



## 2024 AABB Annual Meeting

# Education Session Proposal Guide

This document will help you prepare your proposal for an education session at the 2024 AABB Annual Meeting. Please note that you can access your proposal to add, update, or edit the content through the submission period, which ends February 26, 2024.

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# AABB Continuing Medical Education Mission Statement

The goal of the AABB Continuing Medical Education (CME) Program is to support the AABB mission to advance the practice and standards of transfusion medicine, biotherapies, 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 healthcare professionals.

## Planning Timeline

February 26, 2024

Submission Site Closes

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May 2024

Final Acceptance and Rejection Notices

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October 19-22, 2024

AABB Annual Meeting, Houston, TX

## 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.  
Knowledge gaps that need continued educational reinforcement.

### HOW

A scope that can adequately be covered in 45-60 minutes (Your planning should allow for 10-15 minutes of Q&A).  
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 during the Annual Meeting.  
Specific plan for audience engagement, such as group exercises, Q&A, etc.

*Please note: If you have all the attributes for a successful session but have not been able to identify speakers, please submit the session without the full speaker list and indicate in the description that assistance is needed in identifying speakers.*



# Target Audience

Continuing education 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 Officer / Patient Blood Management Coordinators

## 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 and email**
- **Program Chair name and email** (if different from submitter)
- **Session proposals should be submitted for 60 minutes in length** (10-15 minutes of Q&A)\*
- **Each session will have one (1) Program Chair and a maximum of two (2) speakers.**

\*A limited number of sessions will be developed for 90-minute time slots. If you are interested in being considered for a 90-minute slot, you will have the opportunity to indicate that in the submission form. Your session submission should be for a 60-minute session with a maximum of two speakers and a moderator and use the "90-minute Justification" box (max 500 characters) in the online form to describe and justify the details of how you would expand into a 90-minute slot, including potentially additional objectives and speaker.

### IMPORTANT — SESSION FORMAT:

As noted, sessions will generally follow a 60 or 90 minute format with a moderator and two or three speakers respectively. If you would like the committee to consider your session for a format that would necessitate additional speakers (examples might include a panel discussion with multiple brief presentations followed by a panel discussion or a roundtable session with multiple table moderators), please outline your intended format in the description with suggested additional speakers. Such requests are not guaranteed if the session proposal is accepted.

## Session Title & Description

- Your session title cannot exceed 100 characters
- Your session description cannot exceed 2,000 characters.
- Please do not include your objectives in your description. Refrain from including notes to the committee unless you are requesting help identifying appropriate speakers.

## Session Acceptance

Prior to final acceptance, the AMEC may request submitters to make changes to their session. This is to minimize repetition and best address the needs of the attendees. The AMEC will communicate any requested changes to the session proposal to the Program Chairs in May 2024.

# Categories & 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 submission. Keywords should reflect other topics that are covered in your submission.

## Biotherapies, Cellular Therapies and Immunotherapies

Collections, Processing and Storage  
Cord blood (including cord tissue and perinatal cells)  
Hematopoietic Cell Therapy/  
Transplant Immunotherapies  
(includes CAR T cells)  
Nonhematopoietic Cell Therapy  
Process Improvement  
Product Development and  
Manufacturing  
Quality Control/Quality Assurance  
Regenerative Medicine  
Regulations  
Somatic Cell Therapy

## Blood Center/Hospital-Based Donor Center

Blood Center/Donor Center  
Inventory Management  
Collections and Product  
Manufacturing  
Component Processing  
Donor Apheresis  
Donor Collections  
Donor Hemovigilance  
Donor Recruitment and Retention  
Donor Testing

## Cell Biology, Immunology and Biochemistry

(Basic and Preclinical Research)  
Leukocytes (includes experimental transplantation/immunotherapy)  
Platelets  
Red Cells

## Education/Developing Curriculum

Competency Assessment Methods  
Curriculum Development,  
Implementation and Evaluation  
Professional Development  
Training Methods for Employees,  
Students, Residents and Fellows

## Immunoematology and Genetic Testing

(red cells, leukocytes and platelets)  
Immunoematology  
(includes serology)  
Molecular Diagnostics and Testing

## Hematology and Coagulation

Disorders  
Testing and Assay Development

## Information Technology and Informatics

Data Management and Analytics  
Electronic Health/Medical Records  
Laboratory Information Systems

## 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

## Patient Blood Management

## Public Health, Policy and Ethics

## Quality

Laboratory Safety  
Proficiency Testing  
Quality Assurance  
Quality Control  
Quality Management Systems  
Standards, Regulations and  
Accreditation

## Therapeutic Apheresis

## Tissue Banking and Management

## Transfusion Service

Evidence Based Medical Practices  
Patient Safety  
Patient Testing  
Pediatric Transfusion Clinical  
Medicine  
Perioperative and Anesthesia  
Recipient/Patient Hemovigilance –  
Noninfectious Adverse Events  
(Transfusion Reactions)  
Recipient/Patient Hemovigilance –  
Transfusion Transmitted  
Infectious Diseases  
Transfusion Practices  
Transfusion Service Inventory  
Management, Storage, and  
Distribution  
Trauma and Massive Transfusion  
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: **“Upon completion of this activity, participants should be able to...”** This phrase is followed by a specific performance verb and the desired learning outcome. These objectives should focus on knowledge/skill acquisition or reinforcement.

Please consult this list of performance verbs as you write your objectives. The submission software will only allow these words to be selected.

Application	Comprehension	Knowledge	Analysis	Synthesis	Evaluation
Apply	Associate	Cite	Analyze	Arrange	Appraise
Calculate	Classify	Count	Appraise	Assemble	Assess
Complete	Compare	Define	Categorize	Collect	Choose
Demonstrate	Compute	Draw	Classify	Compose	Compare
Dramatize	Contrast	Identify	Contrast	Construct	Critique
Employ	Convert	Indicate	Criticize	Create	Decide
Examine	Describe	Label	Debate	Design	Determine
Illustrate	Differentiate	List	Detect	Detect	Estimate
Interpret	Discuss	Name	Diagram	Formulate	Evaluate
Interpolate	Distinguish	Point	Differentiate	Generalize	Judge
Locate	Explain	Read	Distinguish	Hypothesize	Justify
Operate	Estimate	Recite	Experiment	Integrate	Measure
Order	Examine	Recognize	Infer	Manage	Rank
Perform	Express	Relate	Inspect	Organize	Rate
Predict	Interpret	Repeat	Inventory	Plan	Recommend
Practice	Interpolate	Select	Question	Prepare	Revise
Relate	Locate	State	Separate	Produce	Score
Report	Predict	Tabulate	Summarize	Propose	Select
Restate	Report	Tell		Summarize	
Review	Restate	Trace			
Schedule	Review	Write			
Sketch	Translate				
Solve					
Translate					
Use					
Utilize					

**Words that are NOT measurable and should not be used** (i.e., know, grasp the significance of, have knowledge of, comprehend, think, be aware of, remember, perceive, understand, appreciate, learn).

# People

**Each session generally requires one Program Chair and up to two Speakers for a 60-minute session and three Speakers for a 90-minute session. 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 for cohesion and alignment with objectives. Ensure speakers check in to the speaker ready room at least four hours in advance of session and arrive at least 15 minutes early to present to the session. Moderate session by introducing speakers, maintain schedule of the session and facilitate question and answer period.

**Speakers:** There may be one to two speakers presenting the content during the session. Speakers should represent different organizations (e.g., University of State Medical Center and North State Hospital) and different practice backgrounds (e.g., transfusion service and collection center). During the vetting process the committee will look for diversity of speaker backgrounds based on their practice type and practice location. We will also look for new speakers and new topics. Engaging a more experienced speaker with an early career speaker is desirable. Also, please ensure that speakers did not present on the same or similar topic in the prior 2-3 years. **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](mailto:professionaldevelopment@aabb.org) to request an FDA speaker.**

**IMPORTANT: Individuals will generally only be permitted to participate in a maximum of one session, regardless of role. This is to allow for a range of subject matter experts and is at the discretion of the committee.**

**If you indicate that you would like to be considered for the limited number of 90-minute time slots, you can include an additional speaker in the “90-minute Justification” box, in the description step of the online form.**

Individuals who are employed by an **“Ineligible Company”** 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](mailto:professionaldevelopment@aabb.org) in advance of the close of the submission period for consideration.

Final acceptance notifications will be sent in May. During the final acceptance period, the AMEC may ask the Program Chairs to make additional changes to their session as a condition of acceptance. It is incumbent on the Program Chair to ensure that all speakers’ participation is confirmed before any sessions are accepted entirely.

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

- **Name**
- **Position**
- **Email Address**
- **Phone Number**
- **Credentials**
- **Organization/Affiliation** (name and address)\*
- **Speaker disclosures**

\* Please include all known affiliations of each speaker

# Disclosures

In accordance with the Accreditation Council for Continuing Medical Education (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. Program Chairs will be asked to complete a financial disclosure form during the submission process for themselves and their speakers. As noted in the People section of this document, individuals who are employed by an ACCME “Ineligible Company,” are prohibited from being involved in the planning of continuing education activities (as a submitted, program chair, or speaker). Instead, we encourage employees of commercial companies to submit a **Session Topic Idea**. Once proposals have been preliminary accepted, disclosures will be reviewed. If it is determined that a speaker is an employee of an ACCME defined “Ineligible Company” or has a conflict of interest that cannot be mitigated (see **flowchart**), it might be necessary to identify an alternate speaker. In the rare occasion that the AMEC deems that a speaker, who is an employee of an Ineligible Company, 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. 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.

## 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, selects speakers, and serves as moderator during the meeting.

Key responsibilities of the Program Chair include:

## Education Session Proposals Submission

- Review the Education Session Submission Guide.
- Submit the educational proposal by completing the [online submission](#).
- Final notifications will be sent in May, at which time Program Chairs will be asked to confirm all speakers. 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](mailto:professionaldevelopment@aabb.org) to request an FDA speaker.**
- 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 during the submission period. Please email all requests to [professionaldevelopment@aabb.org](mailto:professionaldevelopment@aabb.org).
- Register for the meeting. Eligible complementary registration fees will be discounted accordingly at the conclusion of the registration process (one day of complementary registration for the day that you speak).
- 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](mailto:professionaldevelopment@aabb.org)) of any program, schedule or speaker changes immediately.

## Onsite at the Meeting (Live Meeting Instructions)

- 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 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 audio-visual technicians in the session room.



# Speaker Responsibilities

Speakers at the Annual Meeting 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.
- Final notifications will sent in May, at which time Program Chairs will be asked to confirm all speakers. Speakers will be asked to validate their contact information 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 are entered in the online forms in the speaker management 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 (one day of complementary registration for the day that you speak).
- 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.

## Onsite at the Meeting (Live Meeting Instructions)

- 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.
- 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.

## Virtual Meeting Instructions

Should it become necessary for the health and safety of faculty, attendees, and AABB staff to transition to a virtual event, instructions will be provided to both Program Chairs and Speakers in advance of the program date.