

2024 Annual Meeting Session Proposal Submission Guidelines

Session Proposal Submission Deadline: July 23, 2023, 11:59pm Pacific Time

Session Proposal Submission Process

- Proposals must be submitted through the online submission site. Emailed proposals are not accepted.
- 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 in late September via email to the session proposal submitter.

Session Proposal Requirements

- **Speaker Presentation Requirement:** Speakers must be able to present any date and time during the 2024 Annual Meeting, held May 17-19, 2024 in Seattle, WA.
- **Speaker Reimbursement Policy:** Annual Meeting speakers, with the exception of Problem-Based Learning Discussion, receive complimentary registration to the Annual Meeting. All other related travel expenses are the responsibility of the speaker. PBLD 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:**
 - Panel
 - Problem-Based Learning Discussion (PBLD)
 - Symposium

Session Proposal Submission Form

- **Submitter Disclosure:** All submitters are required to submit a disclosure form and to disclose any relevant financial interests.
- **Submitter Headshot/Bio:** Please update your personal profile with your photo and bio.
- **Session Title:** The title should clearly identify the main takeaway and convey the rationale for the session.
- **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.

2024 Annual Meeting Session Proposal Submission Guidelines

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

- **Authors/Speakers:** Please add speaker names, institution, contact information, and presentation titles where applicable (panels, innovative sessions, symposia). In order to complete the submission, each proposed speaker/moderator MUST complete a disclosure form. **Proposals will not be finalized until each person has disclosed.** Each added speaker/moderator will receive an email directly from the submission site that allows them to log in and disclosure.
Please Note: All speakers MUST be able to present live in-person at the 2024 Annual Meeting.

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?
- Does this session address critical care?
- Does this session address patient safety?
- 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 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.

2024 Annual Meeting Session Proposal Submission Guidelines

Session Proposal Presentation Formats

Panels

Panels are lecture-based and 1 hour in length with a moderator and 3-4 panelists (panel moderators may also speak as panelists). Panelists will speak for approximately 10-15 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 provided.

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. Attendance is limited to 12-15 registrants. There is NO audiovisual. *Note: PBLD speakers are responsible for all expenses associated with their sessions, including meeting registration fees and travel to the meeting.*

Symposia

Symposia are lecture-based and up to 1.5 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 provided. 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.