CALL FOR SESSIONS

Proposer, Moderator, Speakers

- The proposer of the session **must be** the moderator of the panel. While all speakers will be receiving updates and important information, the moderator will be responsible to confirm and finalize the panel, presentation, speaker changes, etc.

- While all speakers will have access to the Speakers' Portal to enter changes about themselves, the moderator is the individual responsible for changes to session titles, topics, or abstracts.

- The moderator is ultimately responsible for their speakers' making changes in accordance with deadlines, and for receiving instructions from the Chapter about all timelines and requirements, including on-site preparation and setup.

- The moderator and at least one (1) speaker must be identified when the proposal is submitted. The fuller the panel of speakers identified by the submittal deadline, the more able the reviewers are to judge the proposal.

- Complete information about the moderator and proposed speakers must be provided at time of submittal, although modifications may be made (to any submitted information) prior to the submittal deadline.

Session Title

- Provide an attention-grabbing title that reflects session content and any tie into the conference theme.

Session Duration

- The great majority of sessions in the conference program will be 60-minutes in length.

- If you are an individual who wishes to present a single topic in 30 minutes, mark the 30-minute box.

Session Summary

- Provide a short description of the session for the conference website and mobile app.

- If you are using a portion of the Session Abstract as your Summary, please ensure it provides a complete picture of your session.

Session Abstract

- Abstract is a key portion of the session proposal that will be evaluated by the Programs Subcommittee reviewers for inclusion in the educational program.

- The abstract should outline the session, including the relationship to the conference theme.

- Rooms will be set up with theater-style seating. If you MUST have the room set up with round tables, we will try to accommodate your session.

Learning Objectives

- What is expected that the attendees will take away from the session and bring back to their job?

- What new understanding, demonstrable skills, or knowledge will the attendee gain?

Session Topics

- Please identify the primary topic that your session is addressing. (Sessions will be assigned to reviewers based on this topic, so multiple sessions on the same topic need to be identified.)

- A secondary topic may be identified if the moderator believes an additional topic is substantively addressed but as a more of a minor aspect of the session content.