

# 2027 ANNUAL MEETING

APRIL 30 – MAY 2 | CHICAGO, IL

HILTON CHICAGO HOTEL

Presented by:



## Workshop Submission Guidelines

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Thank you for your interest in submitting a workshop proposal for the Annual Meeting. To help ensure a smooth experience, please review the following responsibilities and expectations carefully before submitting:

### Presenter Responsibilities:

- **Securing Equipment**

Presenters are responsible for securing any equipment or materials necessary for their session. Please note that IARS does not have established vendor relationships or local connections to assist with securing equipment; presenters must independently reach out and secure equipment needed. Once secured, please put your company contact in touch with us at [meetings@iars.org](mailto:meetings@iars.org) so we can provide vendors with shipping information.

- **No Financial Support Provided**

The IARS is unable to provide funding or cover any costs associated with equipment to support your workshop. This includes costs related to rental and shipping.

### IARS Responsibilities:

- **Room Set & AV**

IARS will provide a session room with a projector, screen, and laptop. The room will be set with 20-30 chairs in theater style near the screen, and space for workshop stations in the back of the room. Due to space constraints, we can only accommodate up to 6 cots/stations.

*IARS staff will work with you in advance to finalize your room setup. We will not be able to accommodate changes onsite at the meeting.*

- **Medical Models**

If requested, IARS will arrange up to 6 medical models and 6 cots/beds for your workshop.

By submitting a proposal, you acknowledge and accept these responsibilities. Thank you for your understanding and for contributing your expertise to our program.