

Tips for Submitting a Successful Proposal

Note: These tips are guidelines and do not guarantee acceptance.

1. Select a specific topic that is clearly defined and that will be of interest to a broad audience. It should also be different from recently presented sessions.
2. The session should have an overarching theme and should include recent major advances.
3. Develop a well-integrated session. That is, individual presentations should have meaningful connections within a theme, but there should not be excessive overlap.
4. Interactivity is highly valued in the review process, so consider including audience feedback in appropriate ways for your topic. Examples include devoting time to a panel discussion or covering opposing views on a controversial topic, then inviting discussion from the audience.
5. Propose top speakers in the field with regard to both content and presentation style. When relevant, speakers with complementary clinical and basic research expertise should be included.
6. Include diverse speakers when crafting a session. Diversity in gender, ethnicity, career stage, and institution is considered during the review process.
7. Have each speaker provide relevant background information (for educational purposes) as well as important recent data. A short overview at the beginning of the session (perhaps given by one of the moderators) is recommended but not required.
8. Provide sufficient detail about the content of each talk so the Program Committee can thoroughly evaluate the submission.
9. The total number of speakers should be four. Remember there is a limit of two non-member speakers per session and only one of these can travel from outside of North America.