This document will help you prepare your proposal for an education session at the 2020 AABB Annual Meeting. Please note that you can access your proposal to add, update or edit the content through the submission period, which ends January 31, 2020.

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AABB CONTINUING MEDICAL EDUCATION MISSION STATEMENT

The goal of the AABB Continuing Medical Education (CME) and Continuing Education (CE) Program is to support the AABB mission to advance the practice and standards of transfusion medicine, cellular therapies and patient blood management to optimize patient and donor care and safety. This goal is accomplished by producing relevant, high quality and cost-effective continuing education that increases the knowledge and/or competence of physicians and other allied health care professionals.

CME for physicians; CE for non physicians

PLANNING TIMELINE

**JANUARY 31, 2020**
Submission Site Closes

**APRIL 2020**
Preliminary Acceptance Notifications

**MID-MAY 2020**
Final Acceptance Notifications

**OCTOBER 3-6, 2020**
AABB Annual Meeting, Baltimore, MD

SUCCESSFUL SESSION PROPOSALS HAVE THE FOLLOWING ATTRIBUTES:

**WHO**
A clear definition of the ideal audience you are targeting.

Global voices and perspective included (where relevant).

Diversity of presenter expertise, workplace affiliations and areas of focus.

**WHAT**
New, innovative topics and information that is gaining traction in the field.

Educational value not available elsewhere.

Thought-provoking key takeaways for attendees.

**HOW**
Enough resources to organize the session and successfully execute it.

Program Chairs who can lead discussion and facilitate interaction among presenters.

Program Chair must also facilitate all session and speaker preparations leading up to and onsite on the Annual Meeting.

Specific plan for audience engagement, such as group exercises, Q&A, etc.

**TARGET AUDIENCE**

CE and CME activities are designed to serve the professional and educational needs for:

- CEOs
- COOs
- Directors
- Donor Recruiters
- Managers
- Medical Directors
- Nurses
- Physicians
- Perfusionist Research Scientists
- Residents/Fellows
- Students (MD, MT, SBB)
- Supervisors
- Technologists
- Transfusion Safety Officers
SESSION INFORMATION

• Session title. Title should be succinct and clearly reflect the specific topic of the session (avoid use of copyright titles and cute titles).
• Submitter name & email
• Program Chair name & email (if different from submitter)
• All sessions are 90 minutes in length
• Each session will have one (1) Program Chair and a maximum of three (3) presenters
• Audience Response System (ARS) Request – Are you requesting an ARS? If yes, you will be asked to provide an explanation for how ARS would be used for your session.

SESSION TITLE & DESCRIPTION

• Your session title cannot exceed 100 characters.
• Your session description cannot exceed 2,000 characters.
• You will have the option of cutting and pasting your description content or uploading a plain text or HTML document (you can save a Word file as HTML for upload). Please do not include your objectives in your description. Refrain from including notes to the committee unless you are requesting help identifying appropriate speakers.

AMERICAN BOARD OF PATHOLOGY SELF-ASSESSMENT MODULE (SAM) CREDITS

To ensure that all attendees have the opportunity to earn continuing education credits that are relevant to them, some sessions from the AABB Annual Meeting will be selected to receive American Board of Pathology (ABP) Self-Assessment Module (SAM) credits. These sessions will be selected by the AABB Continuing Education Activity Committee (CEAC). Attendees will be asked to write a brief response outlining what they learned at the session and what elements of practice they commit to change or maintain based on what they learned.

COMMITTEE AND JOINT SESSIONS

If a proposal is being submitted by an AABB committee, workgroup or as a joint session with another organization, we ask that you add the group name to specify which committee, workgroup, organization, etc. This can be done by choosing “Add Group” below the confirmation of the participants and filling in the group name during the online submission process. All such sessions undergo the same review process by the Annual Meeting Education Committee (AMEC) using the same metrics and quality review as other proposals.

PRELIMINARY ACCEPTANCE

Prior to acceptance, the AMEC may request submitters to merge proposals on similar topics or that have significant overlap. This is to minimize repetition and produce a quality session. The AMEC will communicate any requested changes to the session proposal to the Program Chairs in April 2020.
CATEGORIES AND KEYWORDS

You will be asked to choose a primary category and up to five keywords. The primary category should reflect the overall topic of your proposal. Keywords should reflect other topics that are covered in your proposed session.

**BLOOD BANK/BLOOD CENTER**
- Collections and Product Manufacturing
- Component Processing
- Donor Hemovigilance – Noninfectious Adverse Events
- Donor Apheresis
- Donor Collections
- Donor Recruitment and Retention
- Donor Testing

**CELL BIOLOGY, IMMUNOLOGY AND BIOCHEMISTRY**
- (Basic and Preclinical Research)
  - Leukocytes (includes Experimental transplantation/immunotherapy)
  - Platelets
  - Red Cells

**CELLULAR THERAPIES AND IMMUNOTHERAPIES**
- Collections, Processing and Storage
- Hematopoietic Cell Therapy/Transplant
- Cord blood (including cord tissue and perinatal cells)
- Immunotherapies (includes CAR T cells)
- Nonhematopoietic Cell Therapy
- Regulations
- Somatic Cell Therapy
- Regenerative Medicine

**IMMUNOHEMATOLOGY AND GENETIC TESTING**
- (red cells, leukocytes and platelets)
- Immunohematology (includes serology)
- Molecular Diagnostics and Testing

**HEMATOLOGY AND COAGULATION**
- Disorders
- Testing and Assay Development

**INFORMATION TECHNOLOGY**
- (IT, aka Informatics: EHR, LIS)
  - Instrumentation

**INVENTORIES**
- Inventory Distribution
- Inventory Management
- Inventory Storage

**LEADERSHIP**
- Marketing
- Operations
- Strategic Planning

**MANAGEMENT**
- Financial Management
- Laboratory Administration
- Personnel Management
- Practice Management
- Quality Management

**NEW INNOVATIONS, NEW TECHNIQUES AND NEW TECHNOLOGIES**
- New Innovations, New Techniques and New Technologies

**PATIENT BLOOD MANAGEMENT**
- Patient Blood Management

**PUBLIC HEALTH AND POLICY**
- Public Health and Policy

**QUALITY**
- Quality Assurance
- Quality Control
- Laboratory Safety
- Quality Management Systems Standards, Regulations and Accreditation

**THERAPEUTIC APHERESIS**
- Therapeutic Apheresis

**TISSUE BANKING AND MANAGEMENT**
- Tissue Banking and Management

**TRAINING/EDUCATION METHODS**
- Competency Assessment
- Professional Development
- Proficiency Testing
- Training

**TRANSFUSION SERVICE**
- Evidence Based Medical Practices
- Pediatric Transfusion Clinical Medicine
- Perioperative and Anesthesia
  - Transfusion Practices
- Patient Safety
- Patient Testing
- Recipient/Patient Hemovigilance – Noninfectious Adverse Events (Transfusion Reactions)
- Recipient/Patient Hemovigilance – Transfusion Transmitted Infectious Diseases
- Trauma and Massive Transfusion Practices
- Transfusion Medicine Clinical Practices
WRITING LEARNING OBJECTIVES
FOR CONTINUING EDUCATION ACTIVITIES

Clear, measurable learning objectives are required for every continuing medical education activity. Objectives should address specific audience needs and interests, and facilitate measuring the educational activity. In writing objectives, use clear and attainable measures to answer the question: “What should the participants be able to do?” These objectives should focus on knowledge/skill acquisition or reinforcement. AABB uses the following recommended wording format for creating objectives: “Upon completion of this activity, participants should be able to...” This phrase is followed by a specific performance verb and the desired learning outcome.

Examples of performance verbs include:

<table>
<thead>
<tr>
<th>APPLICATION</th>
<th>COMPREHENSION</th>
<th>KNOWLEDGE</th>
<th>ANALYSIS</th>
<th>SYNTHESIS</th>
<th>EVALUATION</th>
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<tbody>
<tr>
<td>Apply</td>
<td>Associate</td>
<td>Cite</td>
<td>Analyze</td>
<td>Arrange</td>
<td>Appraise</td>
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<tr>
<td>Calculate</td>
<td>Classify</td>
<td>Count</td>
<td>Appraise</td>
<td>Assemble</td>
<td>Assess</td>
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<tr>
<td>Complete</td>
<td>Compare</td>
<td>Define</td>
<td>Categorize</td>
<td>Collect</td>
<td>Choose</td>
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<tr>
<td>Demonstrate</td>
<td>Compute</td>
<td>Draw</td>
<td>Classify</td>
<td>Compose</td>
<td>Compare</td>
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<tr>
<td>Dramatize</td>
<td>Contrast</td>
<td>Identify</td>
<td>Contrast</td>
<td>Construct</td>
<td>Critique</td>
</tr>
<tr>
<td>Employ</td>
<td>Convert</td>
<td>Indicate</td>
<td>Criticize</td>
<td>Create</td>
<td>Decide</td>
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<td>Label</td>
<td>Debate</td>
<td>Design</td>
<td>Determine</td>
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<tr>
<td>Illustrate</td>
<td>Differentiate</td>
<td>List</td>
<td>Detect</td>
<td>Detect</td>
<td>Estimate</td>
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<td>Discuss</td>
<td>Name</td>
<td>Diagram</td>
<td>Formulate</td>
<td>Evaluate</td>
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<tr>
<td>Interpolate</td>
<td>Distinguish</td>
<td>Point</td>
<td>Differentiate</td>
<td>Generalize</td>
<td>Evaluate</td>
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<tr>
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<td>Explain</td>
<td>Read</td>
<td>Distinguish</td>
<td>Hypothesize</td>
<td>Judge</td>
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<tr>
<td>Operate</td>
<td>Estimate</td>
<td>Recite</td>
<td>Experiment</td>
<td>Infer</td>
<td>Justify</td>
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<tr>
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<td>Recognize</td>
<td>Inspect</td>
<td>Inventory</td>
<td>Measure</td>
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<td>Express</td>
<td>Relate</td>
<td>Plan</td>
<td>Manage</td>
<td>Rank</td>
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<td>Interpret</td>
<td>Repeat</td>
<td>Produce</td>
<td>Organize</td>
<td>Rate</td>
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<tr>
<td>Practice</td>
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<td>Select</td>
<td>Propose</td>
<td>Plan</td>
<td>Recommend</td>
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<tr>
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<td>State</td>
<td>Summarize</td>
<td>Prepare</td>
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<tr>
<td>Translate</td>
<td>Utilize</td>
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</tbody>
</table>

Words and phrases that are NOT measurable and should not be used: Know, Grasp the significance of, Have knowledge of, Comprehend, Think, Be aware of, Remember, Perceive, Understand, Appreciate, Learn.
PEOPLE

Each session requires one Program Director and up to three Speakers. One person may have multiple roles.

• **PROGRAM CHAIR**: Responsible for the overall strategic direction for the session content. Manage speakers for timely submission of required documents. Review presentations and ensure upload to the presentation management system at least four hours in advance of the session. Ensure that speakers are on-time and present at session. Moderate session by introducing speakers, maintains schedule of the session and facilitate question and answer period.

• **SPEAKERS**: There may be one to three speakers presenting the content during the session. Speakers should represent different organizations. **Note**: Requests for speakers from the FDA are handled through an established protocol between AABB and the FDA. Please contact AABB at professionaldevelopment@aabb.org to request an FDA speaker.

**IMPORTANT**: Individuals are permitted to participate in a maximum of three sessions, regardless of role. For example, you can serve as a Program Chair on one session and a speaker on two others. If you serve as a Program Chair and Speaker on a session, that counts as one session. This is to allow for a range of subject matter experts.

Individuals who are employed by a “Commercial Interest” as defined by the Accreditation Council for Continuing Medical Education (ACCME) are prohibited from participating in CME activity. If there is a compelling reason why a speaker from a company is needed to fulfill the objectives of the session, please contact professionaldevelopment@aabb.org in advance of the close of the submission period for consideration.

**Note**: It is incumbent on the Program Chair to ensure that all speakers' participation is confirmed before any sessions are accepted. Preliminary acceptance notifications will be made in early April, at which time Program Chairs will be asked to confirm all faculty and speakers will be asked to validate their contact information and disclosures. During the preliminary acceptance period, the AMEC may ask for the Program Chairs to make additional changes to their session as a condition of acceptance.

You must provide the following information for each person in your session:

- Name
- Title
- Email Address
- Phone Number
- Credentials
- Organization/Affiliation (name and address)
- Speaker disclosures
SPEAKER DISCLOSURES

In accordance with the Accreditation Council for ACCME policy, anyone who is in a position to control the content of an educational activity must complete a disclosure statement upon the initiation of an education session proposal. It is the Program Chair’s responsibility to collect and enter all speaker disclosures during the submission process. Faculty disclosures will be reviewed by AABB staff and the AMEC in advance of the review and selection process. If it is determined that a speaker is an employee of an ACCME defined commercial interest or has a conflict of interest, you may be asked to find an alternate speaker. In the rare occasion that the AMEC deems that a speaker, who is an employee of a commercial interest, is necessary to fulfill the objectives of the session, then CME (continuing medical education for physicians) credit will be removed from that session. In most cases, however, continuing education (CE) for non-physicians credit will still be available for non-physicians despite the removal of CME.

Please reference this flowchart to determine any potential conflicts of interest.

GRANT OF LICENSE
TO RECORD AND REPRODUCE PRESENTATION

By agreeing to serve as faculty at the AABB Annual Meeting, you grant AABB the non-exclusive right to publish and/or reproduce the presentation content and/or the author’s printed handout material, in printed hard copy, electronic multimedia and/or web-based media for registered participants. Additionally, you grant AABB permission to record your presentation. Such recordings may be made available for purchase for individuals who were not able to attend the AABB Annual Meeting and/or for use in future educational programs of AABB. Any publication of these original materials by AABB will be accompanied by an appropriate attribution of authorship.

WARRANTY OF OWNERSHIP

By agreeing to serve as faculty at the AABB Annual Meeting, you warrant that all materials used in the presentation or distributed to attendees are your intellectual property or you have permission for the use and the right to license to AABB.
PROGRAM CHAIR RESPONSIBILITIES

The Program Chair directs the strategy and content of the proposed session, select speakers, and serve as moderator onsite at the meeting. Key responsibilities of the Program Chair include:

EDUCATION SESSION PROPOSAL SUBMISSION

- Review the Education Session Submission Guide.
- Submit the educational proposal by completing the online submission.
- Collect and enter all speaker disclosures during the submission process.
- Preliminary acceptance notifications will be made in early April, at which time Program Chairs will be asked to confirm all speakers. Before the session is accepted, speakers will be asked to validate their contact information and disclosures/conflict of interest. The Program Chair will be responsible for ensuring that all speakers complete this information by the deadlines. If deadlines are not met, the committee may opt to accept an alternate program.
  Note: Requests for speakers from the FDA are handled through an established protocol between AABB and the FDA. Please contact AABB at professionaldevelopment@aabb.org to request an FDA speaker.
- Some sessions will be selected by the AABB Continuing Education Activity Committee (CEAC) to receive American Board of Pathology (ABP) Self-Assessment Module (SAM) credits. Programs Chairs will be notified of sessions selected for SAM credit.
- Review the AABB Faculty Travel and Registration document, available here and on the online submission site and ensure that any approved speakers have reviewed and understand this policy. All Travel Allowance requests must be received by Monday, June 1, 2020.
- Review the AABB Basic ACCME Compliance Training. ACCME is the governing body that allows AABB to grant continuing medical education credits and has specific requirements about what must and must not be included in educational presentations. If your education session proposal is accepted, you will be notified with instructions of how to access this brief training material.
- Inform AABB (professionaldevelopment@aabb.org) of any schedule or speaker changes immediately.

ONSITE AT THE ANNUAL MEETING

- All Program Chairs and Speakers are required to check into the Speaker-Ready Room onsite at the meeting at least four hours in advance of the session. Program Chairs are responsible for ensuring that their speakers check-in and upload their presentations within this time frame.
- Ensure that you and your speakers arrive in the session room 15-30 minutes before the session begins.
- Brief speakers on the presentation system, order of presentations and timing method that you will be using (e.g., five-minute notice signal). Remind your speakers of their time allotment and assist them if necessary. Remind speakers to repeat questions from the audience, for the benefit of all.
- When introducing the session, please read the script, which will be provided to you at the podium.
- Briefly introduce each speaker by their name and affiliation (no more than two minutes introduction in total for all speakers).
- If you need assistance before, during or after your session, please notify the AV technicians in the session room.
SPEAKER RESPONSIBILITIES

As a speaker during the AABB Annual Meeting, you will be responsible for providing content at an education session, which is directed by the Program Chair.

Key Responsibilities of Speakers include:

BEFORE THE MEETING:

- You will be asked by your Program Chair to provide your disclosures as he/she completes the online proposal submission.
- Preliminary session acceptance notifications will be made in April, at which time Program Chairs will be asked to confirm all speakers. Before the session is accepted, speakers will be asked to validate their contact information, complete a biosketch or upload their CV, and validate disclosures/conflict of interest. The Program Chair will be responsible for ensuring that all speakers complete this information by the deadlines. If deadlines are not met, the committee may opt to accept an alternate program. (Note: Name and credentials will be listed on the annual meeting website and final program exactly as they appear in the system.)
- Review the session description, objectives, intended audience and teaching level to ensure that you are aware and agree with the focus of the event content.
- Review the AABB Faculty Travel and Registration document, available here and on the online submission site.
- Register for the meeting. Eligible complementary registration fees will be discounted accordingly at the conclusion of the registration process.
- Submit a PowerPoint presentation to the presentation management system. Presentation submission instructions will be sent by email.
- Review the AABB Basic ACCME Compliance Training. ACCME is the governing body that allows AABB to grant continuing medical education credits and has specific requirements about what must and must not be included in educational presentations. If your education session proposal is accepted, you will be notified with instructions of how to access this brief training material.

AT THE MEETING:

- All Program Chairs and Speakers are required to check into the Speaker-Ready Room onsite at the meeting at least 4 hours in advance of the session.
- Please arrive in the session room 15-30 minutes before the session begins and check in with your Program Chair.
- Sit in the front of the room to allow easy access to the podium.
- Speakers are responsible for beginning and ending on time. The Program Chair will provide a cue/sign when you have five minutes remaining.
- Each session room will have a computer where your presentation(s) has been loaded. Changes to PowerPoint presentation are not permitted in the session rooms. Any changes must be done in advance in the speaker ready room.