**ADLM 2024**

**Template for ADLM Annual Meeting Proposals**

All proposal submissions for ADLM University Courses, Scientific Sessions, and Roundtables must be submitted online by Friday, November 3, 2023, 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@myadlm.org.

**KEY INFORMATION:**

* Deadline: November 3, 2023, 5 p.m. U.S. Eastern Time.
* ADLM meeting site: <http://meeting.aacc.org>.
* Submit proposal(s) online. Log in using ADLM credentials. All faculty must have an ADLM account to be in a proposal submission.
* Proposal submitters will be notified of decisions by email on or near March 1, 2024.
* All accepted faculty are expected to present in-person at ADLM 2024 to held at the McCormick Place Convention Center from July 28 – August 1, 2024

# FACULTY INFORMATION

Accurate contact info is essential for faculty communications.

**SPEAKERS PER PROPOSAL:** *Proposal submitters are considered the “moderator” by default. Moderators do not receive speaker benefits. If the submitter/moderator intends to present and wishes to receive speaker benefits, they must be added as a speaker and will be included in the speaker total. Use “Statement of Need” to describe the need for speakers above the typical number of speakers.*

**ADLM University Courses**

* + 3-hour courses typically have up to 3 speakers in total.
	+ 6-hour courses typically have up to 4 speakers in total.

**Scientific Sessions**

* + 1.5-hour sessions only; typically have 2 speakers in total.
	If proposing 3 or more speakers, use the Statement of Need to describe why.

**Roundtable Sessions**

* + 1-hour roundtables have 1 speaker with no exceptions.

**SUBMITTER/MODERATOR OR ROUNDTABLE SPEAKER:**Moderators are not considered a speaker unless added as one below.

|  |  |
| --- | --- |
| Name and credentials: |  |
| Position(s)/Title(s):  |  |
| Institution(s)/Employer(s): |  |
| Address: |  |
| Email: |  |
| Office phone: |  |
| Cell phone: |  |

**SPEAKER 1:** Additional speakers not required for roundtables.

|  |  |
| --- | --- |
| **Presentation Title (20-word max):** |  |
| Name and credentials: |  |
| Position(s)/Title(s):  |  |
| Institution(s)/Employer(s): |  |
| Address: |  |
| Email: |  |
| Office phone: |  |
| Cell phone: |  |

**SPEAKER 2:**

|  |  |
| --- | --- |
| **Presentation Title (20-word max):** |  |
| Name and credentials: |  |
| Position(s)/Title(s):  |  |
| Institution(s)/Employer(s): |  |
| Address: |  |
| Email: |  |
| Office phone: |  |
| Cell phone: |  |

**SPEAKER 3:** Scientific Sessions typically have a total of 2 speakers. If proposing three speakers, please use the Statement of Need to describe the purpose and unique perspectives brought.

|  |  |
| --- | --- |
| **Presentation Title (20-word max):** |  |
| Name and credentials: |  |
| Position(s)/Title(s):  |  |
| Institution(s)/Employer(s): |  |
| Address: |  |
| Email: |  |
| Office phone: |  |
| Cell phone: |  |

**ADD ADDITIONAL SPEAKERS AS NEEDED.**

# PROPOSAL INFORMATION

Use the following fields to prepare proposal BEFORE submitting online.

**Select the session type that meets your specific goals.**

**SESSION TYPE:** Select one:

[ ] ADLM University Course (3-hour)

[ ]  ADLM University Course (6-hour)

[ ]  Scientific Session (1.5-hour)

[ ]  Roundtable (1-hour)

**TITLE (20 words or less)** [**use title-casing**](https://capitalizemytitle.com/)**:**

|  |
| --- |
|  |

**Defining the problem, audience, and design are crucial. This info is public if accepted.**

**SESSION OVERVIEW (150 words or less):** *Overview is crucial for review. 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). Clearly describe the design of your session including any interactive elements.*

|  |
| --- |
|  |

**ADLM UNIVERSITY COURSE OUTLINE (500 words or less):** *For ADLM University Courses only. Do not list presentation titles only. List key details for the course outline. Clearly outline the educational and interactive elements of the course. Speakers often give multiple talks and/or activities throughout a course. Use this outline to convey these education design elements. Please note, courses are intended to be interactive and workshop-style formats by design. Course proposals without clear interactive design elements will not be considered.*

|  |
| --- |
|  |

**STATEMENT OF NEED (500 words or less):** *Please be very brief. Succinctly describe why the session is needed and what audiences will benefit. For example, changes in practice, 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. Ex. Sacks DB, et al. Executive Summary: Guidelines and Recommendations for Laboratory Analysis in the Diagnosis and Management of Diabetes Mellitus. Diabetes Care. 2023 Jul 20:dci230048. PMID: 37471272.*

|  |
| --- |
|  |

**LEARNING OBJECTIVES:** *Develop three learning objectives. Start with an action verb. E.g., Apply new guidelines. Incorporate standards. Summarize common errors.*[*Visit ADLM 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
* 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:

[ ] Animal Clinical Chemistry

[ ]  Automation and Analytical Techniques

[ ]  Cardiac Markers

[ ]  Clinical and Diagnostic Immunology

[ ]  Data Analytics, Informatics, and Statistics

[ ]  Endocrinology and Metabolism

[ ]  General Clinical Chemistry and Laboratory Medicine

[ ]  Hematology and Coagulation

[ ]  Laboratory Management and Patient Safety

[ ]  Lipids, Lipoproteins, and Cardiovascular Risk Factors

[ ]  Mass Spectrometry and Separation Sciences

[ ]  Microbiology and Infectious Disease

[ ]  Molecular Diagnostics and Genetics

[ ]  Pediatric and Maternal Fetal Medicine

[ ]  Point-of-Care Testing

[ ]  Proteomics and Protein Markers

[ ]  Therapeutic Drug Monitoring and Toxicology

[ ]  Tumor Markers and Cancer Diagnostics

**Sessions rarely serve all audiences. Select audiences this is specifically designed for.**

**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:

[ ]  Audience Polling

[ ]  Case-Based Learning

[ ]  Debate or Point-Counterpoint

[ ]  Didactic Presentation / Expert Lecture

[ ]  Hands-on Workshop or Exercise

[ ]  Lightning Talks

[ ]  Panel Discussion

[ ]  Roundtable Discussion

[ ]  Small Group Discussion

**DEVELOPED IN COOPERATION WITH:** *List any ADLM Division or other organization that this proposal 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 ADLM Division pages for more information*](https://www.aacc.org/community/scientific-divisions)*.*

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