**2022 AACC Annual Scientific Meeting**

**Proposal Template**

**All proposal submissions for AACC University course, Scientific Sessions, and Roundtables must be submitted online by Thursday, November 4, 2021 at 5 p.m. U.S. Eastern Time. Use the proposal template below to prepare your submission prior to visiting the online submission site.**

**QUESTIONS?** Contact [ASM@aacc.org](mailto:ASM@aacc.org)

**ONLINE SUBMISSION:** Submit your proposal online. Log in using AACC credentials.

* Deadline: November 4, 2020, 5 p.m. U.S. Eastern Time
* AACC general meeting site: <https://meeting.aacc.org/2022proposals>
* Online submission site: <https://s6.goeshow.com/aacchem/annual/2022/proposal_welcome.cfm>

**SESSION INFORMATION**

**SESSION TYPE:**

* AACC University courses (3- or 6-hour)
* Scientific Session (typically 1.5- or occasionally 2.5-hour)
* Roundtables (1-hour)

**TITLE (25 words or less)** [**use title-casing**](https://capitalizemytitle.com/)**:**

**SESSION OVERVIEW (150 words or less):** Session overview is crucial for proposal review to understand the need, goals, and format. If accepted, session overview will appear on the online program and printed program guide. Succinctly describe the importance of the session (why to attend), the content of the session (what participants will learn), and how you will carry out the session (how you will present and education formats you will use).

**COURSE OUTLINE (500 words or less):** For AACC University courses only. List the key parts of the course. For example, intro on the technique, breakout exercises, lecture on advanced application, case-based audience assessment, etc. Please note that for courses, Speakers often give multiple talks throughout the course and/or present topics with multiple faculty. Use this outline to convey these kinds of education design elements.

**STATEMENT OF NEED (500 words or less):** Please be very brief. Succinctly describe the reason the professional or education need. For example, changes in practice or procedure, new technologies, necessary laboratory skills for early career professionals, etc. Do not include references in this section.

**REFERENCES:** Provide a minimum of two peer-reviewed publications that support the statement of need. Focus on key references or reviews. This is not intended to be an exhaustive list. Use AMA format when possible. Include PubMed ID when possible.

**LEARNING OBJECTIVES:** Develop a minimum of two learning objectives. Start with an action verb. E.g., Apply new guidelines. Incorporate updated standards. Summarize common errors. [Visit AACC resources for additional information](https://www.aacc.org/education/faculty-resources/developing-learning-objectives).

At the end of this session, participants will be able to:

* Learning objective #1
* Learning objective #2
* Optional learning objective #3

**PRESENTATION LEVEL:** Select one:

* **Basic:** Entry level; no prior knowledge of subject necessary.
* **Intermediate:** Refresher course; some basic knowledge required; for experienced individuals with some years of experience.
* **Advanced:** Highly technical; for those with current skills/knowledge and extensive experience.

**PRIMARY AND SECONDARY TOPIC:** Select up to two topics from this list:

* Analytic Techniques and Applications
* Data Analytics and Informatics
* General Clinical Chemistry
* Hematology and Coagulation
* Laboratory Management and Leadership
* Microbiology and Infectious Diseases
* Molecular Diagnostics
* Laboratory Stewardship and Patient Safety
* Preanalytical and Postanalytical
* Precision Medicine
* Special Patient Populations
* Toxicology and Therapeutic Drug Monitoring

**INTENDED AUDIENCE:** Select all that apply from this list:

* Advanced practice professionals (NPs, PAs, RNs, etc.)
* Lab supervisors
* Lab directors (and/or assistant directors)
* Lab managers (supervisory and/or non-supervisory)
* Medical technologists
* Point-of-care coordinators
* Physicians
* Pathologists
* Toxicologists
* In-training individuals
* Other laboratory professionals

**LEARNING FORMAT(S):** Select all that apply from this list:

* Case Studies
* Debate / Point-Counterpoint
* Expert Lecture
* Lightning Talks
* Panel Discussion
* Roundtable
* Workshop or Breakout Session

**DEVELOPED IN COOPERATION WITH:** Please be prepared to list any AACC Division or other organization that this session was developed in corporation with. [Visit AACC Division pages for more information](https://www.aacc.org/community/scientific-divisions).

**FACULTY INFORMATION**

**Accurate contact info is essential. Information provided in proposal submission is how all faculty communications will be sent included letters of acceptance.**

**ROUNDTABLE SPEAKER:** If submitting a Roundtable proposal, the Roundtable Speaker is the sole faculty-person. Additional faculty information and talk titles will not be required.

**MODERATORS:** “Moderators” are the proposal submitters for AACC University courses and Scientific Sessions. Moderators are the central person for proposal communications and later session development. Please note that Moderators are not automatically considered a Speaker. If a Moderator plans to present and contribute to the session content, they must also list themselves as a Speaker. If they do not, they will not receive Speaker benefits.

**SPEAKER 1:** Insert here; requires contact info

**PRESENTATION TITLE:** Insert here

*\*A reminder to include the Moderator as a Speaker as well if they are presenting.*

**SPEAKER 2:** Insert here; requires contact info (if needed)

**PRESENTATION TITLE:** Insert here

*\*A reminder to include the Moderator as a Speaker as well if they are presenting.*

**ADDITIONAL SPEAKERS AS NEEDED**

**CONFLICT OF INTEREST DISCLOSURES**

**Proposals will not be considered unless all faculty have submitted their conflict of interest disclosure.**

**CONFLICT OF INTEREST:** As Moderator or Roundtable Speaker, you will be required to submit disclosures of any financial relationship(s) with a commercial interest upon proposal submission. Speakers submitted in the proposal will receive an automated email with direct link to complete their disclosures online. It is the responsibility of Moderators to ensure that Speakers in their session have submitted online disclosures.

AACC requires all individuals in a position to control the content of an accredited Continuing Education Activity to disclose any financial relationship(s) with a commercial interest that have occurred within the past 24 months. There is no minimum financial threshold; we ask that you disclose all financial relationships, regardless of the amount, with commercial interests. You should disclose all financial relationships regardless of the potential relevance of each relationship to the education. Even if a product is not specifically referenced or discussed during the activity, individuals must disclose their financial relationship(s) with the commercial interest. A commercial interest is any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products and/or services used by or on patients. For specific examples of commercial entities visit [accme.org/standards](https://accme.org/faq/how-can-i-determine-if-my-organization-ineligible-company-formerly-known-commercial-interest).

For example, if a speaker, moderator, author, or planning member (1) receives grant or research support from a commercial interest; (2) is paid salary or consulting fees by a commercial interest; (3) holds stocks or bonds in a commercial interest; (4) serves on a commercial interest’s board/committee/advisory board; (5) has received support for travel expenses or honoraria, etc. from a commercial interest; and/or (6) has intellectual property or royalty income, then the relationship(s) must be disclosed below.

Information on disclosed commercial interests submitted by committee members involved in planning, selecting, developing, or presenting educational content will also be reviewed by AACC’s Associate Director, Professional Education, and if appropriate, the CME Subcommittee, to ensure compliance with ACCENT Accreditation standards and/or Accreditation Council for Continuing Medical Education’s policies and standards. You will be asked to disclosure any financial relationships in the last 24 months in these areas:

* Grant/Research Support
* Salary
* Consultant Fee
* Stocks/Bonds
* Board/Committee Membership/Advisory Board
* Presenter/Speaker
* Intellectual Property/Royalty Income