2023 AACC Call for Proposals:
How to Submit a Successful Proposal

2023 AACC Annual Scientific Meeting
Anaheim Convention Center
July 23 – 27, 2023
Visit https://meeting.aacc.org for details.
Contact us as asm@aacc.org with questions.
2023 AMOC CHAIR
Amy K. Saenger, PhD, DABCC
Hennepin Healthcare
Minneapolis, MN

2023 AMOC VICE CHAIR (SESSIONS)
Nicole V. Tolan, PhD, DABCC
Brigham and Women's Hospital
Boston, MA

Questions? Contact us at asm@aacc.org.
AMOC is accepting proposals for AACC University Courses, Scientific Sessions, and Roundtables.

Proposals should be designed to address learner needs.

Engagement is important. There are several education formats and audience polls you can propose to engage.

All proposals must be submitted online, and all speakers must have submitted their disclosures for the proposal to be complete.

Questions? Contact us at asm@aacc.org.
# Dates and Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>Nov 4, 2022</td>
<td><strong>Deadline to submit.</strong> Online submissions and speaker disclosures must be received by 5 p.m. Eastern Time.</td>
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<td>Jan 2023</td>
<td><strong>Proposals reviewed.</strong> AMOC convenes to review proposal submissions.</td>
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<td>Feb 2023</td>
<td><strong>Proposals selected.</strong> AMOC may reach out for questions or comments regarding submissions.</td>
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<td>Mar 2023</td>
<td><strong>Proposal notices sent.</strong> Decision notices will be sent to moderators and roundtable speakers. Speakers should contact the session moderator for updates.</td>
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<tr>
<td>Jul 23–27, 2023</td>
<td><strong>2023 AACC Annual Scientific Meeting &amp; Clinical Lab Expo.</strong> Anaheim Convention Center, Anaheim, CA.</td>
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Questions? Contact us at asm@aacc.org.
Faculty Roles

**Moderators**
AACC University Course or Scientific Session moderator. Primary contact. Responsible for proposal submission.

**Speakers**
AACC University Course or Scientific Session speaker. Added to proposals by the moderator. Must complete disclosures.

**Roundtable Speakers**
Only faculty in roundtables. Primary contact and responsible for submitting roundtable proposal.

Questions? Contact us at asm@aacc.org.
Faculty Roles
I work for a company / industry / pharma. Can I be included in a proposal?

- ACCENT guidelines permit owners and employees of “ineligible companies”.
  https://aacc.org/accent

- ACCME has strict requirements on when and how owners and employees of “ineligible companies” may be allowed (Standard 3).
  https://accme.org/standards

Ineligible companies are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.
https://accme.org/eligibility

Questions? Contact us at asm@aacc.org.
Faculty Roles
I work for a company / industry / pharma. Can I be included in a proposal?

Content that is ACCENT certified does not have restrictions on owners or employers of companies.

CME certified has restrictions on owners or employers of companies. Set by ACCME.

Questions? Contact us at asm@aacc.org.
Faculty Benefits

Moderators
Most moderators are also a speaker in their proposal. If serving as a moderator only, you do not receive speaker benefits.

Speakers
Complimentary full conference registration. Economy roundtrip or mileage reimbursement. Honorarium of $500 USD.

Roundtable Speakers
Roundtable Speakers receive $50 compensation per day they present, and do not receive complimentary registration or any other compensation.

Questions? Contact us at asm@aacc.org.
Session Types

- AACC University Courses
- Scientific Sessions
- Roundtables
Session Types

AACC University Courses

- Ticketed 3- or 6-hour highly interactive courses held Sunday.
- Up to ~50 participants.
- Classroom seating (includes tables).
- AV including audience polling available.
- Includes a moderator and speakers.
- **Very few opportunities.** Each year, AACC offers 10-15 courses that are interactive, case-based by design, and often include hands-on exercises and tutorials in small group formats.

3-hour → 2-3 speakers
6-hour → 3-4 speakers
Session Types

1.5-hour → 1-2 speakers
2.5-hour → 2-3 speakers

• 1.5- or 2.5-hour sessions held Monday - Thursday.
• Participants vary widely from ~50 – ~250.
• Theater seating (no tables).
• Other seating setups may be available.
• AV including audience polling available.
• Includes a moderator and speakers.
• Many opportunities. Scientific Sessions are the core of AACC’s Annual Scientific Meeting. Each year, AACC organizes 70+ sessions with diverse educational design. Education includes didactic presentations, case-based examples, debate, small group discussion, panels, “speed-dating”, and other formats.
Session Types

- Ticketed 1-hour sessions held Monday - Wednesday.
- Up to 10 participants (including presenter).
- Presented twice (morning/mid-day).
- Single round table.
- AV and audience polling is not available.
- Includes a single roundtable speaker.
- Most opportunities. Roundtables are a unique small group discussion that allows for a highly engaging experience where participants get direct interaction with the presenter. There are opportunities to both learn and ask questions. Case examples, handout worksheets, and open dialogue are encouraged. Each year, AACC organizes ~90+ Roundtables.
How many proposals does AMOC accept?

AACC University Courses
Each year, we receive ~20 proposals. AMOC expects to accept 10 courses.

Scientific Sessions
Each year we receive ~120 proposals. AMOC accepts a total of ~70 sessions. ~60 will be 1.5-hour. ~10 will be 2.5-hour.

Roundtables
Each year we receive 100 – 120. AMOC expects to accept 90 roundtables.
Education Design

Forward-thinking

Engaging formats

Practical applications

Collaborative

2023 AACC is our 75th Anniversary!

Questions? Contact us at asm@aacc.org.
**Topic-Centered**

- Topic
- Title
- Speakers & talks
- Session overview
- Other
  - Topics
  - Formats
  - Statement of need
  - Learning objectives

**Learner-Centered**

- Who am I trying to reach? Audience
- What is the problem? Gap/need
- How can I solve it? Overview/design/format
- What outcomes do I want? Learning objectives

Questions? Contact us at asm@aacc.org.
Who am I trying to reach?

Proposal submission includes:
- Advanced practice professionals
- Lab supervisors
- Lab directors
- Lab managers
- Medical technologists
- Physicians
- Point-of-care coordinators
- Pathologists
- Toxicologists
- In-training individuals
- Other lab professionals

You may also think about…
- Career stage
- Geography
- Work environment
Defining the GAP. Defining the NEED.

This is where we are.
- Knowledge
- Skills
- Practice
- Systems
- Etc.

This is where we want to be.
- Updated knowledge
- New skills
- Changes in practice
- Changes in systems
- Etc.

What is the problem?
How can we solve the problem?

EDUCATION DESIGN/FORMATS

- Didactic Presentations
- Case-based Lectures
- Expert Talks
- Hands-on exercises
- Case-based Small group discussion
- Expert discussion
- Didactic Points/Counterpoint
- Mock court
- Panels
- Quizzes
- Debate
- Lightning talks

Questions? Contact us at asm@aacc.org.
Examples of Education Design / Formats
Consider your session type, audience, and gaps.

- **Interactive sessions**: Polling, quiz, gauge interest, etc.
- **Case-based**
- **Didactic lecture**
- **Debate**: Point/Counterpoint
- **Lightning talks**
- **Panel discussion**: Patient voices
- **Small group discussion**
- **Workshop**

Questions? Contact us at asm@aacc.org.
What outcomes do I want?

Measurable Learner-Centered Objectives: What you want the learners to do as a result of the activity? Beyond just a change in knowledge, describe what the learners will change as a result of attending the activity.

Learning Objectives:
At the end of this activity, participants will be able to:

- Apply, calculate, demonstrate, design, develop, incorporate, interpret, locate, operate, perform, practice, predict, present, recommend, report, select, use, etc.
- Classify, compile conclude, describe, discuss, explain, express, give examples, identify, interpret, recognize, translate, etc.
- Define, describe, identify, label, list, match, name, recall, recognize, record, relate repeat, select, state, summarize, etc.

https://www.aacc.org/education/faculty-resources/developing-learning-objectives
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.

Questions? Contact us at asm@aacc.org.
Download the template.
Use to collaborate.
Save your work often.
Parts of the Proposal

https://meeting.aacc.org

- Moderator / Roundtable
- Session Type
- Title (25 words or less)
- Overview (150 words or less)
- If AACC University… Course Outline
- Statement of Need (500 words or less)
- References (2 peer reviewed references)
- Learning objectives (2 minimum)
- Instruction level
- Topic(s)
- Audience(s)
- Format(s)
- Partnering divisions / organizations**
- Speaker(s) / Presentation title(s)

Questions? Contact us at asm@aacc.org
Proposal Tips

• Be concise and clear.

• Overview should briefly describe the topic, problem, and how your session will help participants close the gap. Highlight special features such as audience polling, debates, panels, etc.

• Statement of need is where you elaborate on the problem and why this session is needed. It is sometimes useful to state why you and/or your speakers or the education design are specifically needed for this session.

• Partnering organizations is for proposal developed with other groups. This is not intended as a space for endorsement.

• Each speaker needs a presentation title.
How do I enter speakers if I have a unique education design?
A common direct approach

Remember that the moderator is typically one of these speakers as well.
A common direct approach

Session Title
Moderator (John Doe)

Talk Title
Speaker A (Jane Smith)

Talk Title
Speaker B (John Doe)

Remember that the moderator is typically one of these speakers as well.
Point / Counterpoint or Debate

Session Title
Moderator

- **Talk Title (pro)**
  - Speaker A

- **Talk Title (con)**
  - Speaker B

- **Rebuttal**
  - Speaker A

- **Rebuttal / Closing**
  - Speaker B

Including the extra structure of the planned rebuttals can sometimes help.
Workshops and Lightning talks

Speakers can present multiple times and on multiple topics. This is especially using in longer workshops and in lightning talks.
Contact us at asm@aacc.org if you have a specific goal in mind and don’t know how to enter it.
Next Steps

• Visit meeting.aacc.org.
• Download the proposal template.
• Reach out with any questions.
• Submit online by November 4.

Contact asm@aacc.org with any session questions.