



PROGRAM SUBMISSION PROCESS

OVERVIEW

We encourage proposals that explore new advancements within the field of transplantation. Incomplete proposals will not be considered, and no extensions will be granted after the **July 2, 2019** deadline.

Please review this document for a full understanding of how the submission process works and how to design your proposal.



Policies

Please be sure you have read and understand the Program Submission Process prior to submitting your program.

1. All submissions and presenters are subject to evaluation for CME compliance, and may be subject to modification or refusal.
2. Program submission is a proposal only, and that the planning committee has the right to change or alter it in any way they deem fit
3. Session proposers should advise all involved in their proposal that submission of a proposal does not constitute an invitation to appear on the program.
4. Individual invitations are sent in the fall from the ATC central office, following the program planning committee's review and decision on programs.
5. All proposals must be submitted online.
6. Paper and email proposals will not be considered.
7. Incomplete proposals will not be considered.

STEP 1:

Call for Proposals

Submission

The Call for Programs Submission process is as follows:

- **Select session format**
- **Confirm an understanding on call for programs submission policies**
- **Provide proposed session title**
- **Select review specialty category**
- **Provide session description**
- **Provide 3 goals and objectives**
- **Indicate whether or not program is in collaboration with and ASTS/AST Committee / COP**
- **Select all key words that apply to submission**
- **Enter Moderator(s) Full Name, Institution, Email**
- **Enter Speaker(s) Full Name, Institution, Email**
- **Enter Speaker Title**
- **Review Summary of Information**

STEP 1

- An open call for program proposals is issued to the transplant community at large. All program proposals must be submitted online at <https://atcmeeting.org/2020-call-programs>
- Submitters review appropriate session formats and design a program to submit based on the following formats descriptions. (see next 5 pages)

STEP 1

Session Format: Lecture/Didactic Symposium

- Definition: A group of experts who meet on an equal basis to review and discuss specialized, professional matters, before an audience. Q and A or panel discussion to close out the session.
- Sessions will be 75-90 minutes.
- Must submit 2 Moderators and 3 Speakers during program submission.

STEP 1

Session Format: Interactive Symposium

- Definition: A group of experts who meet on an equal basis to review and discuss specialized, professional matters, before an audience. Q and A or panel discussion to close out the session.
- Sessions will be 75-90 minutes.
- Must submit 2 Moderators and 3 Speakers during program submission.

STEP 1

Session Format: Hot Topic Debate

- Definition: To stimulate interest and debate, arrange for two or three views of a controversial issue to be presented. There should be a clear **“Setting the Stage Presentation”, “Pro”, and “Con”** designation when submitting presentation titles.
- Sessions will be 75-90 minutes.
- Must submit 2 Moderators and 3 Speakers during program submission.

STEP 1

Session Format: Luncheon Workshops

- Definition: A small, round table discussion on a topic, with attendance limited to 50 people.
- Sessions will be 75 minutes.
- Must submit 2 Speakers that will speak on the SAME topic during program submission.

STEP 1

Session Format: In-Depth Symposium

- Definition: Half day sessions designed around a specific topic of interest. These sessions provide in-depth state-of-the-art information focused both on clinical and research areas from various perspectives, allowing attendees to make connections and incorporate the knowledge acquired into their everyday practice.
- Session will be 3.5-4.0 hours with a 30 minute coffee break for a total of 4 – 4.5 hours.
- Must submit **at least** 2 moderators and 8 speakers
- Samples can be found by visiting: <https://atcmeeting.org/depth-symposia>

STEP 1

The following categories are designed to provide program committee guidance when reviewing submissions and allocating program topics. You will need to select the specialty category that **BEST** applies to your submission.

- Administrative
- Basic Science / Immunology
- Translational
- HLA
- Heart
- Lung
- Liver
- Kidney
- Pancreas
- Small Bowel
- Infectious Disease
- Pediatric
- Pharmacy
- Professional Development
- Psychosocial and Ethics
- Public Policy and Regulatory Issues
- Vascularized Composite Allograft
- Women's Health
- Other

STEP 1

SESSION DESCRIPTION

Each program submission will need to provide a brief description that can be used to promote the session.

GOALS & OBJECTIVES

Each program submission will need to provide 3 Goals and Objectives.

KEYWORDS

Selecting keywords that apply to your submission will assist attendees when building their onsite schedules and navigating the program.

STEP 2: REVIEW

STEP 2

- The Program Planning Committee members will review each submission. Each program will be scored according to the official grading rubric, available online at <https://atcmeeting.org/2020-call-programs>
- Scores will be used to rank the program proposals.
- Programs are evaluated and scored based on 5 areas (next page).

STEP 2

Programs are scored using a Rubric based on:

1. **Content:** The proposal's content clearly illustrates thoroughness, quality, and clarity.
2. **Learning Outcomes:** The proposal includes well developed learning outcomes that will add to attendee learning and development.
3. **Innovation/Creativity:** The proposal represents innovative and/or creative approaches to professional practices, theory, or research.
4. **Relevancy:** The proposal articulates a clear connection to an area/topic of the Congress.
5. **Organization of Topics/Speakers:** The proposal is organized well and includes topics and speakers that would be engaging to attendees.

STEP 3: SELECTION

STEP 3

- The Program Planning Committee will meet in person in late July to formally select the programs to be presented at the conference.
- Programs will be formally evaluated and discussed based on their scores from the initial review process.

STEP 3

Programs may be accepted in one of two ways:

1. **Accepted As-Is:** The program is accepted as it was submitted, with no changes.
- **Accepted with Edits:** Possible changes may be made to session/presentation titles, speakers or moderators, or use ideas from your program in combination with other submitted proposals.

STEP 3

Programs may be rejected due to:

- Review scores too low
- Too similar to past presentations
- No new data is being presented
- Overlap of other programs being presented
- Topics are not fully developed

STEP 4: NOTIFICATION

STEP 4

- ATC Staff will send notifications on the status of your program proposal in mid-August 2019. Notifications are sent to the program submitter only.
- Submitters should not contact any proposed speakers or moderators; all communication will be sent from the ATC staff.

Ready to Submit?

<https://atcmeeting.org/2020-call-programs>