International Anesthesia Research Society

IARS 2019 Annual Meeting and International Science Symposium
May 18 – May 21, 2019
Fairmont The Queen Elizabeth Hotel
Montréal, Quebec, Canada

Session Proposal Submission
Guidelines and Instructions

Application Deadline:
Monday, July 9, 2018 at 11:59 pm Eastern Time

IARS 2019 ANNUAL MEETING AND INTERNATIONAL SCIENCE SYMPOSIUM
SESSION PROPOSAL SUBMISSION GUIDELINES AND INSTRUCTIONS

The IARS Annual Meeting will bring together over 1,000 of the world's leading anesthesia educators and investigators in Montreal, Quebec, Canada, to discuss and discover the latest advances in research and the best practices in anesthesia clinical care.

Applicants who wish to submit a session proposal for review for presentation at the IARS 2019 Annual Meeting and International Science Symposium are asked to review these guidelines and instructions and submit their application/proposal using the online application system.

Deadline: Applications must be submitted by **Monday, July 9, 2018 (11:59 pm Eastern Time)**

Notifications: Notifications to session organizers will be sent by the **second week of September 2018**.

(1) Guidelines for Submission and Review:

All applications will be reviewed by the IARS 2019 Annual Meeting Oversight Committee and Session Proposal Review Committee appointed by the IARS Board of Trustees.

Each application/proposal is reviewed in relationship to current practices and future developments in anesthesia as well as needs assessment, outcomes, and requirements.

Acceptability of each application/proposal will be evaluated on the organization and clarity of the proposal content, and the relationship of the stated learner objectives relating to the proposal content. The Annual Meeting Oversight Committee is seeking diverse ideas and perspectives for sessions.

All applications must include complete organizer, moderator and presenter information as well as completed CME disclosures in order to be considered for review.

You are encouraged to submit multiple applications/proposals. However, each proposal must be submitted via a separate form.

ONLY applications submitted using the online session proposal site will be considered. Emailed applications unfortunately will not be reviewed.

Initial confirmation for accepted submissions will be sent only to the session organizer/moderator. Following the initial confirmations for accepted submissions, notifications will be sent by the IARS to all presenters, on behalf of the session organizer/moderator.

If changes are made to an accepted session proposal (title, content, presenters, etc.), the changes are required in writing (by email) and will also require approval of the IARS Annual Meeting Oversight Committee.

(2) Speaker Presentation Requirements and Reimbursement Policy:

In order to present at the IARS 2019 Annual Meeting, presenters must be able to present any date and time between 7:00 am and 6:00 pm on Saturday, May 18 through Tuesday, May 21, 2019.

All presenters will be required to submit a disclosure form to the IARS by Monday, July 9, 2018. Session proposal submissions that do not have completed disclosures from all presenters will be withdrawn from the program.

Speakers at the IARS 2019 Annual Meeting and International Science Symposium, with the exception of PBLD presenters, receive complimentary registration to the meeting and are responsible for all related travel expenses for their sessions. PBLD presenters are responsible for all expenses associated with their sessions, including registration to the meeting.

Submissions that do not meet the criteria outlined in Items 1 and 2 may not be reviewed.

(3) Instructions to Begin Submitting a Session Proposal

A. The Submission Site is located here: https://www.aievolution.com/ars1901/

B. Login: If you already have a username from the IARS 2017 Annual Meeting or IARS 2018 Annual Meeting for an abstract submission, or a speaking or reviewing role, your login will be the same for the IARS 2019 Annual Meeting Submission Site. If you do not have a username, please create one using the link provided at the bottom of the site page. If you have any trouble logging in or have forgotten your password, please contact the IARS Meetings and Education Department for assistance.

C. Once logged in, go to the menu item, My Submissions. At the bottom left of the screen, choose the button which represents the session type for which you are submitting your proposal to begin your submission.

D. Title: Titles should clearly identity the main takeaway of the session. If the submission is accepted, attendees should be able to easily determine the rationale for the session without additional information.

E. Moderator: Select the moderator for the session. If you are not the moderator, you will be able to use the search function to find the correct speaker.

F. Presentation Title(s)/Speaker(s): List any presentation titles along with their respective speakers. In the dropdown for sort order, you will be able to indicate the order in which the speakers will present. If the moderator will also present, they should be added here as well.

G. Session Rationale: Provide a brief description of the session rationale for developing and presenting this particular session.

H. Key Takeaways: What's new about this session? List 3 key takeaways an attendee will gain from this session. These should address why this session topic is important, presents new knowledge and fills a practice gap.

I. Learner Objectives: Please provide 3-4 Learner Objectives for this session (i.e. After participating in this activity, the learner will be able to:). The IARS strives to elevate continuing education and to achieve better outcomes by addressing identified gaps in knowledge, skills, and/or practices for the target audience using the standards and guidelines of the Accreditation Council for Continuing Medical Education (ACCME). Therefore, the IARS requires speakers to develop

educational activities that are evidence-based or based on the best available evidence. All CME activities accredited by the IARS must have measurable learner objectives.

J. Category: Please select all anesthesia subspecialty topics that are covered in this session.

K. Additional Information:

a. Provide whether this session has been presented at any anesthesiology meetings within the past two years.

b. Provide whether this session is being submitted on behalf of a subspecialty society.

c. Promotional Copy: Please provide 2-3 sentences about your session or presentation to be used in the promotion of your session at the Annual Meeting.

d. Speaker Reimbursement Policy: Please mark whether you understand and agree with the Speaker Reimbursement Policy for this session as described in the Session Proposal Guidelines and Instructions.

e. Outcomes: Provide the outcomes that an attendee should expect after participating in your session, what educational needs your program addresses, and how your session benefits current practice.

Attestations: Please attest that you will provide 5 multiple-choice CME questions for your session, covering the key learning points from the session. Questions comprise: a question, the correct answer, and 3 distractors. Click here for instructions on preparing CME questions. Attest that you will provide a list of references used for this session.

L. Workshops Additional Information: Provide medical model and equipment needs and whether this session has been presented previously.

M. Innovative Sessions Additional Information: Describe the format of the Innovative Session you are proposing. Include how the session will be organized, why this format will enhance the attendee experience and how you will engage the audience. Provide whether you've seen this session proposal format presented previously.

N. CME Disclosure Form: All speakers must submit a CME disclosure form via the submission site before the submission deadline, Monday, July 9, 2018, to be considered for review. The submitter will need to notify all their speakers to login to the site with the email address used during submission to complete their CME disclosures.

(4) Session Types for Application/Proposal:

The IARS is accepting session proposals for the following session types listed below.

Reminder: You are encouraged to submit multiple applications/proposals.

Innovative Sessions
Innovative Session should innovate the traditional lecture format by being more interactive, innovative,

and exchange-oriented. These sessions should be highly interactive and full of relevant content and practical tools that participants can apply in their practice and research. Session length will vary depending on session format. See the Innovative Session Formats Information document for examples of some innovative formats.

<u>Panels</u>
Panels are lecture-based and 1.5 hours in length with a moderator and 3-4 panelists (panel moderators may also speak as panelists). Panelists will speak for approximately 15-20 minutes each on individual topic areas relating to the overall title/theme of the panel, closing with a moderated question and answer period. Standard audio/visual equipment and meeting room sets are supplied by the IARS.

<u>Problem-Based Learning Discussions (PBLDs)</u>
PBLDs are conducted as case-based, problem-oriented, learner-centered discussions with 1-2 presenters. Participants will engage in a didactic case-based learning session with the opportunity to closely interact with the session presenter(s) and attendees. The PBLDs are 1 hour in length with one moderator. The session is scheduled as a breakfast or lunch session. Attendance is limited to 12-15 registrants. There is NO audiovisual. A standard meeting room set is supplied by the IARS.

<u>Review Course Lectures (RCLs)</u>
Review Course Lectures are presentation-based on big picture, cutting-edge topics, given by 1-2 presenter(s), and are 45 minutes in length. Presenters will speak for approximately 30 minutes total relating to the overall title/theme of the RCL, closing with a 15-minute moderated question and answer period. Standard audio/visual equipment and meeting room sets are supplied by the IARS.

<u>Symposia</u>
Symposia are lecture-based and 2 1/2 hours in length with a moderator along with 3-4 presenters (symposia moderators may also speak as presenters). Presenters will speak on individual topic areas related to the overall title/theme of the symposium. Presenters will speak for approximately 45 minutes each, closing with a moderated question and answer period. Standard audio/visual equipment and meeting room sets are supplied by the IARS. Symposia content must be of interest to a broad cross section of anesthesia specialty disciplines. When inviting symposia presenters to participate in your session, please consider both researchers and clinicians.

<u>Workshops</u>
IARS workshops are lecture and hands-on based sessions that are a minimum of 3 hours in length. A workshop organizer, along with 3 to 6 presenters (workshop organizers may also act as a presenter), will provide a lecture as well as demonstrate/hands-on training techniques and skills on topic areas related to the overall title/theme of the workshop. Standard audio/visual equipment and workshop meeting room sets are supplied by the IARS.

Questions / Assistance:

IARS 2018 Annual Meeting Program – If you are submitting to the IARS for the first time, you might find it helpful to review a prior program. At the link below, you will find the IARS 2018 Annual Meeting Program:
http://www.iars.org/assets/1/7/18AM_IARS_Online_FP.pdf

Content and/or Guideline Questions:

Contact:
The IARS Meetings and Education Department
Phone: 415-296-6910 or 415-296-6924
Email: meetings@iars.org

***Technical Support*:**

Should you run into any technical challenges when entering your submission, at the bottom of each page of the online submission, is an email and phone number to contact the Attendee Interactive Technical Support Team.