CALL FOR
SESSION SUGGESTIONS

ACR
Convergence
Where Rheumatology Meets
#ACR25

Submission Requirements

To submit a session proposal, log into the submission platform. Once logged into the submission platform, you will be prompted to include the following information in your submission:

START A SUBMISSION

- Submission Title: A proposal must have a short, specific title (containing no abbreviations) that indicates the nature of the content.
- Submission Type: The type and/or number of speakers/panelists for the proposed session. See list of Submission Types.
- Submission Category: The content area most appropriate for the session. See list of Submission Categories.

After arriving on the task page, complete the tasks displayed. Depending upon the **Submission Type** you select, you may have different tasks.

Session Idea or Speaker

If you do not have a complete plan for a session, you may select the "Session Idea or Speaker" Submission Type. You will only need to include the following in a "Session Idea or Speaker" submission:

1. Session Type: Suggest a possible session type for your idea or speaker. See list of Session Types.
2. Idea *(250 word maximum)*: Select the most appropriate Primary Topic for your idea or speaker. Describe your idea for a topic, issue, or condition you would like to see covered or the name of a valued speaker that you think will teach and inspire. The Annual Meeting Planning Committee (AMPC) will consider this information when crafting sessions.

Sessions and Panels

Other session suggestion types include State of the Art, Limited Symposium, Great Debates, and others. The tasks to complete these are:

1. **Attestations**
   - Read and attest to understanding of session suggestion policies.

2. **Session Details**
   - Select session length of 45, 60, or 90 minutes. Keep in mind the number of speakers in your session when selecting session length.
   - References: Provide at least one and up to three evidence-based medicine references

3. **Session Overview**

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- Content Category: The Primary Topic most appropriate to the proposal. See list of Primary Topics.
- Session Description *(250 word maximum)*: Briefly describe the goals and content of this session in a statement that will be viewable by the learner. To see examples from #ACR24, please visit the ACR Convergence 2024 Online Program.
- Proposal Rationale *(250 word maximum)*: Provide a brief explanation of why you are proposing this session to be weighed when your proposal is evaluated for acceptance.

4. **Learning Objectives**
Provide three learning objectives that are clear, measurable, and achievable.

5. **Faculty**
Select suggested speakers/panelists and moderator for your session. See the list of Submission Types for the roles and number of faculty for each session.

6. **Presentations** *(only applicable for suggested sessions with multiple speakers)*
Enter the talk titles for the individual presentations within the session. The speaker(s) previously entered in the "Faculty" task will be listed for the submitter to add their talk titles. Try to avoid abbreviations and include only commonly used acronyms when necessary.

Finishing A Submission

After completing all tasks, be sure to click on **Save Submission** and then **Submit** to complete your submission. You will receive an email confirmation when your submission is successfully completed.

Submitters should not reach out to faculty after the notification of acceptance is received, as proposals are sometimes edited by the planning committee and recommended faculty selections changed. A member of the planning committee will reach out to invite faculty after acceptance.

If you need assistance with your submission or have any questions, please contact education@rheumatology.org.