

TITLE: Annual Session Unsolicited Presentation Submission and Evaluation					
Version: 1.0		Last approved date: 01/11/2018		Last revised by: Debra Gander	
Relevant Officers:					
X	President		President-Elect		Immediate Past President
X	Councilor, Academy Affairs	X	Councilor, Communications	X	Councilor, Educational Affairs
X	Councilor, Public Policy & Scientific Affairs	X	Treasurer	X	Executive Director
Relevant Committees: Annual Session Committee					

Purpose:

Every year the Annual Session Committee solicits speakers and presentations that are relevant to the overall theme of the Annual Session. Occasionally, an individual contacts the Councilor for Academy Affairs with a request to present a topic at the Annual Session. This SOP describes the procedure for submission and evaluation of unsolicited proposals for AAOMR Annual Session presentations.

Abbreviations: N/A

Submission Procedure:

- Submitted proposals will include a title and an abstract or description limited to 300 words. Additionally, the proposal must include the presenter's CV and reference of work in terms of publications and record of clinical care related to the topic submitted.
- While early submissions are encouraged, the deadline for submission of the presentation proposal is March 1. The proposal must be sent to the Annual Session Committee chair via the AAOMR website.

Evaluation Procedure:

- Evaluation of the presentation proposals will be a competitive process in which the Annual Session Committee will review and compare all submissions.
- Submission of a proposal does not guarantee acceptance. The committee will consider various aspects of the proposal, including scientific rigor, presenter expertise, timeliness of the topic, and applicability of information to annual session audiences.
- The time available for the presentation, if accepted, will be limited by the number of solicited presentations as determined by the Annual Session Committee
- Annual Session Committee decision will be relayed to prospective presenters by April 1.

Process: Submission Procedure		
<i>When</i>	<i>Individual(s) Responsible</i>	<i>Task</i>
March 1	Chair, Annual Session Committee	Deadline for presentation proposal submissions via AAOMR website

Process: Evaluation Procedure		
<i>When</i>	<i>Individual(s) Responsible</i>	<i>Task</i>
April 1	Chair, Annual Session Committee	Notify prospective presenters of decision

Document History:

Version No.	Version Date	Description of Change	Author(s)
1.0	01/11/2018	Initial implementation	Debra Gander and Rumpa Ganguly

Current version approval by the Executive Council

Date: 01/11/2018