

2019 AABB ANNUAL MEETING EDUCATION SESSION PROPOSAL GUIDE

This document will help you prepare your proposal for an education session at the 2019 AABB Annual Meeting. Please note that you can access your proposal to add, update, or edit the content through the submission period, which ends January 16, 2019.

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Advancing Transfusion and Cellular Therapies Worldwide

AABB CONTINUING MEDICAL EDUCATION MISSION STATEMENT

The goal of the AABB Continuing Medical Education (CME) Program is to support the AABB mission to advance the practice and standards, transfusion medicine, cellular therapies and patient blood management to optimize patient and donor care and safety. This goal is accomplished by producing relevant, high quality, and cost-effective continuing education that increases the knowledge and/or competence of physicians and other allied healthcare professionals.

PLANNING TIMELINE

JANUARY 16, 2019

Submission Site Closes

MID-MARCH, 2019

Preliminary Acceptance Notifications

MID-APRIL, 2019

Final Acceptance Notifications

EARLY MAY, 2019

Faculty Notified of Session Dates/Times

OCTOBER 19-22, 2019

AABB Annual Meeting
San Antonio, TX

SUCCESSFUL SESSION

PROPOSALS HAVE THE FOLLOWING ATTRIBUTES:

WHO

A clear definition of your ideal audience you are targeting.

Global voices and perspective included (where relevant).

Diversity of panelists' expertise and areas of focus.

WHAT

New, innovative topics and information that is gaining traction in the field.

Educational value not available elsewhere.

Thought-provoking key take-aways for attendees.

HOW

Enough resources to organize the session and successfully execute it.

Program Chairs who can lead discussion and facilitate interaction among panelists.

Specific plan for audience engagement, such as group exercises, Q&A, etc.

TARGET AUDIENCE

CME activities are designed to serve the professional and educational needs for:

- CEOs
- COOs
- Directors
- Donor Recruiters
- Managers
- Medical Directors
- Nurses
- Physicians
- Perfusionist Research Scientists
- Residents/Fellows
- Students (MD, MT, SBB)
- Supervisors
- Technologists
- Transfusion Safety Officers

SESSION INFORMATION

- Session title
- Submitter name & email
- Program Chair name & email (if different from submitter)
- All sessions are 90 minutes in length
- Each session will have (1) Program Chair and up to (3) faculty
- Audience Response System (ARS) Request – Are you requesting an ARS? If yes, you will be asked to provide an explanation for how ARS would be used for your session.

SESSION TITLE & DESCRIPTION

- Your session title cannot exceed 125 characters
- Your session description cannot exceed 2,500 characters.
- You will have the option of cutting and pasting your description content or uploading a plain text or HTML document (you can save a Word file as HTML for upload).

AMERICAN BOARD OF PATHOLOGY SELF-ASSESSMENT MODULE (SAM) CREDITS

To ensure that all attendees have the opportunity to earn continuing education credits that are relevant to them, some sessions from the AABB Annual Meeting will be selected to receive American Board of Pathology (ABP) Self-Assessment Module (SAM) Credits. These sessions will be selected by the AABB Continuing Education Activity Committee (CEAC). The Program Chair of all sessions that are selected for SAM credit will be asked to draft six questions according to the ABP SAM Provider Toolkit. By submitting a proposal for the upcoming AABB Annual Meeting, you are agreeing to develop the aforementioned SAM questions if your session is selected by the CEAC to receive SAM credit.

COMMITTEE AND JOINT SESSIONS

If a proposal is being submitted by an AABB committee, workgroup or as a joint session with another organization, we ask that you add the group name to specify which committee, workgroup, organization, etc. This can be done by choosing “Add Group” below the confirmation of the participants and filling in the group name during the online submission process.

MERGED SESSIONS

Prior to acceptance, the Annual Meeting Education Committee may request submitters to merge proposals on similar topics or that have significant overlap. This is to minimize repetition and produce a quality session.

CATEGORIES AND KEYWORDS

You will be asked to choose a primary category and up to five keywords. The primary category should reflect the overall topic of your proposal. Keywords should reflect other topics that are covered in your proposed session.

BLOOD BANK/BLOOD CENTER

Collections and Product Manufacturing
Component Processing
Donor Hemovigilance – Noninfectious
Adverse Events
Donor Apheresis
Donor Collections
Donor Recruitment and Retention
Donor Testing

CELL BIOLOGY, IMMUNOLOGY AND BIOCHEMISTRY (Basic and Preclinical Research)

Leukocytes (includes Experimental
transplantation/immunotherapy)
Platelets
Red Cells

CELLULAR THERAPIES AND IMMUNOTHERAPIES

Collections, Processing and Storage
Hematopoietic Cell Therapy/Transplant
Cord blood (including cord tissue and
perinatal cells)
Immunotherapies (includes CAR T cells)
Nonhematopoietic Cell Therapy
Regulations
Somatic Cell Therapy
Regenerative Medicine

EDUCATION

Competency Assessment
Professional Development
Proficiency Testing
Training

IMMUNOHEMATOLOGY AND GENETIC TESTING

(red cells, leukocytes and platelets)
Immunoematology (includes serology)
Molecular Diagnostics and Testing

HEMATOLOGY AND COAGULATION

Disorders
Testing and Assay Development

INFORMATION TECHNOLOGY (IT, aka Informatics: EHR, LIS)

Instrumentation

INVENTORIES

Inventory Distribution
Inventory Management
Inventory Storage

LEADERSHIP

Marketing
Operations
Strategic Planning

MANAGEMENT

Financial Management
Laboratory Administration
Personnel Management
Practice Management
Quality Management

NEW INNOVATIONS, NEW TECHNIQUES AND NEW TECHNOLOGIES

New Innovations, New Techniques and
New Technologies

PATIENT BLOOD MANAGEMENT

Patient Blood Management

PUBLIC HEALTH AND POLICY

Public Health and Policy

QUALITY

Quality Assurance
Quality Control
Laboratory Safety
Quality Management Systems
Standards, Regulations and Accreditation

THERAPEUTIC APHERESIS

Therapeutic Apheresis

TISSUE BANKING AND MANAGEMENT

Tissue Banking and Management

TRANSFUSION SERVICE

Evidence Based Medical Practices
Pediatric Transfusion Clinical Medicine
Perioperative and Anesthesia
Transfusion Practices
Patient Safety
Patient Testing
Recipient/Patient Hemovigilance –
Noninfectious Adverse Events
(Transfusion Reactions)
Recipient/Patient Hemovigilance –
Transfusion Transmitted
Infectious Diseases
Trauma and Massive Transfusion Practices
Transfusion Medicine Clinical Practices

WRITING LEARNING OBJECTIVES

FOR CONTINUING EDUCATION ACTIVITIES

In compliance with the Accreditation Council for Continuing Medical Education (ACCME), Essential Area 2.3, session objectives are required for all components of the **AABB Annual Meeting** to maintain CME accreditation. Session objectives will be placed on the Annual Meeting website and in the printed program.

Clear, measurable learning objectives are required for every continuing medical education activity. Objectives should be specific, address identified audience needs and interests, and facilitate measuring the educational activity success. In writing objectives, use clear and attainable measures to answer the question: **“What should the participants be able to do?”** These objectives should focus on knowledge/skill acquisition or reinforcement. AABB uses the following recommended wording format for creating objectives: **“Upon completion of this activity, participants should be able to...”** This phrase is followed by a specific performance verb and the desired learning outcome.

Examples of performance verbs include:

APPLICATION	COMPREHENSION	KNOWLEDGE	ANALYSIS	SYNTHESIS	EVALUATION
Apply	Associate	Cite	Analyze	Arrange	Appraise
Calculate	Classify	Count	Appraise	Assemble	Assess
Complete	Compare	Define	Categorize	Collect	Choose
Demonstrate	Compute	Draw	Classify	Compose	Compare
Dramatize	Contrast	Identify	Contrast	Construct	Critique
Employ	Convert	Indicate	Criticize	Create	Decide
Examine	Describe	Label	Debate	Design	Determine
Illustrate	Differentiate	List	Detect	Detect	Estimate
Interpret	Discuss	Name	Diagram	Formulate	Evaluate
Interpolate	Distinguish	Point	Differentiate	Generalize	Judge
Locate	Explain	Read	Distinguish	Hypothesize	Justify
Operate	Estimate	Recite	Experiment	Integrate	Measure
Order	Examine	Recognize	Infer	Manage	Rank
Perform	Express	Relate	Inspect	Organize	Rate
Predict	Interpret	Repeat	Inventory	Plan	Recommend
Practice	Interpolate	Select	Question	Prepare	Revise
Relate	Locate	State	Separate	Produce	Score
Report	Predict	Tabulate	Summarize	Propose	Select
Restate	Report	Tell		Summarize	
Review	Restate	Trace			
Schedule	Review	Write			
Sketch	Translate				
Solve					
Translate					
Use					
Utilize					

Words that are NOT measurable and should not be used: Know | Grasp the significance of | Have knowledge of | Comprehend | Think | Be aware of | Remember | Perceive | Understand | Appreciate | Learn

PEOPLE

Each session requires one Program Director and Speakers. One person may have multiple roles.

- **PROGRAM CHAIR:** Responsible for the overall strategic direction for the session content. Manages speakers for timely submission of required documents and presentations. Moderates session by introducing speakers, maintains schedule of the session and facilitates question and answer period.
- **SPEAKERS:** There may be one to three speakers presenting the content during the session. **Note:** Requests for speakers from the FDA are handled through an established protocol between AABB and the FDA. Please contact AABB at professionaldevelopment@aabb.org to request an FDA speaker.

A speaker may only present at three (3) total sessions. This is to allow for a range of subject matter experts in the cellular therapies and transfusion medicine field.

Note: It is incumbent on the Program Chair to ensure that all speakers' participation is confirmed before any sessions are accepted. Preliminary acceptance notifications will be made in March, at which time Program Chairs will be asked to confirm all faculty and speakers will be asked to validate their contact information and provide disclosures.

You must provide the following information for each person in your session:

- Name
- Title
- Email Address
- Phone Number
- Credentials
- Organization/Affiliation (name and address)

PROGRAM CHAIR RESPONSIBILITIES

The Program Chair directs the strategy and content of the proposed session, select speakers, and serve as moderator onsite at the meeting.

Key responsibilities of the Program Chair include:

EDUCATION SESSION PROPOSAL SUBMISSION

- Review the Education Session Submission Guide.
- Submit the educational proposal by completing the online submission. <link to the submission site>.
- Preliminary acceptance notifications will be made in March, at which time Program Chairs will be asked to confirm all speakers. Before the session is accepted, speakers will be asked to validate their contact information, complete a biosketch or upload their CV, and provide disclosures/conflict of interest. The Program Chair will be responsible for ensuring that all speakers complete this information by the deadlines. If deadlines are not met, the committee may opt to accept an alternate program.

Note: Requests for speakers from the FDA are handled through an established protocol between AABB and the FDA. Please contact AABB at professionaldevelopment@aabb.org to request an FDA speaker.

- Some sessions will be selected by the AABB Continuing Education Activity Committee (CEAC) to receive American Board of Pathology (ABP) Self-Assessment Module (SAM) credits. If your session is selected to receive SAM credit, you will be required to draft six questions according to the ABP SAM Provider Toolkit by the deadline (instructions and deadlines will be sent by email).
- Review the AABB Faculty Travel and Registration document, available on the online submission site and ensure that any approved speakers have reviewed and understand this policy. **All Travel Allowance requests must be received by June 3, 2019 .**
- Review the AABB Basic ACCME Compliance Training. ACCME is the governing body that allows AABB to grant continuing medical education credits and has specific requirements about what must and must not be included in educational presentations. If your education session proposal is accepted, you will be notified with instructions of how to access this brief training material.
- Submit presentation slides that include the title of the program, the learning objectives of the session, and the Program Chair's disclosures/conflict of interest (speakers will each provide a slide with their own disclosures). Instructions for slide submission will be sent by email.
- Inform AABB (professionaldevelopment@aabb.org) of any schedule or speaker changes immediately.

ONSITE AT THE ANNUAL MEETING

- All Program Chairs and Speakers are required to check into the Speaker Ready Room onsite at the meeting at least 4 hours in advance of the session.
- Please arrive in the session room 15-30 minutes before the session begins and confirm that all speakers are present.
- Brief speakers on the presentation system, order of presentations and timing method that you will be using (e.g., five-minute notice signal). Remind your speakers of their time allotment and assist them if necessary. Remind speakers to repeat questions from the audience, for the benefit of all.
- When introducing the session, please read the script, which will be provided to you at the podium.
- Briefly introduce each speaker by their name and affiliation (no more than two minutes introduction in total for all speakers).
- If you need assistance before, during or after your session, please notify the AV technicians in the session room.

SPEAKER RESPONSIBILITIES

As a speaker during the AABB Annual Meeting, you will be responsible for providing content at an education session, which is directed by the Program Chair.

Key Responsibilities of Speakers include:

BEFORE THE MEETING:

- Preliminary session acceptance notifications will be made in March, at which time Program Chairs will be asked to confirm all speakers. Before the session is accepted, speakers will be asked to validate their contact information, complete a biosketch or upload their CV, and provide disclosures/conflict of interest. The Program Chair will be responsible for ensuring that all speakers complete this information by the deadlines. If deadlines are not met, the committee may opt to accept an alternate program. (**Note:** Name and credentials will be listed on the annual meeting website and final program exactly as they appear in the system.)
- Review the session description, objectives, intended audience and teaching level to ensure that you are aware and agree with the focus of the event content.
- Review the AABB Faculty Travel and Registration document, available here ([link to document](#)) and on the online submission site.

- Register for the meeting. Eligible complementary registration fees will be discounted accordingly at the conclusion of the registration process.
- Submit a PowerPoint presentation to the presentation management system. Presentation submission instructions and timeline will be sent by email. and a timeline. Speakers will be asked to provide consent to indicate their preference about sharing the presentation during the upload process.
- Review the AABB Basic ACCME Compliance Training. ACCME is the governing body that allows AABB to grant continuing medical education credits and has specific requirements about what must and must not be included in educational presentations. If your education session proposal is accepted, you will be notified with instructions of how to access this brief training material.

AT THE MEETING:

- All Program Chairs and Speakers are required to check into the Speaker Ready Room onsite at the meeting at least 4 hours in advance of the session.
- Please arrive in the session room 15-30 minutes before the session begins and confirm that all speakers are present.
- Sit in the front of the room to allow easy access to the podium.
- Speakers are responsible for beginning and ending on time. The Program Chair will provide a cue/sign when you have five minutes remaining.
- Each session room will have a computer where your presentation(s) has been loaded. Changes to PowerPoint presentation are not permitted in the session rooms. Any changes must be done in advance in the speaker ready room.
- When introduced by the Program Chair, proceed promptly to the podium. Use the computer to select the presentation (by speaker name). The selected PowerPoint file will launch automatically into show mode.
- Once the presentation(s) is complete, hit the escape key to see the list of presenters in the session.