

Call for Invited Programs Submission Process

We encourage proposals that explore new advancements within the field of transplantation. Incomplete proposals will not be considered, and no extensions will be granted after the August 28, 2023 11:59 PM PST deadline.

Please review this document for a full understanding of how the submission process works and how to design your proposal.



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Policies

Please be sure you have read and understand the Program Submission Process prior to submitting your program. All submissions and presenters are subject to evaluation for CME compliance and may be subject to modification or refusal. Employee/owners of ineligible companies (as defined by the ACCME) cannot be considered for CME programming.

- Program submission is a proposal only, and that the planning committee has the right to change or alter it in any way they deem fit.
- Session proposers should advise all involved in their proposal that submission of a proposal does not constitute an invitation to appear on the program.
- Individual invitations are sent in the fall from the ATC central office, following the program planning committee's review and decision on programs.
- All proposals must be submitted online.
- Paper and email proposals will not be considered.
- Incomplete proposals will not be considered.

Call for Proposals - Submission Process Summary

1. Select a session format
2. Confirm an understanding on call for programs submission policies
3. Provide proposed session title
4. Select program topic
5. Provide session description
6. Provide 3 goals and objectives
7. Indicate whether program is in collaboration with an ASTS/AST Committee/COP
8. Select ALL key words that apply to the submission
9. Enter moderator(s) and alternates full name, institution, email
10. Enter speaker(s) and alternates full name, institution, email
11. Enter speaker title
12. Review summary of information

Submission Process Details

Select Session Format

- **Interactive Symposium:** A group of experts who meet on an equal basis to review and discuss specialized, professional matters, before an audience. Q&A or panel discussion to close out the session.
 - Must submit 2 Moderators and 2 Moderator alternates
 - Must submit 3 Speakers and 3 Speaker alternates
- **Hot Topic Debate:** To stimulate interest and debate, arrange for two or three views of a controversial issue to be presented. There should be a clear “Setting the Stage Presentation”, “Pro”, and “Con” designation when submitting presentation titles.
 - Must submit 2 Moderators and 2 Moderator alternates
 - Must submit 3 Speakers and 3 Speaker alternates
 - Speaker 1 – “Setting the Stage”
 - Speaker 2 – “Pro”
 - Speaker 3 – “Con”
- **Meet-the-Expert:** Intended to be a small group audience. The purposeful layout is designed to allow interaction and discussion while creating new connections. The setting is a relaxed, informal atmosphere. This session is a conversation-based discussion – *similar to a Fireside Chat session*. There are not presentation slides.
 - Must submit 2 Moderators, 2 Moderator alternates, 2 Speakers, and 2 Speaker alternates that will speak on the SAME topic during program submission.
- **Theme Submission:** These are themes and speakers submitted to the Program Committee. The Program Committee will develop accepted themes into full sessions.
 - Topics for 2024 include:
 - Organ Machine Perfusion
 - Organ Repair in 2024
 - Organ Allocation
 - Must submit a minimum of 1 Speaker and 1 presentation title.
- **In-Depth Symposium (Saturday, June 1 only):** Half day sessions designed around a specific topic of interest. These sessions provide in-depth state-of-the-art information focused both on clinical and research areas from various perspectives, allowing attendees to make connection and incorporate the knowledge acquired into their everyday practice. This session will be divided into two parts with a 30-minute break.
 - Must submit 2 Moderators and 2 Moderator alternates.
 - Must submit 8 Speakers and 8 Speaker alternates.
 - Samples can be found by visiting: <https://atcmeeting.org/scientific-program-0>

Session Details

Program Topic: The following program topics are designed to provide program committee guidance when reviewing submissions and allocating programs. You will need to select the program topic that BEST applies to your submission.

- Administrative
- Advanced Practice Provider
- Basic Science/Immunology
- Translational
- HLA
- Heart
- Lung
- Liver
- Kidney
- Pancreas
- Small Bowel
- Infectious Disease
- Pediatric
- Pharmacy
- Professional Development
- Psychosocial and Ethics
- Public Policy and Regulatory Issues
- Vascularized Composite Allograft
- Women's Health
- Other

Session Description: Each program submission will need to provide a brief description that can be used to promote the session.

Goals and Objectives: Each program submission will need to provide **3** Goals and Objectives.

Keywords: Each program submission will need to select 2-3 keywords. Selecting keywords that apply to your submission will assist attendees when building their onsite schedules and navigating the program.

Review Process

- The Program Planning Committee members will review each submission. Each program will be scored according to the official grading rubric.
- Scores will be used to rank the program proposals.
- Programs are evaluated and scored based on 5 areas:

Review Rubric

1. **Content:** The proposal's content clearly illustrates thoroughness, quality, and clarity.
2. **Learning Outcomes:** The proposal includes well developed learning outcomes that will add to attendee learning and development.
3. **Innovation/Creativity:** The proposal represents innovative and/or creative approaches to professional practices, theory, or research.
4. **Relevancy:** The proposal articulates a clear connection to an area/topic of the Congress.
5. **Organization of Topics/Speakers:** The proposal is well-organized and includes topics and speakers that would be engaging to attendees.

Selection Process

- The Program Planning Committee will meet in September to formally select the programs to be presented at the conference.
- Programs will be formally evaluated and discussed based on their scores from the initial review process.

Programs may be accepted in one of two ways:

1. **Accepted As-Is:** The program is accepted as it was submitted, with no changes.
2. **Accepted with Edits:** Possible changes may be made to session/presentation titles, speakers or moderators, or use ideas from your program in combination with other submitted proposals.

Programs may be rejected due to:

- Review scores too low
- Too similar to past presentations
- No new data is being presented
- Overlap of other programs being presented
- Topics are not fully developed

Notification

- ATC Staff will send notifications on the status of your program proposal in November 2023.
- Notifications are sent to the program submitter only.
- Submitters should not contact any proposed speakers or moderators; all communication will be sent by ATC Staff.