)

- Business of Facility Management
- Compliance Tactics
- Infection Prevention
- Operational Efficiency
- Patient Experience
- PDC for the Facility Manager
- Support Services: Expanding Facility Management Roles

Session Focus Level: *(Select one)*

Our attendees often rate sessions poorly if they feel the content is not the type of presentation 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.

Session Format: *(Select one)*

All sessions will be 60 or 75 minutes long. *(Please select the format that best reflects your session plan.)*

- Case study
- Debate
- Panel discussion
- Roundtable discussion
- Workshop
- Lecture

Abstract Content Summary

- 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. Limit length to between 400 and 600 words.

Session Description

- Include a concise description of your session that will appear in the PDC Summit brochure and on-site program. Write this description to accurately reflect the content and summarize why prospective attendees should invest their time attending the session.
Limit length to 150 words

Learning Outcomes

- Provide four (4) learning outcomes as an outline of what attendees will be better able to do after attending your session.
 - o Start each outcome with a measurable action verb (e.g., assess, state, list, describe, identify, explain, etc. Do not use verbs such as learn or understand).
 - o Create outcomes that are succinct and concrete to avoid misinterpretation. Outcomes should be different from the benefits specified in the abstract.
 - o Some attendees seek AIA learning units. It is advisable to write outcome statements that consider [AIA Health, Safety and Welfare unit criteria](#)

This session will enable attendees to:

- Outcome Statement 1:**
- Outcome Statement 2:**
- Outcome Statement 3:**
- Outcome Statement 4:**

Additional Information

- Does your proposed session include one or more owners? (Y / N)
- Describe your plan to organize and deliver the session. What will the attendee do during your session?
- Explain the takeaway you will provide to attendees: (e.g. white paper, tool, checklist, benchmarking worksheet, sample policies/procedures, etc.)
- Our selection committee values different points of view; how will your session reflect the diversity of perspective (professional &/or personal diversity)?

Audience *(Select all that apply.)*

- Health care administrators
- Facility directors/managers
- Contractors
- Architects
- Design Engineers
- Other _____

Speakers & Co-speakers

- ***Please be sure you have notified anyone you list as a co-speaker about their involvement in this submission before adding their name!***
- Add the following for ALL participating speakers for your submitted session abstract:
 - o Name
 - o Credentials
 - o Company
 - o E-mail address
 - o Speaker experience
 - o Speaker bio (75 word maximum)
- Have you (or any co-presenter) presented on this topic previously?
 - o If so, where and in front of what audience? (Optional: Share a reference from a colleague on your speaking abilities.)