

2024 Education Partner Program Submission Requirements

The ACR will review all complete applications and reserves the right to reject topics, formats, or materials deemed inappropriate, or to cancel this program in part or in its entirety, if it determines it is in the best interest of ACR to do so.

Upon notification of approval, letters of agreement will be signed between the ACR and the applicant organization outlining the guidelines and submission requirements, including but not limited to the information below.

The ACR reserves the right to request a review of content at any time. ACR representatives may register for activities for the purposes of observation.

1. Organization Detail

- a. List all entities that are involved in the design, development, management, support and execution facilitation of the activity, the leadership of the proposed activity, and describe the role of each entity.
- b. If the entity responsible for the execution of the activity will be receiving commercial support for the activity, please list the commercial supporter's name and describe the funding agreement terms.

2. Program Information

- a. Activity Title
- b. Activity Dates (Start and End)
- c. Enduring Activity Launch and Expiration Dates (if applicable)
- d. Activity Description – *See application for further details.*
- e. List all individuals involved in the activity and their role, including faculty.

****Non-profits will need to submit proof of their non-profit status by providing a copy of their tax-exempt status.**

3. Needs Assessment

- a. Explain how your activity will meet or address an educational need or gap.
- b. Use the needs assessment template to develop the programs content and upload the template within the application form.

4. Goals and Objectives

- a. Briefly state the overall goal of the activity.
- b. List 1-3 objectives you plan to meet, in terms of learning and expected outcomes.

5. Target Audience

- a. Describe the primary audience(s) targeted for this activity and anticipated audience size.

6. Design and Methods

- a. Describe the planned activity, the educational approach, and the way the planned methods address the established need.

7. Content Capture

- a. What **IS** permissible
 - i. **"Host Partners"** – See *Education Partner Program Guidelines* for details.
 - ii. **Obtain PPT decks directly from Speakers** – this is at the speaker's discretion, and the partner must inform faculty that they are an official Education Partner, but the reporting is independent and do not represent the ACR.
 - iii. **Reprint Abstracts** after gaining permission from Wiley – See *Education Partner Program Guidelines*.
- b. **What is NOT permissible** - live streaming unless a 'Host Partners' approved by ACR, downloading, or recording original Winter Rheumatology Symposium 2023, ACR Education Exchange 2023 or ACR Convergence 2023 content from the virtual meeting platform (to include AV presentations, materials, syllabi, abstracts, posters, audio recording, etc.).

8. Evaluation and Outcomes

- a. Describe how your organization will collect and analyze data from the activity to determine impact.

9. Timeline/Milestones

- a. Provide an anticipated timeline for the development of your activity, including the start/end dates.

10. Budget Upload

- a. All applicants must provide a complete Activity Budget that illustrates the full cost of the activity, to include detailed descriptions for the following line items:
 - i. ACR Fees (Live and Enduring)
 - ii. Program Development
 - iii. Content Acquisition and Development
 - iv. Program Materials
 - v. Production
 - vi. Logistics
 - vii. Marketing/ Advertising
 - viii. Faculty Presenters Honoraria
 - ix. Project Management
 - x. Misc/ Admin fees
 - xi. Other Fees
- b. Applicant organizations must accept financial responsibility for all aspects of their activity.
- c. Provide Activity Budget that illustrates the full cost of the activity and includes detailed line-item descriptions.
- d. Indicate if you have secured corporate support for the activity, or if you have received a Letter of Intent from the corporate supporter.
- e. Use the budget template to develop the programs budget and upload the template within the application form.

11. Additional Information

- a. If there is any additional information you feel ACR should consider, please summarize in the section provided.

If you have any questions, please contact ACR Staff at educationpartners@rheumatology.org or via Phone: (404) 633-3777.