Session Builder Guide

This is a brief guide describing how to submit a session for the 2023 Critical Care Congress.

Navigate to MySCCM.org in your web browser. Log in using your Customer ID and password. If you have forgotten your Customer ID and/or password, click “Forgot Username” or “Forgot password” to reset one or both.

If you do not have an SCCM account, you will need to create one by clicking “New User” on the dropdown menu under “Log In.”
Fill in the blanks shown below to create an account. Once you create your account, you will receive an email with your Customer ID. Use this Customer ID and your password to log in to the system as shown above.

Once you have logged in, you will see a section in the center labeled “2023 Critical Care Congress Session Submission.” Click the blue “Submit your session now!” button to get started.
After clicking “Submit your session now!” you will land on the login page. Before you begin, read the section headed “Important Reminders About Your Submission.” Then click the blue “Login” button to begin your submission.
When you log in to the session submission platform for the first time, you will be prompted to read and sign the Privacy Notice. Review and electronically sign the agreement when prompted. You must agree to the Privacy Notice to proceed. If you have any questions, please contact SCCM Customer Service at support@sccm.org or +1 847 827-6888.
Instructions for each step are in the blue boxes. After reading the instructions, click “Click here to begin a new submission,” which is in green text at the bottom of the page.

The system will guide you through the submission process. Be sure to read the instructional text in the blue boxes as you proceed. They explain in detail the steps you need to take.

Enter your session title in the box labeled “Submission Title.” Your session title should be creative, catchy, and attention grabbing.

Next, select your “Submission Format” from the dropdown menu. Your options are: one-hour concurrent, two-hour concurrent, plenary; or half-day, full-day, two-day pre- or post-Congress courses.

For more clarification on each option, click “View Submission Format Descriptions.”

Select your “Submission Category” from the dropdown menu. (SCCM also calls these Knowledge Areas.)
Once you have entered your Submission Title and selected your Submission Format, click the blue “Submit” button.

You will now see the “Task List” for your session. Read the instructional text in the blue box and proceed down the page.
The process for creating a new session proposal comprises the following six tasks:

1. Overall Description
2. Moderator/Faculty Member
3. Topics and Description
4. Learning Objective(s)
5. Categories
6. Acknowledgement
New submission was successfully added.

1. **Overall Description**
   Click here to add an overall description to your session.

2. **Moderator/Faculty Member**
   Click here to add a Moderator to this session.

3. **Topics and Descriptions**
   Click here to add Topics and Descriptions to this Session.

4. **Learning Objective(s)**
   Provide 3 learning objectives that are clear, measurable, and achievable.

5. **Categories**
   Click here to add classification and patient type to your submission.

6. **Acknowledgement**
   Click here to complete theAcknowledgement Task.

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**Task 1. Overall Description.** Type your session description in the field and click the blue “Continue” button.
Task 2. **Moderator/Faculty Member.** Be sure to read the instructional text in the blue box as you proceed, for details about adding a moderator/faculty member.
When entering moderators and faculty members for your session, you can either use the “Member Lookup” by clicking the green “Member Lookup” button OR add the information manually if you are sure of the exact spelling of the individual’s name and email address. Using the “Member Lookup” function will ensure accuracy by allowing you to find the most up-to-date information on the member in the SCCM database.

To use the “Member Lookup” function, enter what you know of the individual’s first and last name. Select a name from the list that appears in response and click the green plus sign. This information will autopopulate in first three required fields and you will need to select the role (moderator or faculty) for that individual.
If you are manually adding the speaker information and know the first name, last name and email of the speaker, add that information and assign a role (moderator or faculty) to the individual. Click on the blue button to add the speaker/moderator.

If the individual has not spoken at SCCM, then you may need to update the profile associated with the individual. The instructions about completing profile are below.
If you do not know the name of a moderator or faculty member because the individual for that role is still to be determined, enter TBD# in the first name and the last name fields for each individual (TBD1, TBD2, TBD3, etc.) The system requires a unique email address for each individual. Use your own email address but add TBD# to it for each individual you are adding. For the first TBD individual, select the role TBD Faculty 1. Continue to add faculty as necessary, as shown below.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD1</td>
<td>TBD1</td>
<td><a href="mailto:cfetilaTBD1@sccm.org">cfetilaTBD1@sccm.org</a></td>
<td>TBD Faculty 1</td>
</tr>
<tr>
<td>TBD2</td>
<td>TBD2</td>
<td><a href="mailto:cfetilaTBD2@sccm.org">cfetilaTBD2@sccm.org</a></td>
<td>TBD Faculty 2</td>
</tr>
<tr>
<td>TBD3</td>
<td>TBD3</td>
<td><a href="mailto:cfetilaTBD3@sccm.org">cfetilaTBD3@sccm.org</a></td>
<td>TBD Faculty 3</td>
</tr>
<tr>
<td>TBD4</td>
<td>TBD4</td>
<td><a href="mailto:cfetilaTBD4@sccm.org">cfetilaTBD4@sccm.org</a></td>
<td>TBD Faculty 4</td>
</tr>
</tbody>
</table>

Once all moderators and faculty members have been added, click “Save Moderator/Faculty Members.”

If any of moderators or faculty members have the “Profile Incomplete” message under their name, you will need to fill in the required information on the profile page before you proceed. To do this, click the blue “Edit Profile” button for that individual. Fill in all the required fields on the profile page (designated with a red asterisk), entering NA for any information you do not know.
Enter “Professional Title(s)” and “Credentials.” If you do not know this information, enter “NA.” Once you have completed entering this information, click “Continue.”

Enter this information for each profile until the green “Profile complete” message appears for each one.

This faculty task screen is also where you should indicate Back-up Speakers.

Once you are done entering moderators, faculty members, and back-up speakers, click the “Continue” button.

Each time you complete a task, a green checkmark will appear. You can always go back and edit if needed.
Task 3. Topics and Descriptions. Enter the topic and description in the appropriate fields.
Once you have entered the topic and description for all moderators and faculty members associated with the session, the green checkmark will appear next to *Presentation Completed*. Then click the blue “Complete Task” button.
Task 4. Learning Objective(s). Be sure to read the information in the blue boxes at the top. These contain guidelines on writing robust learning objectives. For additional guidance, you can also download the Bloom’s Taxonomy table by clicking “Click here to see the Bloom’s Taxonomy table.” You are required to enter at least three learning objectives. Once you have entered your learning objectives, click the “Complete Task” button.

Task 5. Categories. Select the General Classification, Patient Type, Category, Category Alternate 1 (if necessary), Category Alternate 2 (if necessary), and Keywords. The keywords are listed in alphabetical order; you can also search by using the search function (Ctrl+F). Once you have made your selections, click the “Continue” button.
### Task 6. Acknowledgement

Read and acknowledge the guidelines for submitting a session proposal, sign electronically, then click the blue “Save” button.
Once all your tasks have green checkmarks, click the blue “Save Submission” button.
Now you can click “Click here for a preview of your submission” at the bottom of the screen to review your submission and print it for your records. Once you are satisfied with your submission, click the blue “Submit” button at the top of the screen.
After you complete your submission, a blue text graphic will appear, thanking you for your submission. You can submit feedback on the process by clicking “SUBMIT FEEDBACK” in the upper right corner. You can also begin another submission or edit your submission(s) by clicking the session title you wish to edit. If you misplace your confirmation email, you can also have it re-sent to you by clicking the green “Resend Session Proposal Confirmation Email” button.
Your confirmation email will contain all the information you entered in your submission.
2023 Critical Care Congress - Submission Confirmation

2023 Critical Care Congress Submission Site: 2023 Annual Meeting

You can access your Submission at any time by clicking here.

Submission Type:
One-Hour Concurrent Session

Submission Category:
Disaster

Submission Status:
Complete

Submission ID:
1114466

Submission Title:
Cristina’s Concurrent Session Test 2

Moderator/Faculty Member(s)

1. Cristina Fetila, PharmD (Role: Moderator)
2. ariel litewka, MD (Role: Faculty)

Overall Description

Overall Session Description

Overall description

Categories

1. General Classification
   Basic Science
2. Patient Type
   Adult
3. Category
   Disaster
4. Category Alternate 1
   Administration
5. Category Alternate 2
6. Keywords
   administration

If you have any questions or concerns, please feel free to contact SCCM Customer Service at +1 847 827-6888 or support@sccm.org.