Thank you for your interest in the 2020 IHI Patient Safety Congress. We appreciate the time and effort you spend in crafting your presentations. Here are a few guidelines to ensure the process is clear and easy for you to get your proposal accepted.

**Proposal are more likely to be accepted if you:**

* Currently work as a leader, health care professional, or patient and family member in a health care setting
* Incorporate data and research methods into your safety initiatives
* Plan to share a tool, roadmap, or resources for attendees to incorporate into their practice
* Address the interprofessional team or ensure that your session is relevant to a range of disciplines
* Address patient and family engagement or include a patient as a co-presenter
* Include perspectives and relevance to health equity.
* Submit a thoughtful, error-free description of your session
* Are not employed by a commercial interest, including consulting companies, and are not including proprietary tools, content, or technology

**For your proposal submission, here is what you will need to prepare:**

**1. Title of Proposal**

* The title will need to be 100 characters or less.
* The title should be descriptive and engaging, avoiding acronyms and exclamation points.

**2. Tracks**

* The 6 tracks below represent the key areas of interest of our attendees. Select the track that most appropriately represents your presentation.
* Your submission could be considered for an alternative track if the Congress Planning Committee feels your presentation better suits another category.

**Safety Across the Continuum of Care**: Ensuring safe care in settings outside of the hospital, including ambulatory care centers, office practices, surgicenters, and care in the home. This might also include transitioning care from the hospital to one of these settings.

**Culture and Leadership**: Establishing a compelling vision for safety for your leaders, board members, workforce, and patients and families in creating and sustaining cultures of safety.

**Learning Systems for Improving Safety**: Creating and optimizing learning systems to accelerate safety. A learning health care system is when science, informatics, incentives, and culture are aligned for continuous improvement and innovation. This may also include reduction of health care associated harm, new and emerging practices, high reliability, lean, six sigma, root cause analysis and action and human factors.

**Safe and Equitable Care for Populations with Diverse Health Needs​**: Ensuring safe and equitable care for populations with diverse health needs, including LGBTQIA, behavioral health, elderly, neonatal, pediatric, rural and other at-risk populations as well as those experiencing extreme poverty or conflict.

**Workforce Safety**: Establishing a compelling vision for physical and psychological safety, and zero harm for our workforce. Includes leadership accountability, managing disruptive behavior, workplace safety programs, building resiliency and reducing burnout, fostering respect in the workplace, the care environment, and joy in work.

**Patient- and Family- Engagement**: Partnering with patients and families to create and ensure the safest care.

**3. Presenters**

* + One lead presenter who will be your primary point of contact and the only one notified regarding the status of your submission must be selected.
	+ IHI recommends a maximum of two presenters per session and reserves the right to limit the number of presenters based on the nature of your submission.

**4. Objectives**

* Please list three action-oriented SMART objectives.
* You will have 100 characters to use for each objective
* See the below site for examples of action verbs:
	+ <https://neusha.org/visit-neusha/wp-content/uploads/2017/05/M8-Handout-B-Action-Verbs.pdf>

**5. Proposal Description**

* + Please limit your response to 1500 characters.
	+ The more concise your description is the better the chances of acceptance.
	+ Your description will be published if accepted so please make sure it is free of gramatical errors.

**6. Proposal Type and Experience Level**

* + - To help guide our attendees in choosing which sessions they would like to join, we ask that you choose a difficulty level for your session. Please see the levels below.
		- Beginner: Helpful ideas and tools for newcomers to the world of patient safety
		- Intermediate: Attendees with a sound knowledge of patient safety
		- Advanced: Advanced learner and will provide cutting-edge safety improvement thinking

**Financial Information**

* For speakers, IHI will waive the registration fees for a maximum of two presenters per session.
* IHI is unable to provide financial support for other expenses for travel.

**Additional Info**

* + If you need to go back and make changes to your abstract before submitting, please click the “Save & Continue Later” button. Then you may log back in at a later time and access your application.
	+ Once you submit your application, you will not be able to make changes.
	+ If your proposal is not selected, you will have the option to be considered for a storyboard presentation if you so wish.

If you have any further questions regarding the proposal process, please contact Chris Herpel, cherpel@ihi.org. Submitting a proposal does not register you for this event so please make sure to register separately.