



CMSA 2020

CFP Requirements, Instructions, Terms & Conditions

CMSA's 30th Annual Conference & Expo
Boston Convention and Exhibition Center
415 Summer Street
Boston, Massachusetts 02210
June 28- July 2, 2020

Submit your presentation online at <http://www.cmsa.org/CFP>

Submission Deadline: Monday, September 16, 2019

Notification Date: By November 2019

THEME: *30 Years of Care Transitions Across the Full Continuum*

Submission Requirements:

- Session title – (65 characters or less)
- Abstract – A brief description of your session (2000 characters or less)
- Objectives – At least 3 behavioral learning objectives relevant to the presentation content
- Presenter – Name and contact information for the primary presenter. Up to 3 co-presenters may be added at the time of submission.
- Bio – a brief bio is required at the time of submission (500 words or less). Bios for co-presenters may be requested at a later date.
- CV – a current CV should be provided at the time of submission. CVs for co-presenters may be required at a later date.

Your proposal should address at least one of these general conference objectives:

- 1) The ever-changing healthcare landscape has affected every portion of the case management role. Discuss the development of case management programs specific to the hospital, long term care, population health, workers' compensation, managed care, community health programs, patient centered medical homes or discipline specific case management fields, i.e. pediatrics, mental health. Discuss lessons learned and improved clinical, social and financial outcomes.
- 2) Discuss the building of successful collaborative care teams and what those changes mean across the continuum of care. Be sure to include how the care team works with the patient, family caregiver, community, professional and para-professional providers.



- 3) Discuss collaborative strategies, successful initiatives and best practices for demonstrating impact and improving outcomes in medical, social and behavioral health across the life span.
- 4) Define the leadership role needed for case managers regardless of discipline or practice setting to function effectively and efficiently in care coordination and advocacy efforts. Use specifics of how to empower case managers, colleagues and peers through the areas of education, practice, mentoring, preceptorship and experience.
- 5) Examine the path to case management. How are case managers educated, trained and certified to meet the complex needs of their patients.

Presentation Tracks

Based on rigorous market research, CMSA is seeking presentation proposals in the following categories/topics.

Proposals should fall under one or more of these tracks:

1. **Acute Care**
2. **Discipline Specific Case Management**
3. **Leadership**
4. **Legal/Regulatory**
5. **Long Term Care**
6. **Managed Care**
7. **Population Health**
8. **Workers' Compensation**
9. **In addition to the tracks above, you will be asked to select if you think your proposal also qualifies for Social Work CE's, and/or Ethics CE's; please ensure supporting content is reflected within the *Abstract Description* and *Objectives* you submit.**

Subject matter experts and CMSA will make program selections based on criteria as described herein, using scoring criteria and qualified needs assessment based on the following:

- **Originality**
- **Relevance**
- **Practical application**
- **Presenter experience and expertise**
- **Introductory, Intermediate or Advanced level content**
- **Absence of self or product promotion**
- **Demonstrated examples of use or adherence to CMSA's Standards of Practice (SOP)**
 - **Download a complimentary copy of the SOP here: www.cmsa.org/sop**



General Terms and Conditions

1. CMSA requests unique presentations that will not be offered prior to CMSA's conference.
2. Submissions will be reviewed by CMSA's Education Committee unaltered and without corrections for typographical or grammatical errors; CMSA reserves the right of refusal for submissions not in alignment with CMSA standards, philosophy, and/or in conflict with CMSA products or programs.
3. CMSA reserves the right to edit titles, objectives and content of abstract submissions.
4. Presentations should be free from commercial bias.
5. Presenters are responsible for ALL travel-related expenses (including hotel, travel, transportation, and meals).
6. Presenters of accepted proposals will receive one-day complimentary conference registration for the day of their presentation or a special, full conference registration rate of \$399 to attend the full conference.
7. Accepted sessions must contain no less than 1.25 hours of educational presentation and Q&A.
8. Presenters of accepted proposals agree to have their session recorded (audio and slides). Additionally, 10 quiz questions will be requested to accompany the recording for inclusion in the CMSA Education Resource Library.
Please note selected proposals will require inclusion of a reference/bibliography slide in the presentation slide deck.

Tips for Navigating the Online Portal!

1. Log into the [Community Portal](#). You will need a CMSA account username and password, regardless if you are a member or non-member. If you are unsure if an account exists, please contact camos@fraserimagineers.com to check. You use the *Forgot Password* option if you just need to reset your password. Use the *New Account* option to create a new account.
2. **Please submit the proposal using the account of the presenter. If you are submitting on behalf of the presenter, please DO NOT use your account to submit the proposal.**
3. Once logged in, update & confirm information at your discretion. Then on the next screen, select **CALL FOR PRESENTATIONS - PROPOSAL SUBMISSIONS** to get started. Then click **CREATE NEW COLLECTION**. Read the instructions, then either click **NEXT** at the bottom of the page OR you can navigate from the left side legend.
4. To complete submission in one setting, try to have all the items noted in the Submission Requirements section above gathered before you start. However, the portal does store any information you save during the process. You can complete partial submissions at another time prior to the deadline date.



5. Please ensure to review your proposal elements prior to actually submitting. **You will not be able to edit the proposal once it is submitted.** CMSA staff can only make minor edits to the title and abstract. **Any other edits will require a new abstract submission.**

6. If you are adding a co-presenters (s), use the magnifying glass icon to first search for them as they might be in our system, allowing their info to auto-populate.