ADLM 2024 Call for Proposals: How to Submit a Successful Proposal

ADLM 2024 to be held at the McCormick Place Convention Center from July 28 – August 1, 2024.
meeting.myadlm.org
asm@myadlm.org
2024 AMOC Members

Chair
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Baltimore, MD

Vice Chair, Courses and Sessions
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Vice Chair, Roundtables and Posters
Darci Block, PhD, DABCC
Mayo Clinic
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AMOC Coordinators

Plenary Coordinator
David Sacks, MB ChB, FRCPATH

Scientific Session Coordinators
Allison Chambliss, PhD, DABCC, FADML
Mari DeMarco, PhD, DABCC
Jane Dickerson, PhD, DABCC
Patrick Kyle, PhD, ABFT, DABCC, FADML

Roundtable Coordinators
K. Aaron Geno, PhD, DABCC
Jaime Nogues, PhD, DABCC

Poster Coordinators
Joshua Hayden, PhD, DABCC, FADML
Christina Pierre, PhD, DABCC
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>Nov 3, 2023</td>
<td><strong>Deadline to submit.</strong> Online submissions and speaker disclosures must be received by 5 p.m. US Eastern Time.</td>
</tr>
<tr>
<td>Jan 2024</td>
<td><strong>Proposals selected.</strong> AMOC convenes to review proposal submissions.</td>
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<tr>
<td>Feb 2024</td>
<td><strong>Revisions and scheduling.</strong> AMOC may reach out for questions, comments, edits. Accepted proposals are scheduled.</td>
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<tr>
<td>Mar 2024</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 28 – Aug 1, 2024</td>
<td><strong>ADLM 2024</strong> McCormick Place Convention Center, Chicago, IL.</td>
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2 Accreditation
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4 Types of sessions
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Faculty roles and benefits

Moderators
Proposal submitter. ADLM University Course or Scientific Session moderator. Primary contact. Responsible for proposal submission and may add speakers to their course or session proposal. Most moderators are also a speaker in their proposal. If serving as a moderator only, you do not receive speaker benefits.

Speakers
ADLM University Course or Scientific Session speaker. Added to proposals by the moderator. Must complete disclosures. Accepted speakers receive full conference registration, economy roundtrip travel, and $500 USD honorarium. Aim to limit to two courses or sessions in total in a given annual meeting year.

Roundtable Speakers
Proposal submitter. Only faculty in roundtables. Primary contact and responsible for submitting roundtable proposal. Roundtable Speakers receive $50 compensation per day they present, and do not receive complimentary registration or any other compensation.
Accreditation

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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
ADLM Annual Meeting & Types of Accreditation

- University Courses
- Scientific Sessions
- Roundtables

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

- University Courses
- Scientific Sessions
- Roundtables

Not CME eligible.

CME certified has restrictions on owners or employers of companies. Set by ACCME.
AMOC goals and priorities

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A Program that has “Something for Everyone”

Our goal is to create a scientific program that prepares attendees for what is on the horizon. A program that will engage our core community and attract newer audiences and faculty.

• Addresses scientific areas that are core to our audience and membership.
• Introduces emerging areas that will impact our profession in the coming years.
• Tracks of interest:
  o bench-to-bedside, including translational and clinical outcomes research
  o emerging technologies and data analytics
  o point-of-care testing
  o precision medicine
  o practical applications, including best practices and guidelines implementation, for the practicing clinical chemist
• Delivers content in creative and engaging ways.
• Is inclusive and diverse.
Types of sessions

ADLM University Courses

Scientific Sessions (1.5-hour)

Roundtables (1-hour)
ADLM University Courses

**Sunday.** Ticketed preconference workshop-style courses designs for hands-on exercises. 3- or 6-hour courses for 30-50 participants.

Moderator and typically 2-3 additional speakers. Total of 3-4 faculty.

**Scientific Sessions (1.5-hour)**

**Monday-Thursday.** Core of the annual meeting scientific program. 1.5-hour sessions in a variety of formats for audiences of 50-250.

Moderator and typically 1-2 additional speakers. Total of 2-3 faculty.

**Roundtables (1-hour)**

**Monday-Wednesday.** Ticketed small group discussions for interactive design. 1-hour session for up to 10 participants.

Roundtables have 1 speaker; no exceptions.

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10-15 each year

~70 each year

80-90 each year
ADLM University Courses
Preconference workshop-style courses to teach hands-on skills

Ticketed 3- or 6-hour highly interactive courses held Sunday.
Up to ~50 participants.
Classroom seating (tables or rounds).
AV including audience polling available.
Includes a moderator and speakers.
Each year, ADLM offers 10-15 courses. Can have various education formats that are interactive such as demonstrations, group exercises, case-based design. Often include hands-on exercises and tutorials in small group formats.
Scientific Sessions (1.5-hour only)
Core of the scientific program to bring the latest across the field of lab medicine

Typically, 2 total speakers.
May propose 3 speakers. Include rationale in Statement of Need.

1.5-hour sessions held Monday-Thursday.
Participants vary widely from ~50-250.
Theater seating (chairs only). Other room setups may be available on request.
AV including audience polling available.
Includes a moderator and speakers.

Many opportunities. Each year, ADLM offers ~70 sessions. Wide variety of education formats may include audience polls, cases, debate, didactic lecture, mock courtroom, panels, etc. We encourage session submitters to think beyond didactic and make meaningful design choices.
Roundtables (1-hour)
Opportunity to engage up to 10 participants in a unique setting

1 roundtable speaker only

Ticketed 1-hour roundtables held Mon-Wed. Up to 10 participants (including speaker). Presented twice (morning/mid-day).

Single round table.

No AV or audience polling available.

Includes a single roundtable speaker.

Many opportunities. Each year, ADLM offers 80-90 roundtables. Unique opportunity to directly engage participants in small group education. Incredibly flexible in education design. Main goal is to think beyond the lecture and beyond the laptop.
Parts of the proposal
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Download the template.

Use to collaborate.

Save your work often.
# Parts of the Proposal

<table>
<thead>
<tr>
<th>Role</th>
<th>Moderator or Roundtable Speaker</th>
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<tbody>
<tr>
<td>Session type</td>
<td>ADLM University Course, Scientific Session, Roundtable</td>
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<tr>
<td>Title</td>
<td>Clear, concise, compelling. 25 words or less.</td>
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<tr>
<td>Overview</td>
<td>Crucial part or review and public. Define the problem, why we should care, and how your proposal will address it (what you’ll cover and how). 150 words or less.</td>
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<tr>
<td>Course Outline</td>
<td>Only for ADLM University Course. Detailed outline of course structure and interactive elements. Not be a list of speakers and talks, 500 words or less.</td>
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<tr>
<td>Statement of Need</td>
<td>Provide supporting information on why this is an area of educational need. Go beyond anecdotal evidence. If proposal speaker number above the typical or unique design/setup, provide the rationale here.</td>
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<tr>
<td>References</td>
<td>Minimum of 2 peer-reviewed references. Does not need to be an exhaustive list.</td>
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<tr>
<td>Learning Objectives</td>
<td>Provide 3 objectives of what participants will be able to do after participating. Go beyond “understand”, “know”, “discuss”, and “describe”. Consider “apply”, “incorporate”, “interpret”, etc.</td>
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<tr>
<td>Topic(s)</td>
<td>Primary and optional secondary topic from the list.</td>
</tr>
<tr>
<td>Audience(s)</td>
<td>Proposal rarely serve all. Select the audiences the proposal is designed for.</td>
</tr>
<tr>
<td>Format(s)</td>
<td>Select all that apply. Design with formats that meet your goals.</td>
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<tr>
<td>Partners</td>
<td>List groups actively involved in developing the proposal. This is not intended for endorsements by groups or organizations.</td>
</tr>
<tr>
<td>Speakers &amp; Presentations</td>
<td>Include the moderator as a speaker if applicable. Each speaker needs a unique title to be listed in proposal review. 25 words or less.</td>
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</table>
Note: For courses and sessions, all speakers must complete an online disclosure for the proposal to be considered complete. Each speaker will be automatically sent a personal link to complete once submitted.
Examples for Entering Moderator and Speakers for Courses and Sessions

Standard approach

Session Title
Moderator

Talk Title
Speaker A

Talk Title
Speaker B

Multi-topic/person

Session Title
Moderator

Topic 1
Speaker A

Topic 2
Speaker B

Topic 3
Speaker A

Topic 4
Speaker B
Proposal tips

1. Be clear and concise.
2. Clearly define your problem and audience.
3. Design the session to meet your specific goals.
4. Identify faculty that bring unique perspectives.
5. Double-check your work.

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Be clear and concise.

- Clearly state your proposal’s purpose and goals.
- Use shorter succinct sentences.
- Catchy titles are fine, but don’t overdo it.
- Be specific and avoid anecdotal evidence. Remember that your audience will be laboratory professionals. This includes the proposal reviews, and if accepted, the annual meeting participants.
Clearly define your problem and audience.

- **Who are you trying to reach?**
  Audience

- **What is their problem?**
  Educational and/or professional need
Design the session to meet your specific goals.
Design the session to meet your specific goals.

- Choose the format(s) that will help with your goals.
- Choose the format(s) that will work in your session type. E.g., the same formats in a course won’t necessarily work in a session or roundtable.
- Education formats should be a meaningful part of your education design. Don’t overdo it!
Identify faculty that bring unique perspectives.

We encourage a diverse representation of speakers in the meeting that includes gender, ethnicity, career stage, and professional workplace among other considerations.

- Clinician perspectives
- Patient voice
- Adjacent/related fields
- Faculty that haven’t previously presented in the meeting
Double-check your work.

- Accuracy
- Clarity
- Spelling
- Grammar
- Professional voice and tone

Did you proofread?
Submitting online

• November 3rd deadline
• Membership not required but an ADLM account is.
• Free to submit.
• Email us with questions. asm@myadlm.org
Thank you!