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 the SCCM homepage by visiting www.sccm.org. Click on "MySCCM" at the top of the page in the orange ribbon. 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 "My Involvement" in the orange ribbon.
Step 2: After clicking "My Involvement" in the orange ribbon, click on the link "Click here to submit your session proposal for the 50th Critical Care Congress"

Step 3: Click the "Create Session" button 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 recall 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 topics, cutting-edge topics, or topics 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, and piques curiosity.

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

*Important Note:* Remember to click "Save" after this and all steps.

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**Step 5: Adding moderator(s)**

Click on the "Moderator" tab. You are encouraged to choose two people as moderators, one "senior" experienced moderator and one "junior" less to no experience moderator. If you are not moderator, click the "No" button and the system will prompt you to search for your moderator by last name.

Click the bubble next to that person's name and click "Submit"
What if you cannot find the moderator(s) in the system?

Click on "Add Moderator" to begin entering their information.
Please ensure you are entering the correct spelling and email address so we are able to contact these individuals. Once finished, review the Privacy Policy and check the box. Then, click "Submit"
Do you have a co-moderator?

Click the "Add Co-Moderator" button to repeat the process of searching for and selecting for any additional co-moderators.
Step 6: Adding Topics and Faculty

Click on "Add Topic"

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". Then click "Topic Faculty" when it appears after saving.
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. When you find the individual you are searching for, select the bubble next to their name and click, "Assign Topic Faculty"

If you have an alternative faculty, please add them by clicking "Add Topic Faculty Alternate".
When finished, click "Save"

Once you are finished adding topics, faculty, and alternate faculty, click "Complete"

You will then see a message that reads, "The data was saved successfully."
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.
## Writing Measurable Learning Objectives

<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: Learning Objectives

Now you may enter in your learning objectives.

Please include up to 3 learning objectives for a concurrent session and no more than 5 for a full day course.
Step 8: Categories and Competencies

Select your categories/competencies by checking the box next to "ADD". Once you are finished, click "Save" at the bottom of the page.
You can assign keywords to your session by clicking on the "Keywords" tab. You will see the "Find A Keyword" area and click the letter your keyword begins with.
When you find the keyword(s) for your session, click the box next to "ADD" and click "Save"
You will now see that the keyword(s) you selected appear as "ADDED". Should you need to select additional keywords, please do so in the "Find A Keyword" section.
Click on the "Session Builder Guidelines" tab. Review these guidelines thoroughly, click the radio buttons. Once you sign electronically, click "Save"
Step 11: Preview Your Submission

Clicking on the "Preview" tab will give you the opportunity to see your submission on one page. Once finished reviewing, click "Close"
Step 12: Finalize Your Submission

Once you have previewed your submission and are happy with it, click on the "Finalize" tab. Please read through that page thoroughly. Once ready to submit your session, check the box, and click "Finalize".
After clicking "Finalize" you will the screen below and the message "The submission was saved and submitted successfully. Please check your email for confirmation details."
Should you need to make corrections at anytime, simply log back in and a list of your session submissions will be available. Click on the title of the submission you need to modify and you can go back into the submission to do so. From here you may also "View/Print" your submission or "Withdraw your session if necessary.

Welcome Jennifer Velazquez

My Submissions

Committee Charge
Charge: Develops an annual continuing educational program and forum to present the latest research for the dissemination of high quality critical care information through excellent speakers and recognized experts. The program is formulated by utilizing the multiprofessional care model established by the Society.

Welcome to the 2021 Submission Site!
Please follow the instructions to ensure your submission is complete.

The submission was saved and submitted successfully. Please check your email for confirmation details.

Submissions

1. 1718 - My Creative, Attention Grabbing, and Amazing Session Title
   Type: Session
   Submission Status: Completed
   View/Print | Withdraw

Create Session