**2023 AACC Annual Scientific Meeting**

**Proposal Template**

All proposal submissions for AACC University Courses, Scientific Sessions, and Roundtables must be submitted online by Friday, November 4, 2022 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

**ONLINE SUBMISSION:**

* Deadline: November 4, 2022, 5 p.m. U.S. Eastern Time.
* AACC general meeting site: <https://meeting.aacc.org>.
* Submit your proposal online. Log in using AACC credentials.

# PROPOSAL INFORMATION

**SESSION TYPE:** Select one:

[ ]  AACC University Course (3- or 6-hour)

[ ]  Scientific Session (1.5-hour; most common)

[ ]  Scientific Session (2.5-hour; less common)

[ ]  Roundtable (1-hour)

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

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**SESSION OVERVIEW (150 words or less):** *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).*

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**COURSE OUTLINE (500 words or less):** *For AACC University Courses only. List key parts of the course. For example, technique intro, 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 the outline to convey these education design elements.*

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**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.*

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**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.*

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**LEARNING OBJECTIVES:** *Develop a minimum of two learning objectives. Start with an action verb. E.g., Apply new guidelines. Incorporate 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:

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| * Insert learning objective #1
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| * Insert learning objective #2
 |
| * Optional learning objective #3
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**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. Please note that this is intended for proposals where additional organizations were engaged in the planning and development. This is not intended to list organizations that endorse and/or approve of a proposal.* [*Visit AACC Division pages for more information*](https://www.aacc.org/community/scientific-divisions)*.*

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| List organization(s) and contact information is the proposal was developed with additional organizations. |

# FACULTY INFORMATION

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

**REQUIRED INFORMATION: The following are required field for each faculty member.**

* Full Name
* Institution
* Address
* Email
* Phone

**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.*

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| Insert roundtable speaker information if applicable. |

**MODERATOR:** *“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.*

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| Insert moderator information if applicable. |

**SPEAKER 1:**

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| Insert speaker information if applicable. |

**SPEAKER 1 PRESENTATION TITLE:**

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

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| Title of 25 words or less. |

**SPEAKER 2:**

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| Insert speaker information if applicable. |

**SPEAKER 2 PRESENTATION TITLE:**

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

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| Title of 25 words or less. |

**ADDITIONAL SPEAKERS AS NEEDED**

# CONFLICT OF INTEREST DISCLOSURES

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

AACC requires all individuals in a position to control the content of an accredited continuing education activity to submit disclosures of any financial relationship(s) with ineligible companies as defined by the Accreditation Council for Continuing Medical Education (ACCME) 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. 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 ineligible company. An ineligible company is one whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. For specific examples of ineligible companies visit <https://accme.org/eligibility>.

For example, if a speaker, moderator, author, or planning member has a financial relationship with an ineligible company where they (1) receive grant or research support; (2) are paid salary or consulting fees; (3) hold stocks or bonds; (4) serve on a board/committee/advisory board; (5) received support for travel expenses or honoraria, etc.; and/or (6) have intellectual property or royalty income, then the relationship(s) must be disclosed. Specifically, you will be asked to disclose 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

Information on disclosed relationships with ineligible companies submitted by faculty involved in planning, selecting, developing, or presenting educational content will also be reviewed by AACC’s Director, Professional Education, and if appropriate, the CME Subcommittee, to ensure compliance with ACCENT accreditation standards and/or policies and standards or the ACCME.

Moderators must submit disclosures 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.