



## Knowledge Education Group Frequently Asked Questions

A knowledge education group (KEG) is a community within the Society of Critical Care Medicine (SCCM) whose members have a shared interest in advancing a specific area of knowledge and cooperate to produce solutions within their area of interest. KEGs are not subparts of SCCM sections; they are available to members across the Society. Sections cannot form KEGs. KEGs do not receive Society funding but can apply through the strategic planning process for specific projects. KEGs are informal, member-driven components of SCCM's online community. They are not designed to develop products for the Society but rather to share common interests and discuss challenges with like-minded individuals. KEGs do not receive staff support.

- 1) Can KEGs submit strategic planning proposals?
  - a. Yes, KEGs can submit strategic planning proposals to be reviewed and approved by Council through the annual on-line call for strategic planning proposals. The KEG name should be included in proposal.
- 2) Can KEGs submit sessions to the Congress Program Committee?
  - a. Yes, KEGs can submit sessions through the normal submission process. The KEG name should be included as part of the submission title.
- 3) Can KEGs hold monthly conference calls?
  - a. Yes, KEGs can schedule monthly conference calls for the same day and time every month (eg, the first Tuesday of every month at 3:00 p.m. Central Time). SCCM will provide a conference number.
- 4) Can KEGs develop projects?
  - a. KEGs are meant to be a forum for like-minded SCCM members to communicate among themselves on topics of mutual interest; however, if a KEG wishes to develop a project, it must be submitted in advance to the Strategic Planning Committee for authorization, as noted above in question 1.
- 5) Can KEGs write papers?
  - a. Yes, but only with prior approval of the SCCM president. SCCM policy states: "Any document (e.g., manuscript, survey, white paper, background paper) developed as part of an SCCM committee, task force, work group, section, or section subcommittee is considered, by definition, a work product of the Society. These work products are either assigned by the SCCM president or generated from within a committee, task force, work group, section, or section subcommittee (referred to throughout as 'nonassigned work products'). If the document originated as a charge by the SCCM leadership, prior to document development, authors shall be informed of the type of document to draft to ensure that it meets the needs of the intended audience.

If the document originates from a committee, task force, work group, section, or section subcommittee, a proposal shall be submitted to the SCCM president for approval before the document is begun. If writing groups are not multiprofessional and multidisciplinary,

justification as to why not must be included. The authors will determine the intended audience: adult versus pediatric, United States versus international, or medical practitioners versus the public.

All documents developed under this policy must be approved by Council before submission for publication or public distribution unless otherwise noted below and will undergo a structured review process as outlined below. Furthermore, all documents must be submitted to one of the Society's official journals unless an exemption is given by Council or as dictated by an MOU."

SCCM policy also states: "Any document developed as part of an SCCM committee, task force, work group, section, or section subcommittee, or that acknowledges SCCM in any way is considered a work product of the Society. Concepts for papers that a work group undertakes without specific direction from Council must be approved by the president, who shall maintain a list of works in progress. To be considered by the president, each request must include multiprofessional authorship, scope of work, list of collaborator(s), and timeline."

These work products will undergo both content and political alignment review as described below. SCCM policy states: "A nonassigned manuscript is a work product of a committee, task force, or section developed outside of a specific charge and therefore not a Council or presidential assignment. Concepts for a paper that a workgroup undertakes without specific direction from Council must be specifically approved by the president, who shall maintain a list of works in progress. These independent works will undergo both content and political alignment review as described in the review process."

- b. If the KEG chooses to write a paper, the KEG will be noted as an official contributor; however, the members of the KEG will be the authors and will be listed in on the title page as "(Author) on behalf of XYZ Knowledge Education Group."
  - c. Papers to be submitted will be reviewed by Council. Council approval is required.
  - d. Papers written in any capacity within the KEG are the property of SCCM.
- 6) Can KEGs write and submit articles to *Critical Connections*?
- a. Yes, KEGs can write and submit articles to the editor of *Critical Connections*.
  - b. If a KEG is interested in submitting articles to *Critical Connections*, the editorial calendar, which includes topics for future issues, will be provided on SCCM Connect.
- 7) Can KEGs conduct surveys?
- a. Yes, KEGs can administer surveys to other KEG members on SCCM Connect. KEG members can post links to surveys on SCCM Connect.
  - b. Research projects and scientific surveys destined for publication must be approved by the SCCM president and undergo the usual review process before the survey is developed or distributed.
- 8) Can KEGs produce webcasts?
- a. Yes, a KEG can produce a webcast but only after the KEG submits a strategic planning proposal and it is accepted by Council through the strategic planning process noted above in question 1.
- 9) Can KEGs have subcommittees?
- a. No, KEGS do not have formal committee structures and therefore should not be divided into subcommittees. Subtopics should be posted on SCCM Connect for members to discuss.

10) Can KEGs hold elections?

- a. No. There are no formal elections or formal positions within the KEG structure.
- b. When the KEG is formed, two cochairs are identified. These are the only two KEG formal positions. Vacancies can be filled by a show of hands during the KEG business meeting at Congress.

11) Do KEG chairs have term limits?

- a. No. Since there are no official mandatory elections or rotations, chairs need not rotate. If a chair must step down, KEG members can select a new chair by a show of hands during the KEG business meeting at Congress.

12) Can KEGs seek industry sponsorships?

- a. Funding under \$5,000 must come from a local industry representative and not the corporate marketing department, which would conflict with the Society's fundraising efforts.
- b. If a KEG secures industry sponsorship for an event for less than \$5,000, payment can be handled in one of two ways:
  - i. The sponsor's representative can pay the event expenses at a restaurant, hotel, bar, etc. directly, without any transaction with SCCM at all. SCCM would not recognize the sponsor in its publications, signage, etc. at the sponsored event. The KEG leadership can thank the sponsor's representative publicly at the sponsored event and the sponsor's representative can speak to the attendees. SCCM does not regulate this situation, although the sponsor might have rules for its representative to follow. Advertisement for the sponsored event can be left to the sponsor's representative and posted on SCCM Connect.
  - ii. The sponsor's representative can pay SCCM in advance of the sponsored event. The KEG leader can work with SCCM to generate an invoice for the sponsor's representative. SCCM then pays the sponsored event expenses out of those funds, and a 10% administrative fee is deducted from the total. Any funds not used to support the sponsored event would benefit the general operating fund and are not reserved for future KEG use. Because KEGs have no separate financial accounts and their purpose is to be a networking forum, there is no way for them to accrue funding.

13) Can KEGs have reception gatherings at Congress?

- a. Because the KEG has no budget, members are encouraged to informally gather at a local establishment where each member pays separately. Such gatherings can be posted on SCCM Connect to alert KEG members to the activity.

14) Can KEGs secure a meeting room at Congress?

- a. Yes, SCCM will provide a meeting room for KEGs if requested. The purpose is for KEG members to meet face to face and share information; however, any discussion held during the KEG meeting cannot be part of the Congress educational program and cannot be promoted as an official Congress educational session.
- b. KEG meetings are referred to as "business meetings" and will be listed in the business meeting section of the Congress app and the Program and Exhibition Guide.
  - i. Example of a business meeting title: XYZ KEG (Topic) Business Meeting
- c. No audiovisual equipment, food, beverages, or any other items will be provided for these meetings.

- d. Meeting space is based on availability. The KEG must complete an ancillary meeting request form and submit it online to secure space. SCCM will send an email to the KEG chairs in August or September each year with meeting information. Please contact Dominika Skarka at [dskarka@sccm.org](mailto:dskarka@sccm.org) with any questions.

15) Can KEGs hold paid luncheon events during Congress?

- a. Yes, KEGs can hold paid luncheon events during Congress, with Society approval. Approval may take up to 30 days. Justification for the paid luncheon must be submitted along with the request. Requests to hold a paid luncheon must be approved by May 1 each year for the following year's Congress.
- b. Participants must register for the luncheon and pay the fee for it during Congress registration.
- c. KEGs should contact their staff partner to organize a paid luncheon.

16) Can KEGs conduct fundraising projects for SCCM?

- a. Yes, KEGs can conduct fundraising activities for any of SCCM's designated philanthropic targets but may not raise funds for other purposes. Please contact Chief Philanthropic Officer Mark C. Lenhart at [mlehart@sccm.org](mailto:mlehart@sccm.org).

17) Can KEGs create social media accounts?

- a. No, KEGs cannot create social media accounts. They should use an appropriate hashtag in their individual (personal or professional) accounts instead.
- b. Social media posts that benefits both the Society and the KEG are welcomed. Please review SCCM's policy and guidelines on the use of social media [here](#).
- c. Information about SCCM's social media basics, guidelines, hashtags, events, and how to become an SCCM social media ambassador can be found [here](#).

18) Can KEGs have logos?

- a. No. Committees, sections, and KEGs are part of SCCM and do not require separate logos. Logo development requires special graphic design services and legal review, and their development adds no value to the KEG. As such, no separate logo can be developed for KEGs.