



CALL FOR PROPOSALS GUIDELINES

Submission Opens: October 29, 2018 · Submission Deadline: November 23, 2018 at 5 PM ET

The ACR/ARHP Annual Meeting brings together the most innovative thinkers in rheumatology.

The 2019 program will cover a wide variety of topics relevant to rheumatology, including technology advances, worldwide trends in patient care, updates on aspects of treatment, clinical breakthroughs in rheumatology, and more.

These guidelines have been compiled with you in mind to help you plan and prepare your proposal for a **Scientific Session, Meet the Professor Session, Pre-Meeting Course, Workshop, or Study Group** for the 2019 ACR/ARHP Annual Meeting. Please read these guidelines carefully, as they will outline all the details you need to successfully submit a proposal for ACR19.

PLANNING TIMELINE

NOVEMBER 23

Submission Site Closes

EARLY-MARCH, 2019

General Proposal Notifications

NOVEMBER 8-13, 2019

2019 ACR/ARHP Annual Meeting
Atlanta, GA

LATE-FEBRUARY, 2019

Committee Proposal Notifications

EARLY JUNE, 2019

Faculty Notified of Session Dates/Times

SUBMISSION CRITERIA

ALL proposals must be submitted online through the Call for Proposals site by the **Friday, November 23, 2018, 5:00 PM Eastern Standard Time** deadline to be eligible for consideration.

We are looking for proposals that:

- Reflect clinical innovation and cutting-edge research.
- Convey best practices.
- Present evidence-based medicine.
- Stimulate discussion and challenge mindsets.

Tell us about learning models that:

- Address challenges in your area of practice.
- Create opportunities to share information across geographic demographics.
- Encourage collaboration between subspecialties.
- Promote partnership within the rheumatology healthcare team.

Relevant topics may include:

- Technological advances impacting practice.
- Worldwide trends in patient care.
- Outcomes assessment and holistic treatment.

SUCCESSFUL SESSION

Proposals have the following attributes:

WHO

A clear definition of your ideal audience you are targeting.

Global perspective and relevance included (where relevant).

Overall diversity of faculty and their expertise, areas of focus, etc.

WHAT

New, innovative topics & information.

Educational value

Thought-provoking key takeaways and skills that attendees can immediately apply on the job.

HOW

Enough resources to organize the session and successfully execute it.

Specific plan for engaging the audience (eg. polling, technique demonstrations, group exercises, other interactive engagement).

TARGET AUDIENCE

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

- Clinicians (eg. Adult/Pediatric Rheumatologist)
- Researchers
- Educators
- Practice Managers
- Fellow-in-Training/Medical Student
- Non-Physician/Health Professional
- Other

SUBMISSION CATEGORIES

ACR is seeking proposals in the following education formats:

Scientific Sessions: 60 or 90 minute sessions that provide an update on the most recent developments in the field of rheumatology and provide instruction to improve patient care. Developments from other specialties and practical patient management skills will be emphasized.

Meet the Professor Session: 90 minute session that provides an opportunity for interaction and consultation with highly respected professionals who have expertise in a particular area.

Pre-Meeting Course: One to two day courses that offer attendees, with a specific interest, a unique learning opportunity.

Study Group: 60 minute networking opportunity that brings together attendees with a common interest in one disease, a group of related disorders, or a specialized field of study for discussion and dissemination of information.

Workshop: 120 minute session that fosters hands-on learning, and provide an opportunity for interaction and consultation with highly respected professionals who have expertise in a particular area.

SUBMISSION INSTRUCTIONS

All proposals must be submitting using ACR's new Call for Proposals submission site located on www.rheumatology.org/Annual-Meeting/Education/Call-for-Proposals.

Collect the following proposal details before submitting your online proposal:

Session Title: Identifies the topic to be covered. Use descriptive titles, as attendees often search for sessions using a keyword.

Session Overview: Describes the relevance of the content to the learner and explains how content areas will fit together. Limit to 200 words or less.

Learning Objectives: Bridges the gap between previously stated needs and the desired outcome/result of the learner. List 3 learning objective statements.

Target Audience: Identifies which learners will likely benefit from the educational content (e.g., educator, health professional, physician, etc.).

Interaction Plan: Specifies your plan for engaging the audience of your session.

Session/Course Agenda: Outlines specific topics and content areas that will be covered and identifies specific content experts who will cover each topic. You will need the contact information for any speakers or moderators you identify.

ELIGIBILITY REQUIREMENTS

- Members and non-members of the ACR and ARHP are eligible to submit a proposal.
- Complete all of the required fields requested on the submission form. **Failure to complete these required fields will result in the proposal being considered an incomplete submission and will not be reviewed.**
- **Submitter must agree to participate**, if the proposal is selected by the Annual Meeting Planning Committee (AMPC) to be presented at the 2019 ACR/ARHP Annual Meeting, November 8-13, 2019 in Atlanta, GA.
- Proposals must be submitted through ACR Call for Proposals submission site. No edits will be permitted after **Friday, November 23 at 5 PM ET.**

REVIEW AND SELECTION PROCESS

- After thorough review of submitted proposals, **the AMPC selects topics based on needs assessment and practice gap analysis.** The AMPC makes a special effort to incorporate as many member and committee proposals as possible into the final program.
- **The AMPC reserves the right to accept all or part of a proposal** (e.g., edits the title, objectives, speakers, or combines it with another session, topic, etc.).

NOTIFICATIONS

- Committee representatives and staff liaisons will be notified of the acceptance or rejection of their proposal(s) by late February 2019.
- General proposal notifications will be sent out in late March 2019.

HELPFUL TIPS

1. **Review session proposal form fields for each submission type in the Sample Proposal Form document located on www.rheumatology.org/Annual-Meeting/Education/Call-for-Proposals**, which displays all of the components the ACR is requesting on the online proposal form.
 2. **Be thorough.** We're looking for well-researched session proposals. Tell us about your target audience and why your session will be of importance or value to this audience. What needs will this educational content meet or what learning gaps will it address?
 3. **Submit more than one proposal.** Suggest as many ideas as you like! Each proposal must be submitted separately.
 4. **Be mindful of the ACR's audience.** Attendees include physicians, health professionals, and scientists who treat or conduct research for those with or at risk for arthritis and rheumatic and musculoskeletal diseases. More than 15,000 rheumatology professionals from over 100 countries attend the meeting to discuss and review the latest rheumatology innovations, research, and clinical applications.
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ACR PROGRAM STAFF CONTACTS

Scientific Session Proposals

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