How to Submit a Winning Annual Meeting CE or Session Proposal to Receive Committee and Council Approval

<u>Deadlines and Timing</u>
- A final draft of the proposal (symposium, mini-symposium, CE course) must be submitted by December 15 to be considered
- Initial choices for CE and Annual Meeting sessions will be presented to Council end of January
- Final slate of CE courses and Annual Meeting sessions will be voted on by Council in February by which time all the information contained in the proposal must be complete

<u>Primary Components of a Successful Submission</u>
1. Have an Informative Abstract
    a. The abstract should be clearly written, concise, well organized
    b. Include a strong rationale for why the audience would be interested and want to hear about the topic
    c. A proposal that is complete with speakers, speaker topics with a description have a greater chance of acceptance
    d. Categorize the Annual Meeting session or CE course as Basic/Practical, Basic/Emerging, Advanced/Practical or Advanced/Emerging
    e. For a CE proposal, add learning objective to the abstract
    f. If for CE, remember to start with foundational (basic) information and progress to more advanced topics
    g. Interactive/project-based learning experiences are encouraged for CE courses and symposia
    h. Ensure the topics are properly covered and are not too narrowly focused

2. Have Great Speakers
    a. Discuss conceptually with experts but try to find scientist that speak and present well.
    b. Preference should be given to ACT members as they are more likely to stay and network after the presentation, address questions etc.
    c. Encouraged diversity in speakers and opinions. Identify speakers representing the various sectors (e.g., academic, regulatory, industry, CRO) and provide opportunities for new speakers to contribute.
    d. Try not to have speakers from the same company, institution or agency.
    e. Four speakers work best for a traditional half-day day CE course and symposium, but other options can work well. If other options are selected provide justification so that reviewers understand rationale
    f. Include speaker names and abstracts in submission, if possible (but not necessary for submission)
    g. Regulatory speakers tend to be additive to a session, if appropriate

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