# Continuing Medical Education (CME)/Continuing Education (CE)
# ASRM Scientific Congress Interactive Session
# 2023 Submission Instructions

Below are instructions and general guidelines for what needs to be gathered & decided before you begin submitting a 2023 interactive session proposal through the link that was provided in the solicitation email. Only the identified **Program Chair** for each affiliate society, professional group, or special interest group will receive the link and only the **Program Chair** should submit into the link. Do not share the link with your group at-large.

**The first page of the submission is called the Setup Session step and it will ask for the majority of proposal information:**

1. **SESSION TITLE** (maximum 100 characters, including spaces)
   - Congress session titles should be catchy, easy to understand, and not include brand names or references to outside organizations.

2. **SESSION TYPE**
   - Indicate which Interactive Session format you prefer to use for this session. Formats can be found here.

3. **GENERAL INFORMATION**
   - **Submitter Full Name & Submitter Email**
     - Only the person who submitted a proposal can edit the proposal. This should always be the **Program Contact** so they will have access to the system to make updates or requested changes to the session.
   - **Group(s) affiliated with this proposal**
     - Only list groups that have agreed to be a part of this session - you should request speakers & input from them. **Never** just list groups without first confirming with the group contact.
   - **Tracks** - Select up to 6 Tracks this session is involved in.
   - **Additional speaker needed** - Justification for more speakers than typically allowed will need to be provided & this request is not guaranteed to be approved.
   - **Diversity, equity, and inclusion** – Check this box to indicate your proposal includes a diverse range of speakers, fair representation, and inclusivity of content. **ASRM considers diversity, equity, and inclusion an important factor in all proposals and asks that those submitting proposals include this in their planning as well.**

4. **NEEDS ASSESSMENT/GAP ANALYSIS** (approximately 50–100 words)
   Describe the practice gap in knowledge, skill competency, or performance that the session will address. What is the clinical significance of the problem this creates? How common is the problem or opportunity for improvement? What new evidence, published guidelines, or other information has become available? When possible, relate the purpose of the session to one of the current ASRM “Gap Analysis and Educational Needs for Planning” available online. Gap analysis also can consist of a panel of experts meeting and determining the difference between ideal practice and current practice for a specific therapy. The panel should document the meeting, the ideal practice, the current practice, and the educational need.

   **Sample Needs Assessment/Gap Analysis for Interactive Session**

   | |
   |---|
   | In current professional guidelines, embryo donation has been addressed mainly with gamete donation. Current practice guidelines for assessment of genetic risk and determination of suitability may suggest that certain embryos are ineligible for donation which are desirable to some potential recipients for family-building. While ineligible embryos can be deemed usable under certain waivers and exceptions, the practical application and interpretation of current guidelines and US Food and Drug Administration (FDA) practices may vary among medical practices and reduce availability of such embryos. |

5. **SESSION DESCRIPTION** (approximately 50-100 words)
   Summarize the content of the proposed interactive session, including session objectives, topics covered, and any activities engaged. Indicate how the session addresses the practice gap(s) identified above. Specify how participants will benefit from the session in terms of increased knowledge, competence, and/or performance.

   **Sample Description for Interactive Session**

   | |
   |---|
   | This interactive session will examine current FDA practice and professional guidelines for embryo donation, how practices are using and interpreting these guidelines, and whether alternative interpretations or guidance would be helpful in advancing embryo donation practices. This course is designed to assist reproductive endocrinologists, infertility nurses, mental health professionals, genetic counselors, tissue-bank managers, lawyers specializing in reproductive technology law, and bioethicists to navigate emerging issues in embryo donation. |

6. **TARGET AUDIENCE**
   Indicate the type of professionals that the interactive session is designed to educate in one sentence. In addition to meeting a requirement for ACCME, this helps attendees discern which sessions are best suited for them. Please be clear and concise and do not attempt to include more groups than are appropriate.

   **Sample Target Audience for Interactive Session**

   | |
   |---|
   | This session is designed for reproductive endocrinologists, infertility nurses, mental health professionals, genetic counselors, tissue-bank managers, lawyers specializing in reproductive technology law, and bioethicists. |

7. **Choose ACGME COMPETENCIES for your interactive session.**
ACGME competencies form the foundation in which physicians demonstrate their ability to provide high-quality care for the diagnosis and treatment of disease, promotion of health and prevention of disease, and the physical and emotional support of patients and families.

**Physician Competencies:**

1) **Practice-based Learning and Improvement:** Show an ability to investigate and evaluate patient care practices, appraise and assimilate scientific evidence, and improve the practice of medicine.
2) **Patient Care and Procedural Skills:** Provide care that is compassionate, appropriate, and effective treatment for health problems and to promote health.
3) **Systems-based Practice:** Demonstrate awareness of and responsibility to the larger contest and systems of health care. Be able to call on system resources to provide optimal care.
4) **Medical Knowledge:** Demonstrate knowledge about established and evolving biomedical, clinical, and cognate sciences and their application in patient care.
5) **Interpersonal and Communication Skills:** Demonstrate skills that result in effective information exchange and teaming with patients, their families, and professional associates and work as both a team member and at times as a leader.
6) **Professionalism:** Demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to diverse patient populations.

**Interprofessional Competencies:**

1) **Values/Ethics for Interprofessional Practice**
2) **Roles/Responsibilities**
3) **Interprofessional Communication**
4) **Teams and Teamwork**

**The second page of the submission proposal is Learning Objectives:**

8. **LEARNING OBJECTIVES**

**NOTE**: if you do not automatically arrive at this page after clicking SAVE at the bottom of the Setup Session page, your proposal may be missing some information. Please review your previous step to ensure all content was provided.

Write 2–3 learning objectives for the interactive session (Note: Sessions that offer APA credit require a minimum of 3 learning objectives for an interactive session). Each objective should clearly and concisely communicate what observable and/or measurable knowledge and/or ability an attendee is expected to know and/or do at the conclusion of the session. Use action verbs to explain what learners should gain from their participation in the interactive session.

**Sample Learning Objectives for Interactive Session**

At the conclusion of this session, participants should be able to:

1. Discuss the historical background of embryo donation and advances in the field that may affect the future of embryo donation, including genetic testing, embryo storage, and health literacy.
2. Examine the application and impact of current suitability criteria for genetic risk of donated embryos.
3. Analyze interpretations and alternatives to current FDA and professional guidelines that might impact reproductive autonomy and choice for both embryo donors and recipients.

**Suggested Verbs for Learning Objectives**

| **Application** | **Analysis/ Comprehension** | **Evaluation** | **Inform** | **AVOID (difficult to measure)** |
|---|---|---|---|---|
| Apply | Analyze | Assess | Cite | Appreciate |
| Choose | Appraise | Choose | Define | Approach |
| Demonstrate | Contrast | Compare | Describe | Become aware of |
| Develop | Debate | Critique | Identify | Believe |
| Examine | Describe | Determine | Indicate | Comprehend |
| Illustrate | Detect | Estimate | List | Grow |
| Locate | Differentiate | Evaluate | Name | Grasp the significance of |
| Operate | Distinguish | Measure | Quote | Have faith in |
| Practice | Explain | Rate | Record | Improve |
| Predict | Infer | Recommend | Select | Increase |
| Prescribe | Interpret | Select | State | Infer |
| Report | Measure | | Summarize | Know |
| Restate | Question | | Update | Learn |
| Review | Summarize | | Write | Recall |
| Treat | | | | Recognize |
| Select | | | | Understand |
| Use | | | | |
| Utilize | | | | |

**The 3rd step in the submission proposal is Add/Edit People:**

9. **SPEAKER INFORMATION**

**NOTE**: if you do not automatically arrive at this page after clicking CONTINUE from the Learning Objectives page, your proposal may be missing some information. Please review your previous steps to ensure all content was provided.

**ASRM asks that all proposed speakers demonstrate the range of diversity of our members, fair representation, and inclusive conversations.**

- **Add the Chair and Speaker(s)** to the system by choosing the role and then looking up the name in the search bar. If the name cannot be found, click "New Person" and add in the person. To add a new person, you will need First & Last Name, Degree, email, and Affiliation name.
- Interactive sessions are currently planned to be 1 hour (60 minutes) in length. Each interactive typically has one **Chair** plus **1-3 additional speakers**, depending on the format of the session.
- Interactive speakers are only provided *a discount* for their Scientific Congress registration. Groups are encouraged to pull speakers from their membership and those already planning to attend the Congress. Non-ASRM members are **not** sponsored or offered a larger discount by ASRM. **Chairs** should always be a member of both ASRM and your group, to provide correct oversight.

**It is ASRM policy to not have duplicated speakers/chairs during the Monday-Tuesday-Wednesday sessions or duplicate Pre-Congress faculty on Saturday/Sunday. A speaker can speak/chair in 1 Pre-Congress course and 1 M-T-W session.**

**The final step in the submission proposal is Review & Submit.**

10. **REVIEW & SUBMIT**

**NOTE**: if you do not automatically arrive at this page, your proposal may be missing some information. Please review your previous steps to ensure all content was provided. **Your proposal will be considered incomplete and immediately rejected if all previous steps are not complete.**

- **REVIEW** - On this page, you should review the full content you have submitted for the proposal and ensure proper grammar, full sentences, and professional wording was used for this proposal. Also ensure all content was submitted correctly. To make an edit, simply click the title of the step you want to make the edit in and make your edit(s).
- **PRINT/SAVE** - Once you have read over the full proposal and are confident the proposal is ready, click on "Click here to print this page". This will immediately open a box to print this page. We suggest you save as a PDF for you and your group to have a full copy of this proposal. This will include everything you submitted, including the names and contact information of all speakers/chairs. A copy of all proposals submitted should be saved each year by the submitting **Program Contact,** so the group has these as a reference.
- **SUBMIT** – Once you've printed a copy for your records, click on the submit button to fully submit your proposal.

**ALL PROPOSALS SHOULD BE SUBMITTED VIA THE LINK PROVIDED TO THE PROGRAM CHAIR.**