The ACR/ARHP Annual Meeting brings together the most innovative thinkers in rheumatology. The 2018 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.

The ACR is encouraging everyone to submit a proposal for the 2018 ACR/ARHP Annual Meeting. For the latest information on the 2018 Call for Proposals process, visit the ACR website.

Why Speak at the Annual Meeting?

For more than 80 years, the ACR/ARHP Annual Meeting has been considered the pre-eminent rheumatology event to attend. Countless speakers from all sectors of the field have used the Annual Meeting as their main platform for showcasing their expertise and findings. Be a part of the world's largest rheumatology gathering by submitting a proposal during the 2018 ACR/ARHP Annual Meeting Call for Proposals.

The ACR is seeking speakers who are forward thinking and engaging, and who drive meaningful discussion about what is on the forefront of rheumatology. Opportunities include over 400 educational sessions.

- Establish yourself as an expert who tackles the most pressing issues in therapeutic areas such as fibromyalgia, gout, osteoporosis, rheumatoid arthritis, and many more subject areas critical to rheumatology.
- Build crucial dialogue with your audience through multiple interactive education formats.
- Spark creative conversations: we welcome unique and cutting-edge topic ideas for sessions.
- Profile new technology and provide insight on promising research developments.

Submission Guidelines:

Submission Opens: August 14, 2017
Submission Deadline: November 17, 2017 noon EST

Submission Categories:

EDUCATION SESSION Proposals
Proposals can be submitted by ACR/ARHP members or non-members. These proposals are for submitters interested in developing Pre-Meeting Courses, ACR Sessions, ARHP Session, Meet the Professor Sessions, and Workshops.

STUDY GROUP Applications
Applications must be submitted by ACR/ARHP members. Study Groups are generally characterized by small networking groups (less than 100 people) engaged in discussions on a specific topic.
Submission Criteria
To be eligible for consideration, all proposals must be submitted online through the Call for Proposals site by Friday, November 17, 2017, noon EST.

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 among physicians and health professionals.

Relevant topics may include:
- Technological advances impacting practice.
- Worldwide trends in patient care.
- Outcomes assessment and holistic treatment.

What makes a proposal successful?
- Education value.
- New, innovative topics & information.
- Global perspective and relevance included (where relevant).
- Thought-provoking key takeaways and skills that attendees can immediately apply on the job.
- Overall diversity of faculty and their expertise, areas of focus, etc.

Submission Instructions
ITEMS YOU WILL NEED
Collect the following proposal details before proceeding:
- Session Title: Identifies the topic to be covered. Use descriptive titles, as attendees often search for sessions using a keyword.
- Needs Assessment: Explains how the session will meet the educational needs of the target audience and identifies any practice gaps that will be addressed during the session. Limit to 200 words or less.
- 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 3–5 learning objective statements.
- Target Audience: Identifies which learners will likely benefit from the educational content [e.g., educator, health professional, physician, etc.].
- Session Format: Specifies the ideal educational format to present the content and foster learning [e.g., lecture, symposia, workshop, concurrent session, etc.].
- 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.

HELPFUL TIPS
- Download the Education Session Proposal form, located on the Annual Meeting website, which displays all of the components the ACR is requesting on the online proposal form.
- 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?
- Submit more than one proposal. Suggest as many ideas as you like! Each proposal must be submitted separately and ranked in order of importance.
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 16,000 rheumatology professionals from over 100 countries attend the meeting to discuss and review the latest rheumatology innovations, research, and clinical applications.

**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 2018 ACR/ARHP Annual Meeting in Chicago, IL.
- Proposals must be submitted through ACR Call for Proposals submission site. No edits will be permitted after **Friday, November 17, 2017 at noon EST.**

**Review and Selection Process**

**REVIEW AND SELECTION**

- 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**

- An email acknowledgement is sent upon submission of each completed proposal.
- Committee representatives and staff liaisons will be notified of the acceptance or rejection of their proposal(s) by late February 2018.
- General and Study Group proposal notifications will be sent out in late March 2018.

**Eligibility Requirements**

Any **ACR/ARHP member** interested in coordinating a Study Group is eligible to submit a Study Group application. Membership status **must be current** at the time of submission and of the 2018 Annual Meeting. **Study Groups are open for all Annual Meeting attendees to attend. CME credits are not provided.**

**Application**

Applications must be submitted online by the Study Group coordinator on the official application form no later than **Friday, November 17, 2017 at noon EST.**

Applications must include the name/title of the Study Group, the target audience and number of expected attendees, a needs assessment/justification explanation, and a session overview in order to be considered complete. **Incomplete applications will not be reviewed.**

Because Study Groups are considered networking sessions, speakers and talk titles will not be published in the Session Tracker [program book]. However, if the program agenda/speaker details are provided to the ACR by the Study Group session modification deadline on **July 27, 2018,** they may be published online in the Online Program and Annual Meeting App.
**Review Process**

All Study Group applications must be reviewed and approved by the ACR. Approval of applications will be at the ACR’s discretion and will depend upon several factors, including space availability. Priority will be given to programs that address educational needs or interests of the ACR membership that are not addressed in the official ACR programming. The decision of the ACR is final.

Each Study Group is expected to present fair and balanced educational content. Following the ACR’s review and approval, Study Group coordinators will then be given the opportunity to make modifications to the program.

**Assignment of Date and Space**

Study Groups will be held from 1:00–2:00 PM on Sunday, Oct. 21, Monday, Oct. 22, and Tuesday, Oct. 23. The duration of each Study Group may not exceed the assigned time slot of 60 minutes. Assignment of dates will be at the ACR’s discretion. The ACR will provide meeting space at no additional charge. Each Study Group must be held in the assigned space. Each room will be arranged with theater seating. Room assignments will be confirmed after the ACR scientific program has been finalized.

An audiovisual technician and standard audiovisual equipment, consisting of an LCD projector, screen, microphone, and pointer, will be provided for each Study Group. Special requests must be listed on the application form.

**Evaluations and Speaker Agreements**

Because Study Groups are not CME activities, the ACR will not provide attendee evaluations or speaker agreements. If the Study Group coordinator desires an evaluation of the session, it is the responsibility of the Study Group coordinator to develop, distribute, collect, and tabulate such attendee evaluations. Each Study Group evaluation must include the following disclaimer: “This activity is not an official program of the American College of Rheumatology.”

It is recommended, but not required, that each Study Group coordinator provide a speaker agreement for each non-ACR member speaker.

ACR staff will provide Study Group coordinators with a sample evaluation and speaker agreement upon request.

**Administrative Support**

It is entirely the responsibility of the Study Group coordinator to invite speakers and manage administrative duties of the Study Group, including corresponding with speakers. ACR staff will not provide administrative support for these purposes.

**Educational Materials**

Study Group coordinators may produce educational materials that are based on the presentations of the Study Group. However, these materials may not be associated with or reference the ACR or its Annual Meeting. **Funding from industry or third parties to produce such educational materials is not permitted.**

**Promotional Opportunities**

The ACR will list all approved Study Groups online in the Online Program, Annual Meeting App, in the Session Tracker (program book), on signage at the meeting, and through other media, at the discretion of the ACR. Program information publicized by the ACR may be modified to conform to ACR requirements. Session overviews, speakers, and talk titles will only be referenced online in the Annual Meeting App.

The development and implementation of a Study Group requires a large investment of your time. The ACR appreciates your efforts to enhance the educational value of the Annual Meeting.