Welcome

*Please read before beginning your submission*

This session builder handout is designed to help you build the best possible session for the SCCM Congress.

Use this handout as a guide as you enter your session information into the SCCM session builder system. The SCCM session builder is located within the SCCM.org website.

Please do not create another account if you already have one. Please reset your login information or contact Customer Service if you have account questions.

Incomplete submissions will not be reviewed by the Program Committee.

Once you have finalized your submission you will receive an email notification. Please note that this email is only sent to the person who submits the session.

Faculty reimbursement policies will be noted in the faculty ready room.

**PLEASE NOTE:** The Congress Program Committee reserves the right to change/alter/merge/reject sessions, titles, content and speakers to meet programming needs.

Contact SCCM Customer Service with any questions:
Email: support@sccm.org
Phone: 847-827-6888
Step 1:
Access my.sccm.org. Login or create an account.

**Please note:** if you already have an account, but have forgotten your login information, please do not create a second account. Perform a username or password reset or call Customer Service if you cannot reset. +1.847.827.6888

Once logged in, click on the "My Involvement" in the orange ribbon.
Step 2: After clicking "My Involvement" in the orange ribbon, click on "2020 Congress Session Builder"

Step 3: Click the "Create 2020 Congress Proposal" to begin your submission.
Things to Consider Before Getting Started:

Think about your proposal from the point of view of the audience (their backgrounds, experience levels, and all that they are thinking about - actions and alternatives, goals and drivers, conflicts and consequences...)

**Adults who are learning...**
- Are self-directed
- Have experience and knowledge to share
- Want relevant, practical, immediately applicable information
- Wish to participate in the learning

*Remember, we remember approximately 10% of what we see, 30-40% of what we see and hear, and 90% of what we see, hear and do.*

**Choosing Your Topic**
- Practical - knowledge, skills, or information that can be applied right away
- Direct impact on improving patient care
- Hot, cutting-edge, or offering a new perspective
- New and different information that is not available in a textbook
- Specific as opposed to vague

**Session Title**
Creative, catchy, attention grabbing

**Presentation Formats**
- Concurrent sessions - 1-hour
- Concurrent sessions - 2-hours
- Plenary sessions - 45-minutes
- Pre-/post-course sessions - half-day (4 hours)
- Pre-/post-course sessions - full-day (8 hours)
- Pre-/post-course sessions - two-day (16 hours)
Step 4: Entering Title, Selecting the Presentation Format, and Hours

It is important to press "Save" after this and all steps.

Note: The Congress Program Committee reserves the right to change/alter/merge/reject sessions, titles, content and speakers to meet programming needs.
Step 5: Adding moderator(s)
You are encouraged to choose two people as moderators, one "senior" experienced moderator and one "junior" less to no experience moderator.

*Moderator responsibilities include helping to plan, organize, coordinate, and monitor education sessions at the annual Congress. Moderators are also responsible to ensure ACCME compliance on site.*
What if you cannot find the moderator(s) in the system?

Click on "Add Moderator" to begin entering their information. Once finished, click "Submit". At the top of the page you will see a message that says, "The data was saved successfully" and you may move on.

Please ensure you are entering the correct spelling and email address so we are able to contact these individuals.
Step 6: Adding Topics and Faculty

Number of topics and faculty (speakers)

- One-hour concurrent sessions may have 2 or 3 topics and speakers
- Two-hour concurrent sessions may have up to 5 topics and speakers
- Half-day pre- and post-course sessions may have up to 5 topics and speakers
- Full-day pre- and post-course sessions may have up to 10 topics and speakers
The topic should be written in a creative, catchy, attention grabbing way. You may enter a description if you would like, but it’s not required. Sort Order refers to the order in which you want the talks to flow. Once the "Topic" is filled in, press "Save" and then Click "Topic Faculty".

Suggestions for choosing faculty (speakers)
- Multi-professional
- Multi-institutional
- Diverse backgrounds
- Outstanding practicing professionals
- Content experts
- Effective presenters
If you are the topic faculty, select "Yes", if you are not the topic faculty, select "No".

After selecting "No" you will be prompted to "Add Topic Faculty Alternative".

Search by faculty speaker's last name.
If you are able to find a match, please click on the radio button next to that person's name and click "Assign Topic Faculty Alternate"

Remember to "Save"!
1. Once you are finished entering your first topic, click "Complete".

2. You will be brought to this screen. You will see a notification that says, "The data was saved successfully". Close it and move on to the next step.

3. To Add additional topics, Click on “Add Topic”.

4. When topics are complete, click "Save". Now you will move onto writing your learning objectives...
Writing Measurable Learning Objectives

- Written from the point of what the learners should know or be able to do at the end of the session
- Designed to build knowledge and/or skills
- Contain observable and measurable outcomes
- Set the direction of the session
- Keep the presentation or training focused
- Each objective should describe one outcome
- CME learning objectives must address professional competence, performance, or patient outcomes

Examples of learning objectives:

- Upon completion of this session, learners will be able to evaluate and determine applicability of…
- At the conclusion of this session, the learner will be able to calculate…
- By the end of this session, the learner will be able to assess…
- After completing this session, learners will be able to apply…

Note: Learning objectives are often written using information from Bloom’s Taxonomy.
Please see the Bloom’s Taxonomy table on the following page.
<table>
<thead>
<tr>
<th>Level of Complexity</th>
<th>Taxonomic Level</th>
<th>Verbs</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Knowledge</td>
<td>Define, repeat, record, list, recall, name, relate, underline, recognize</td>
<td>Lectures, visuals, video, audio, examples, illustrations, analogies</td>
</tr>
<tr>
<td>2</td>
<td>Comprehension</td>
<td>Translate, restate, discuss, describe, recognize, explain, express, identify, locate, report, review, tell</td>
<td>Questions, discussion, review, test, assessment, reports, learner presentations, writing</td>
</tr>
<tr>
<td>3</td>
<td>Application</td>
<td>Interpret, apply, employ, use, demonstrate, dramatize, practice, illustrate, operate, schedule, shop, sketch</td>
<td>Exercises, practice, demonstrations, projects, sketches, simulations, role play, microteach</td>
</tr>
<tr>
<td>4</td>
<td>Analysis</td>
<td>Distinguish, analyze, differentiate, appraise, calculate, experiment, test, compare, contrast, criticize, diagram, inspect, debate, inventory, question, relate, solve, examine, categorize</td>
<td>Problems, exercises, case studies, critical incidents, discussion, questions, test</td>
</tr>
<tr>
<td>5</td>
<td>Synthesis</td>
<td>Compose, plan, propose, design, formulate, arrange, assemble, collect, construct, create, set up, organize, manage, prepare</td>
<td>Projects, problems, case studies, creative exercises, develop plans, constructs, simulations</td>
</tr>
<tr>
<td>6</td>
<td>Evaluation</td>
<td>Judge, appraise, evaluate, rate, compare, value, revise, score, select, choose, assess, estimate, measure</td>
<td>Case studies, projects, exercises, critiques, simulations, appraisals</td>
</tr>
</tbody>
</table>
Step 7: Entering Learning Objectives

Please do not use bullets, numbers or symbols when entering your objectives.
Be sure to use measurable action verbs (examples noted in the table on the previous page) when writing your objectives.
Step 8: Selecting Categories to Describe Your Session
Choose categories that best describe your session. You may choose multiple.
Once you have made all your selections, press "Save".

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.000</td>
<td>Basic Science</td>
</tr>
<tr>
<td>2.000</td>
<td>Clinical</td>
</tr>
<tr>
<td>3.000</td>
<td>Clinical Research</td>
</tr>
<tr>
<td>4.000</td>
<td>Adult</td>
</tr>
<tr>
<td>5.000</td>
<td>Pediatric</td>
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<tr>
<td>6.000</td>
<td>Veterinarian</td>
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<tr>
<td>7.000</td>
<td>Administration</td>
</tr>
<tr>
<td>8.000</td>
<td>Cardiovascular</td>
</tr>
<tr>
<td>9.000</td>
<td>CPR/Resuscitation</td>
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<tr>
<td>10.000</td>
<td>Education</td>
</tr>
<tr>
<td>11.000</td>
<td>Endocrine/Nutrition</td>
</tr>
<tr>
<td>12.000</td>
<td>Biochemistry</td>
</tr>
<tr>
<td>13.000</td>
<td>Ethics/End of Life/Palliative Care</td>
</tr>
<tr>
<td>14.000</td>
<td>OB/Gynecology</td>
</tr>
<tr>
<td>15.000</td>
<td>Hematology</td>
</tr>
<tr>
<td>16.000</td>
<td>Immunology/Transplant</td>
</tr>
<tr>
<td>17.000</td>
<td>Infectious Disease</td>
</tr>
<tr>
<td>18.000</td>
<td>Neuroscience</td>
</tr>
<tr>
<td>19.000</td>
<td>Patient and Family Support</td>
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<tr>
<td>20.000</td>
<td>Pharmacology</td>
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<tr>
<td>21.000</td>
<td>Professionalism</td>
</tr>
<tr>
<td>22.000</td>
<td>Pulmonary</td>
</tr>
<tr>
<td>23.000</td>
<td>Quality and Safety</td>
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<tr>
<td>24.000</td>
<td>Respiratory</td>
</tr>
<tr>
<td>25.000</td>
<td>Trauma</td>
</tr>
<tr>
<td>26.000</td>
<td>Surgery/Thrombus/Burns</td>
</tr>
</tbody>
</table>

SAVE
Step 9: Acknowledgement
Read and acknowledge the guidelines for submitting a session proposal, and then press "Save".

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Welcome John Hayden
Create Submission

Use the form below to submit your complete submission. Required steps are highlighted in the RED tabs and must be completed before submitting. Once you have completed a tab, click Save before moving on to the next tab. Once each step is completed the tab will turn GREEN.

1. Session Title
2. Moderator
3. Topic/Title - Public
4. Learning Objectives
5. Category
6. Acknowledgement
7. Presenter
8. Feasibility

*Acknowledgement*

Thank you for submitting a session proposal for the SCCM Annual Congress. Carefully read and acknowledge the following guidelines:

* indicates a required item.

* 1. I am aware that my session submission may not be used in entirety, but selected portions (i.e. titles, topics, speakers, objectives, and moderators) may be utilized. If major portions of my submission are utilized, I will be recognized as a contributor to the Congress Program.
  - Agree

* 2. If substantive portions of my submission are chosen, I will receive notification.
  - Agree

* 3. I am aware that my submission is more likely to be chosen if it includes:
  - Multiple professionals (e.g., physicians, nurses, advanced practice providers, respiratory therapists, pharmacists, dieticians, etc.)
  - Multi-institutional & multi-regional speakers
  - SCCM members are preferred for sustainability of the SCCM mission [hyperlink to speaker reimbursement form]
  - Engaging and informative titles for the session and each topic/lecture
  - At least one Basic Science topic/lecture if appropriate
  - Agree

* 4. I will include my rationale for the proposed speaker and supporting citations, if relevant.
  - Agree

* 5. I will choose at least one alternate speaker for each topic/lecture
  - Agree

* 6. I will choose two moderators who are SCCM members and will include one early-career and one established-career member.
  - Agree

* 7. I am aware of the appropriate number of speakers for the proposed time frame for the session.
  - One hour concurrent sessions may have 2-3 topics and speakers.
  - Two hour concurrent sessions may have up to 3 topics and speakers.
  - Half day pre courses may have up to 3 topics and speakers.
  - Full day pre courses may have up to 20 topics and speakers.
  - Agree

* 8. I have read the above and will adhere to these guidelines. Enter full name in text box below [electronic signature]
  [signature]

Save
Step 10: Preview
Please be sure to "Preview" your submission. Then click "Close" to go back.
Step 11: Finalize Your Submission
After reviewing your submission thoroughly, check the “Yes” box then click “Finalize”
Should you need to make changes:
First, repeat Steps 1 and 2.

From the page below you are able to view/print or withdraw your submission. If you click on the title of your submission, you can go back in and make changes. Once you have completed making changes, you will have to repeat Step 11 (previous page) and finalize your submission by checking the "Yes" box and then clicking "Finalize".