Welcome to the 35th AACVPR Annual Meeting Session Proposal Submission Site

In this document, you will find all the information you need to submit your session proposal for the 35th AACVPR Annual Meeting, such as important dates, compensation policies, and how to submit the session proposal itself. You are highly advised to print this document or save it to your desktop so that you can reference it throughout the process.

Important Dates:

- **October 28, 2019:** Breakout Session, Rapid Fire Session, Pre-Meeting Workshop Session submissions open.
- **January 15, 2020:** Breakout Session, Rapid Fire Session, Pre-Meeting Workshop Session submissions close.
- **Mid-March, 2020:** Presentation submissions receive notification of submission status
- **September 30 - October 3, 2020:** AACVPR 35th Annual Meeting in West Palm Beach, Florida

What Are We Looking for?
The AACVPR Program Planning Committee and its track-focused subcommittees select content for the AACVPR Annual Meeting from over 100 session proposals each year.

This committee is looking for presenters to:

- Identify innovative techniques to meet the new healthcare landscape
- Provide strategies to meet new delivery models
- Demonstrate new cognitive sets/skills, creative thinking skills
- Address new developments in cardiac and pulmonary science/research,
- Describe effective networking skills within the hospital/ACA system,
- Identify methods to improve competencies of rehabilitation professionals
- Discuss strategies to improve the relationship of rehabilitation programs with corollary services
- Provide any other information to improve the quality and effectiveness of rehabilitation services
Session proposals are being accepted for the following educational tracks:

- Cardiovascular Rehabilitation & Clinical Cardiology
- Pulmonary Rehabilitation & Medicine
- Behavior Change and Nutrition
- Innovative Leadership
- Program Management

AACVPR 35th Annual Meeting Speaker Policies

Pre-Meeting Workshop Speaker Policy
*September 30 Presentations Only*

- Each pre-meeting workshop submission will receive a $1,500 travel voucher to be split among accepted speakers.
- Each pre-meeting workshop submission will be awarded $100 per content half hour, to be divided among speakers.
- Pre-Meeting workshop speakers conference registration is not waived.
- Speakers will be responsible for coordinating their own hotel reservations.

Breakout and Rapid-Fire Speaker Policy
*October 1-3 Presentations*

- AACVPR Member Speakers* will receive complimentary full-conference registration. Please note: speakers are responsible for coordinating their own hotel reservations.
- AACVPR Non-member Speakers* will receive complimentary full-conference registration. Please note: speakers are responsible for coordinating their own hotel reservations.

*Denotes membership at time of submission

Presentation Material Review
To comply with ACCME accreditation standards, all AACVPR Annual Meeting presenters will be required to provide AACVPR with final presentation slides on the AACVPR Annual Meeting branded template up to five weeks in advance of the meeting so that the Program Planning Committee may review them.
Submitting Your Session Proposal

AACVPR’s session proposal submission system, OASIS, is an extensive data collection system, which allows you to submit your proposal, disclosures, biographies, and learning objectives all at once. Additionally, OASIS offers a dedicated help desk accessible during Central Time business hours. If you need technical support with your submission please email support@abstractsonline.com or call 217-398-1792.

For an easier submission process, please adhere to following steps:

1. Creating a Login and Password

If you have not previously submitted, you will need to create an account in order to do so. This submission account is separate from any existing AACVPR membership account you may have.

At the submission portal, please click on “Create New Account” below the “Sign In” button. Your login will be your email address and you will be prompted to create a password if you did not create one while submitting for a past Annual Meeting. Again, login credentials are NOT the same as your AACVPR member credentials.

Once you have logged in, select the grid icon next to the Home link above to access the submissions.

Upon navigating to the AACVPR 2020 page, select the “Session Proposals” link to begin your submission.
Finally, select the type of sessions to begin your submission.

**Session Types:**

*Pre-Meeting Workshop: Session*: 3-8-hour workshop that operates independently from the rest of the conference with additional registration; often offers a mixture of theory and practice (eg., staff competencies for core components, program certification preparation, CCRP preparation).

*Breakout Session*: 60- or 75-minute sessions focused on a specific topic in a particular track (eg., ITP, psychological aspects of PR and CR, physical activity, business aspects of programs).

*Rapid Fire Session*: 45-minute track-specific highly interactive sessions that elicit significant audience participation. The session will follow the below format:

- 15 minutes –presentation with 15 slides MAX
- 20 minute discussion
- 10 minute wrap-up
- Time limits will be strictly enforced by session moderators to ensure all topics have maximum time.
- The session moderator will keep sessions flowing, assist with presentation transitions, and introduce speakers.

**Creating New Session Submission:**

1. Under “Sessions List,” click the “+ Add New” next to the session type.
2. Input details for session as follows:

   - **Session Proposed Title** (enter your title)
   - **Session Description** (describe your session succinctly for the reviewers)
   - **Additional Program Format Preference** (if you wish to have your proposal considered for additional formats, please choose those here; eg, if you submit your proposal as a breakout session and you wish to also have it considered as a rapid-fire roundtable, now is your opportunity to do that)
   - **Learning Objectives** (please list a minimum of 3 learning objectives for participants)
   - **Audience** (please check the type[s] of audiences to which you are gearing your proposal)
• **Educational Track** (please choose the track[s] under which you would like to have your proposal considered)

• **Year Presented** (if you have submitted this proposal to the committee over the past five years, please choose the year; if you have not, please click “never presented”; this is for demographic purposes only)

Once you have entered all of this information, please click “Save and Continue.”

**Primary Speaker Information**
On this screen you will see a request for Primary Speaker information. If you will be the primary speaker, please enter your information here. If you have additional speakers, there will be an opportunity later to add them. Please note that the credentials submitted on this page will be used for all marketing of conference materials.

A three to five sentence biography is also requested. Please provide a brief biography, knowing that this, too, will be used in review, marketing, educational materials, and moderator introductions.

**Conflict of Interest Disclosure Declaration**
Next, you will be asked to provide your disclosure information, which AACVPR must have in order to award CE for its programs. Please read the policy and click “I Have Nothing to Disclose” or, if you do have disclosures, choose the appropriate category and click “Add” and enter any relevant entity. For example, if you have been on a Genentech speakers’ bureau in the past 12 months, please click “Add” next to “Speaker’s Bureau” and enter “Genentech.”

Once you have finished, click “Save and Continue.”

Next you will see a page confirming the primary speaker information. If this is correct, click “Continue.”

**Copyright Declaration**
Upon completion of the Conflict of Interest Disclosure Declaration, you will be asked to review and acknowledge understanding and compliance with AACVPR’s Copyright Declaration. Once you have reviewed the declaration, check the box and click “Save and Continue.”
Next, you will see a page confirming the primary speaker information. If this is correct, click “Continue.”

**Additional Speaker(s) Information**
On this page, you will have the opportunity to add additional speakers, if any. As on the primary speaker page, please enter all relevant information as well as biography and submit their disclosure. **If you do not have any additional speakers, please click “Summary” in the left-hand column.** Please note: it the responsibility of the primary speaker to submit **all additional speaker information, including their disclosures** prior to final submission of your proposal.

**Summary Information**
On the “Summary Information” page, please review the submission form. If you need to edit this page, please click on “My Workspace” to return to your proposal. Remember, even after submitting, you can revise your submission. Speaker proposals submission officially close on **January 15, 2020.** No edits will be allowed after this date.

**Further Questions**
If you have any technical questions with your proposal submission please contact the “OASIS Help Desk” during Central Time business hours, by emailing support@abstractsonline.com or phoning 217-398-1792.

If you have questions specific to the AACVPR Program Planning Committee process, contact the AACVPR Education Staff at speakers@aacvpr.org.

Thank you so much for your submission. We look forward to reviewing your work.

AACVPR Headquarters