

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

Mark Marzinke, PhD, DABCC, FADLM
Johns Hopkins University
Baltimore, MD



Vice Chair, Courses and Sessions

Joely Straseski, PhD, MT (ASCP), DABCC, FADLM
University of Utah & ARUP Laboratories
Salt Lake City, UT



Vice Chair, Roundtables and Posters

Darci Block, PhD, DABCC
Mayo Clinic
Rochester, MN

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 Noguez, PhD, DABCC

Poster Coordinators

Joshua Hayden, PhD, DABCC, FADML

Christina Pierre, PhD, DABCC

Dates and Deadlines

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Nov 3, 2023	Deadline to submit. Online submissions and speaker disclosures must be received by 5 p.m. US Eastern Time.
Jan 2024	Proposals selected. AMOC convenes to review proposal submissions.
Feb 2024	Revisions and scheduling. AMOC may reach out for questions, comments, edits. Accepted proposals are scheduled.
Mar 2024	Proposal notices sent. Decision notices will be sent to moderators and roundtable speakers . Speakers should contact the session moderator for updates.
Jul 28 – Aug 1, 2024	ADLM 2024 McCormick Place Convention Center, Chicago, IL.

Agenda

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- 1 Faculty roles and benefits
- 2 Accreditation
- 3 AMOC goals and priorities
- 4 Types of sessions
- 5 Parts of the proposal
- 6 Proposal tips

Faculty roles and benefits

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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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ADLM Annual Meeting & Types of Accreditation



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:
 - bench-to-bedside, including translational and clinical outcomes research
 - emerging technologies and data analytics
 - point-of-care testing
 - precision medicine
 - 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

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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.

10-15 each year



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.

~70 each year



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.

80-90 each year

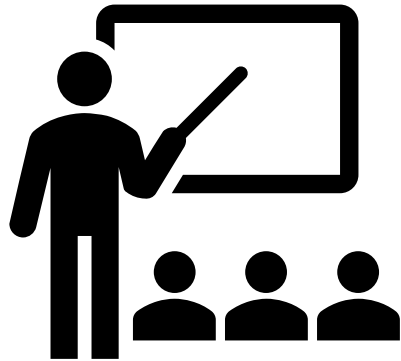


ADLM University Courses

Preconference workshop-style courses to teach hands-on skills

3-hour → 2-3 total speakers

6-hour → 3-4 total speakers



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**.

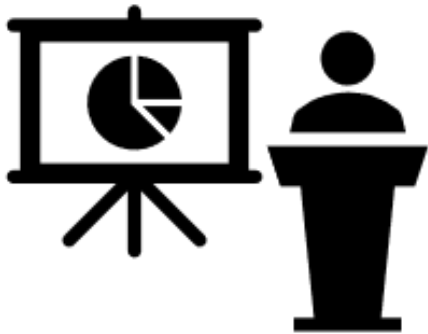
Each year, ADLM offers 10-15 courses. Can have various education formats that are interactive such as demonstrations, group exercises, case-based design. Often include hands-on exercises and tutorials in small group formats.

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.

ADLM Association for Diagnostics & Laboratory Medicine™

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: _____

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Parts of the Proposal

Role	Moderator or Roundtable Speaker
Session type	ADLM University Course, Scientific Session, Roundtable
Title	Clear, concise, compelling. 25 words or less.
Overview	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.
Course Outline	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.
Statement of Need	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.
References	Minimum of 2 peer-reviewed references. Does not need to be an exhaustive list.
Learning Objectives	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.
Instruction Level	Basic. Intermediate. Advanced.
Topic(s)	Primary and optional secondary topic from the list.
Audience(s)	Proposal rarely serve all. Select the audiences the proposal is designed for.
Format(s)	Select all that apply. Design with formats that meet your goals.
Partners	List groups actively involved in developing the proposal. This is not intended for endorsements by groups or organizations.
Speakers & Presentations	Include the moderator as a speaker if applicable. Each speaker needs a unique title to be listed in proposal review. 25 words or less.

SUBMIT A PROPOSAL



Login with your
ADLM credentials

Submit
online

meeting.myadlm.org
asm@myadlm.org

Complete the
proposal parts

Submit the
proposal

ADLM 2024
BOLD MOVE.
JULY 28–AUGUST 1 • CHICAGO, IL

ADLM Association for Diagnostics & Laboratory Medicine™
Formerly AACC

CALL FOR PROPOSALS ▾ PROPOSAL SERVICE CENTER

CALL FOR PROPOSALS

Proposal Submissions

ADLM strongly recommends visiting meeting.myadlm.org/proposals to read detailed information on proposal submission and complete the proposal template prior to starting submission. Contact us at asm@myadlm.org with questions.

Key Dates and Information

- Deadline to submit additional proposals is Friday, November 3, 2023 at 5:00 p.m. US Eastern Time.
- Submissions are not considered complete until all speakers have completed a disclosure form.
- Accurate and up-to-date email information is essential for communication.
- Proposal submitters will be notified of decisions by email in early March 2024.
- ADLM 2024 will be held July 28 - August 1, 2024 at the McCormick Place Convention Center in Chicago, IL. Faculty of accepted proposals are expected to present in-person.

[Start a New Proposal Submission](#) (ADLM account required)

[Visit the Proposal Service Center](#) (view and/or edit proposals)



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



Multi-topic/person



Proposal tips

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- 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.

1 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.



2 Clearly define your problem and audience.



- Who are you trying to reach?
Audience
- What is their problem?
Educational and/or professional need

③ Design the session to meet your specific goals.

Didactic
Presentations Case-based
Expert Talks Lectures



Quizzes **Didactic** Panels Small group discussion
Case-based
Mock court Experts Debate
Point/Counterpoint Lightning talks
Hands-on exercises

3 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!

4 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

5 Double-check your work.

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

D
did you
proofread?

Submitting online

meeting.myadlm.org

asm@myadlm.org

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

LEARN HOW TO SUBMIT



ADLM

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Thank you!
