International Anesthesia Research Society 2021 Annual Meeting
Session Proposal Submission Guidelines

2021 Meeting Management Site: https://www.aievolution.com/ars2101/

Session Proposal Submission Deadline: July 10, 2020, 11:59pm EST

Session Proposal Submission Process
- Proposals must be submitted through the **Meeting Management Site**. Emailed proposals are not accepted.
- The Session Proposal Review Committee and the Annual Meeting Oversight Committee will review the proposals.
- Proposals will be reviewed in relationship to current practices and future developments in anesthesia. The Annual Meeting Oversight Committee is seeking diverse ideas and perspectives.
- Acceptability of the proposals 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 submission status notification will be sent September 2020 via email to the session proposal submitter indicated in the submission.

Session Proposal Requirements
- **Speaker Presentation Requirement:** Speakers must be able to present any date and time during the IARS 2021 Annual Meeting, May 14-17, 2021.
- **Speaker Reimbursement Policy:** The IARS 2021 Annual Meeting speakers, with the exception of Problem-Based Learning Discussion and TED talk speakers, receive complimentary registration to the Annual Meeting. All other related travel expenses are the responsibility of the speaker. PBLD and TED talk speakers are responsible for all expenses associated with their sessions, including the meeting registration fees and travel expenses.
- **Revisions after the Submission Deadline:** Changes to accepted session proposals (title, content, speakers, etc.) must be submitted via email and will require approval from the Annual Meeting Oversight Committee.
- **Acceptable Session Proposal Formats:**
    Innovative Session
    Panel
    Problem-Based Learning Discussion (PBLD)
    Review Course Lecture (RCL)
    Symposium
    Workshop

Session Proposal Submission Form
- **Session Title:** The title should clearly identify the main takeaway and convey the rationale for the session.
- **Speakers:** Please add the speaker name, institution and contact information. If accepted for presentation, the speakers will be required to complete a CME Disclosure form.
- **Session Rationale:** Describe the rationale for developing and presenting this session.
- **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.

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- **Category:** Please select one subspecialty category.

Airway Management	Obstetric Anesthesiology
Ambulatory Anesthesia	Pain Mechanisms
Anesthetic Pharmacology	Pain Medicine
Blood Management	Patient Safety
Cardiovascular Anesthesiology	Pediatric Anesthesiology
Critical Care	Perioperative Anesthesia
Economics, Education and Policy	Regional Anesthesia
Geriatric Anesthesia	Respiration
Global Health	Sleep Medicine
Liver	Technology, Computing and Simulation,
Neuroscience in Anesthesiology and	Equipment Monitoring
Perioperative Medicine	Trauma
Obesity	

Additional Information

- Excluding the IARS Annual Meeting, has this session been presented at any anesthesiology meetings within the past two years?
- Are you submitting this application on behalf of a subspecialty society?
- Please provide 2-3 sentences about your session or presentation to be used in the promotion of your session at the Annual Meeting:
- **Diversity and Inclusion:** Please identify if the proposed session includes topics and speakers representing diversity and inclusion.

  Diversity and inclusion, in all their forms, are essential to the IARS Annual Meeting. We consider diversity comprehensively, including race, ethnicity, gender, sexual orientation, ability and disability, age, low resource / income countries, disadvantaged socioeconomic status in high resource/income countries, and other factors that shape creative perspective and professional experience. While diverse representation is not a requirement, it will be taken into consideration in the selection of sessions.
- What gap(s) in current practice does this program address? Please describe briefly

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Session Proposal Presentation Formats

Panels
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.

Problem-Based Learning Discussions (PBLDs)
PBLDs are conducted as case-based, problem-oriented, learner-centered discussions with 1-2 speakers. Participants will engage in a didactic case-based learning session with the opportunity to closely interact with the session speaker(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. *Note: PBLD speakers are responsible for all expenses associated with their sessions, including meeting registration fees and travel to the meeting.*

Review Course Lectures (RCLs)
Review Course Lectures are presentation-based on big picture, cutting-edge topics, given by 1-2 speaker(s), and are 45 minutes in length. Speakers 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.

Symposia
Symposia are lecture-based and 2 1/2 hours in length with a moderator along with 3-4 speakers (symposia moderators may also speak as speakers). Speakers will speak on individual topic areas related to the overall title/theme of the symposium. Speakers 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 speakers to participate in your session, please consider both researchers and clinicians.

Workshops
Workshops are lecture and hands-on based sessions that are a minimum of 3 hours in length. A moderator, along with 3 to 6 speakers (workshop organizers may also act as a speaker), 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.

Innovative Sessions
In contrast to the traditional session formats, innovative sessions are more interactive, and exchange- oriented. Innovative sessions aim to be highly engaging and should include relevant content and practical tools that participants can apply in their practice and research. Session length will vary depending on session format.

> **TED Talks:** Speakers are expected to provide an engaging discussion on a topic of their choice (e.g., advances and challenges in anesthesiology, or a break-through discovery in research). Each talk is up to 10 minutes in length. Accepted TED talk submissions will be grouped together to form a session (~ 5 talks / session). *Note: TED talk speakers are responsible for all expenses associated with their sessions, including meeting registration fees and travel to the meeting.*

> **7-14-28 Presentations:** A rapid-fire showcase of ideas, innovations, and theories. Speakers have 7 minutes to present with a limit of 14 slides maximum. Slides must have a font size of 28-point minimum.

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Campfire Session: Begins like a traditional panel with speakers presenting an idea at the front of the room to the group. After 15-20 minutes, the focus shifts to the audience, who will generate most of the discussion and knowledge-sharing. Speakers become the facilitators, allowing the audience to drive learning.

Chain Reaction Panel: A Chain Reaction panel is an alternative to traditional panel discussions, wherein everyone has a chance to be the interviewer and interviewee, thereby mixing up your event lineup.

Debate: Debates are an engaging way to present opposing views about a topic. Generally, a Debate includes a moderator and speakers who represent each side of a controversial topic. The Debate may consist of the moderator stating a proposition, one side presenting affirming arguments, and the other side presenting dissenting arguments. Alternatively, the moderator may pose pointed questions whereby each debater shares his or her conflicting views on the topic. Time for rebuttal and audience questions can be incorporated.

Fireside Chats: Fireside chats simulate a natural conversation between two people. Invite an expert who is confident with addressing a whole range of questions and a skilled moderator who can lead an engaging discussion. Since one of the objectives is to involve delegates in the discussion, many fireside chats use audience interaction tools such as Slido to crowd-source questions from the audience.

Fishbowl: Four people sit in the center of a circle and discuss a topic. Eight to 10 people should be ready to be "tappers" and take their place and contribute comments and keep conversation going.

Interactive Quiz to Introduce Speakers: The event starts with a survey game format that people are familiar with from popular TV trivia games. The speakers are divided into two teams and the host asks a series of questions based on the pre-event survey and lets teams guess the right answers.

Master Tutorial: The primary purpose of the Master Tutorial is to educate the audience about a focal I-O topic. For example, Tutorials might be developed to provide an update on a specified content area, discuss a new statistical technique, or describe how knowledge from another discipline can be applied to an I-O problem or topic. Topics that are not appropriate include descriptions of commercial products that the speaker is marketing.

Roundtable/Conversation Hour: The typical approach for this session type is to have one or two experts of a focal scientific or practical I-O topic serve as hosts. Members of the audience are typically seated in a circle to facilitate their active participation in the discussion with the hosts and with each other. This session type is well suited to helping attendees with problems they are currently facing, discussing the latest developments in an area, and/or facilitating network development among people with similar interests.

Storytelling: Storytelling is an ancient art that makes for an engaging workshop format. Your session may include instruction in storytelling. With each story being 15-minutes long with 10 minutes for Q&A, two stories are perfect for a 50-minute session period.

World Café: This format is designed to facilitate conversation between participants and enable a more sustained discussion. Attendees sit at tables with 4-6 people in informal, café-style seating. The session begins with an introduction and a "big" question that attendees are asked to discuss for about 15 minutes. Once time is up, all but one participant move to a new table. After 2-3 rounds, main points from each table are shared with the entire room.