



## 2020 ISBD ANNUAL MEETING Pre-Conference Course Submission Guidelines

**DEADLINE for proposals from chairs: October 9, 2019\***

**DEADLINE for individual presenter abstracts: October 14, 2019\***

**DEADLINE for chairs to review and finalize session: October 16, 2019\***

*\*All deadlines occur at 5:00 PM Central*

### General Requirements for all Submissions

- It is the responsibility of the chair/moderator to keep the schedule approved by the Program Committee.
- Presentations are solely education based. The use of any advertising, trade names, or product-group message association is prohibited; this rule will be strictly enforced.
- All presenters' and co-authors' disclosures must appear on the first slide of the presentation. Slides will be reviewed in the speaker ready room to ensure compliance.
- Once a session is accepted, speaker changes are NOT allowed unless approved by the Program Committee Chair.
- Commercial logos (e.g. Company) are not permitted to appear on meeting materials, including presentation slides.

### Pre-Conference Courses

Pre-conference courses provide the opportunity for more intensive interactive learning opportunities.

Please be aware, courses are subject to pre-registration at an additional fee set by the conference committee. To encourage learner participation and interactivity, a maximum of 50 participants per course is allowed. A minimum of 15 registered participants are required for every course; if this requirement is not reached within 2 weeks of the meeting, the program committee may consider cancelling the course and providing a refund to current registrants.

- Pre-Conference Courses will run from 8:45AM to 4:15 PM prior to the Opening Ceremony of the meeting on Thursday, June 18th, 2020 and may be submitted for a half day (3.25 hours) or full day (7.5 hours including a 1-hour lunch break, lunch provided).
- A maximum of 4 speakers, including the chair/moderator, will be eligible for a reduced registration fee; a chair may double as a speaker.
- We encourage speakers to consider designing your session with state-of-the-art teaching strategies, such as a flipped classroom model\*, pre- and post- course quizzes, clinical scenarios and vignettes.
- If your course is selected, we will reach out to you to get a detailed timetable as well as requirements for interactive portions of your course.
- Courses in language other than English may be submitted for a bilingual audience. Please note there is no translation service available.

\* For examples of the flipped classroom model, please visit <https://www.youtube.com/watch?v=O8ILpqP7Hr8>