International Anesthesia Research Society

IARS 2018 Annual Meeting and International Science Symposium
April 28 – May 1, 2018
Hyatt Regency Hotel
Chicago, Illinois

Session Proposal Submission
Guidelines and Instructions

Application Deadline:
Friday, July 21, 2017 at 11:59 pm Eastern Time
IARS 2018 ANNUAL MEETING AND INTERNATIONAL SCIENCE SYMPOSIUM
SESSION PROPOSAL SUBMISSION GUIDELINES AND INSTRUCTIONS

The IARS Annual Meeting will bring together 1,000 of the world’s leading anesthesia educators and investigators in Chicago, Illinois, to discuss and discover the latest advances in research and the best practices in anesthesia clinical care.

Applicants who wish to submit a session proposal for review for presentation at the IARS 2018 Annual Meeting and International Science Symposium are asked to review these guidelines and instructions and submit their application/proposal using the online application system.

**Deadline:** Applications must be submitted by **Friday, July 21, 2017 (11:59 pm Eastern Time)**

**Notifications:** Notifications to session organizers will be sent by the **second week of September 2017**.

(1) **Guidelines:**

All applications will be reviewed by the IARS 2018 Annual Meeting Oversight Committee and Session Proposal Review Committee appointed by the IARS Board of Trustees.

Each application/proposal is reviewed in relationship to current practices and future developments in anesthesia as well as needs assessment, outcomes, and requirements.

Acceptability of each application/proposal will be evaluated on the organization and clarity of the proposal content and the relationship of the stated learner objectives relating to the proposal content.

All applications must include complete organizer, moderator and presenter information in order to be considered for review.

You are encouraged to submit multiple applications/proposals. However, each proposal must be submitted via a separate form.

**ONLY** applications submitted using the online session proposal site will be considered. Emailed applications unfortunately will not be reviewed.

Initial confirmation for accepted submissions will be sent only to the session organizer/moderator. Following the initial confirmations for accepted submissions, notifications will be sent by the IARS to all presenters, on behalf of the session organizer/moderator.

If changes are made to an accepted session proposal (title, content, presenters, etc.), the changes are required in writing (by email) and will also require approval of the IARS Annual Meeting Oversight Committee.

In order to present at the IARS 2018 Annual Meeting, presenters must be able to present any date and time between 7:00 am and 6:00 pm on Saturday, April 28 through Tuesday, May 1, 2018.

All presenters will be required to submit a disclosure form to the IARS by **Friday, July 21, 2017**. Session proposal submissions that do not have completed disclosures from all presenters will be withdrawn from the program.
Submissions that do not meet the criteria outlined in the submission process may not be reviewed.

(2) Speaker Reimbursement Policy:

Speakers at the IARS 2018 Annual Meeting and International Science Symposium, with the exception of PBLD presenters, receive complimentary registration to the meeting and are responsible for all related travel expenses for their sessions. PBLD presenters are responsible for all expense associated with their sessions, including registration to the meeting.

(3) Session Types for Application/Proposal:

The IARS is accepting session proposals for the following session types listed below.

Reminder: You are encouraged to submit multiple applications/proposals.

Panels
Panels are lecture-based and 1.5 hours in length with a moderator and 3-4 panelists (panel moderators may also act as a panelist). Panelists will speak for approximately 15-20 minutes each on individual topic areas relating to the overall title/theme of the panel, closing with a moderated question and answer period. Standard audio/visual equipment and meeting room sets are supplied by the IARS.

Problem-Based Learning Discussions (PBLDs)
PBLDs are conducted as case-based, problem-oriented, learner-centered discussions. Participants will engage in a didactic case-based learning session with the opportunity to closely interact with the session moderator(s) and attendees. The PBLDs are 1 hour in length with one moderator. The session is scheduled as a breakfast or lunch session. Attendance is limited to 12-14 registrants. There is NO audiovisual. A standard meeting room set is supplied by the IARS.

Review Course Lectures (RCLs)
Review Course Lectures are presentation-based on big picture, cutting-edge topics, given by one presenter, and are 45 minutes in length. Presenters will speak for approximately 30 minutes total relating to the overall title/theme of the RCL, closing with a 15-minute moderated question and answer period. Standard audio/visual equipment and meeting room sets are supplied by the IARS.

Symposia
Symposia are lecture-based and 3 hours in length with a moderator along with 3-4 presenters (symposia moderators may also act as a presenter). Presenters will speak on individual topic areas related to the overall title/theme of the symposium. Presenters will speak for approximately 45 minutes each, closing with a moderated question and answer period. Standard audio/visual equipment and meeting room sets are supplied by the IARS.

Symposia content must be of interest to a broad cross section of anesthesia specialty disciplines. When inviting symposia presenters to participate in your session, please consider both researchers and clinicians.

Workshops
IARS workshops are lecture and hands-on based sessions that are a minimum of four hours in length. A workshop organizer, along with 3 to 6 presenters (workshop organizers may also act as a presenter), will
provide a lecture as well as demonstrate/hands-on training techniques and skills on topic areas related to the overall title/theme of the workshop. Standard audio/visual equipment and workshop meeting room sets are supplied by the IARS.

Questions / Assistance:

**IARS 2017 Annual Meeting Program** – If you are submitting to the IARS for the first time, you might find it helpful to review a prior program. At the link below, you will find the IARS 2017 Annual Meeting Program: [http://www.iars.org/education/annual_meeting](http://www.iars.org/education/annual_meeting).

**Content and/or Guideline Questions:**

Contact:
The IARS Meetings and Education Department
Email: [meetings@iars.org](mailto:meetings@iars.org)

**Technical Support:**

Should you run into any technical challenges when entering your submission, at the bottom of each page of the online submission, is an email and phone number to contact the Attendee Interactive Technical Support Team.