# **SCCM Congress Session Builder Guide**

This is a brief guide describing how to submit a session for the 2026 Critical Care Congress.

**\*\*Please note:** This session builder system is Faculty (Speaker) focused. You will need to provide a Faculty (Speaker) first and then attach a Presentation Topic to that individual rather than creating a Presentation Topic and then attaching Faculty (Speakers) to it. If you have an idea for a Presentation Topic, but **DO NOT** have a Speaker in mind yet, then you will need to first enter in a TBD Faculty (the process is outlined in the instructions below) and then attach the Presentation Topic you have in mind to that TBD Faculty.

### Logging into the Session Builder

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.

Society of Critical Care Medici The Intensive Care Professionals	ne Membership	Education	Critical Care Congress	Research	Clinical Resources	Q
	One	account.	All of SCCM.			
		Sign into your \$	SCCM account			
		SCCM Cu	stomer ID			,
		Pass	word			
		Lor				
		LOĮ	, 111			
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If you do not have an SCCM account, you will need to create one by clicking "New User" on the drop-down 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.

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Society of Critical Care Medicine	Membership	Education Critical Care Congres	s Research Clinical Resources Q
SCCM > My Profile > Create Account			
Create Account			
Demographics	First Name: *	Last Name: *	E-Mail: *
Communication Preferences Password			
Communication Preferences Password Education and Board Certification Institution	Profession: * Select a Profession *	Password: *	Confirm Password: *
Communication Preferences Password Education and Board Certification Institution Specialty Section Self-Identified Expertise Order History	Profession: * Select a Profession ¢ Submit	Password: *	Confirm Password: *
Communication Preferences Password Education and Board Certification Institution Specialty Section Self-Identified Expertise Order History	Profession: * Select a Profession    Submit Society of Critical Care Medicine	Password: *	Confirm Password: *
Communication Preferences Password Education and Board Certification Institution Specialty Section Self-Identified Expertise Order History Society of Critical Care Medicine	Profession: * Select a Profession    Submit Society of Critical Care Medicine 500 Midway Drive Mount Prospect, IL 60056 USA	Password: * Contact Us MySt About SCCM Learn	Confirm Password: *

Once you have logged in and are on the MySCCM page, you will see a section in the center labeled "2026 Critical Care Congress Session Proposal Submission". Click the blue "Submit your session now!" button to get started.

Membership

Education

Critical Care Congress

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**MY LEARNING** 

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MY INVOLVEMENT

# 2026 Critical Care Congress Session Proposal Submission Site

Submit your session now!

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.



\* indicates a required field

### Welcome to the 2026 Critical Care Congress Session Submission Site

Use this site to enter session information into the SCCM session builder system.

### Important Reminders About Your Submission:

- Incomplete submissions will not be reviewed by the Congress Program Committee.
- 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.
- Once you have finalized your submission you will receive an email notification. Please note that this email will
  be sent only to the person who submits the session.
- PLEASE NOTE: The Congress Program Committee reserves the right to change/alter/merge/reject titles, content, and speakers to meet program needs.
- Contact SCCM Customer Service with any questions: Email: support@sccm.org Phone: +1 847 827 6888

New Users	Congress Session Submission Site
	Email Address *
	bbarten@sccm.org
	Access Key *
	Show
	Lost your access key?
	Login

Questions? Organizer: Customer Service - Support@sccm.org / (847) 827-6888

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 <a href="support@sccm.org">support@sccm.org</a> 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.

- 1. Enter your session title in the box labeled "Submission Title." Your session title should be creative, catchy, and attention grabbing.
- 2. Select your "Submission Format" from the dropdown menu. For more clarification on each option, click "View Submission Format Descriptions."

Your options are:

- Thought Leader
- One-Hour Concurrent Session
- Two-Hour Concurrent Session
- Half-Day Pre-/Post-Courses
- Full-Day Pre-/Post-Courses

- Two Day Pre-/Post-Courses
- 3. Select your "Submission Category" from the dropdown menu. (SCCM also calls these Knowledge Areas.)
- 4. Once you have entered your Submission Title and selected your Submission Format, click the blue "Submit" button.

Home / Nev	w Submission
0	START A NEW SUBMISSION Submit
	Please enter a title below. The title should be entered in title case. Please only use capital letters for the principal words. Articles, conjunctions, and prepositions do not get capital letters unless they start the title.
	Submission Title * The title should be entered in title case. 100 character maximum. No images or tables will be accepted.
	Test Concurrent Session
	23 characters (100 max) 3 words (100 max)
	One-Hour Concurrent Session
	View Submission Format descriptions.
	Submission Category *
	Cardiovascular 🗸
	View Submission Category descriptions.
[	Submit

You will now see the "Task List" for your session. Read the instructional text in the blue box and proceed down the page.

Home / Subr	nission / Task List for 'Test Concurrent Session'	
	TASK LIST	Save Submission
	<ol> <li>Please click on each task below to enter the requested information.</li> <li>Once completed, the task will then appear with a large green check mark.</li> <li>After you have completed all of the tasks below, select "Save Submission".</li> </ol>	
	Test Concurrent Session Submission ID: 1343981 Submission Format: One-Hour Concurrent Session Submission Category: Cardiovascular Submission Status: Active	

The process for creating a new session proposal comprises the following six tasks:

- 1. Acknowledgement
- 2. Overall Description
- 3. Learning Objective(s)
- 4. Categories
- 5. Moderator/Faculty Member
- 6. Topics and Descriptions

Submission Title: One-Hour Concurr	ent Session Test 1
	1. Acknowledgement Click here to complete the Acknowledgement Task.
	2. Overall Description Click here to add an overall description to your session.
	3. Learning Objective(s) Provide 3 learning objectives that are clear, measurable, and achievable.
	4. Categories Click here to add classification and patient type to your submission
	5. Moderator/Faculty Member Last Updated Tuesday, September 13, 2022, 12:03 AM Click here to add a Moderator/Faculty to this session.
	6. Topics and Descriptions Last Updated Tuesday, September 13, 2022, 12:03 AM Click here to add Topics and Descriptions to this Session

Save Submission

**Task 1. Acknowledgement.** Read and acknowledge the guidelines for submitting a session proposal, sign electronically, then click the blue "Save" button.

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Read	and acknowledge the guidelines for submitting a session proposal, sign electronically, and then press "Save".
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. *
2	If substantive portions of my submission are chosen, I will receive notification *
3	I am aware that my submission is more likely to be chosen if it includes: * -Multi-Professionals (e.g. Physicians, nurses, advanced practice providers, respiratory therapists, pharmacists, dietitians, etc.) -Multi-Institutional & Multi-Regional Speakers -SCCM Members are preferred for sustainability of the SCCM mission -Engaging and informative titles for the session and each topic/lecture -At least one Basic Science Topic/lecture if appropriate I agree
4	I will include my rationale for the proposed speaker and supporting citations, if relevant. *
5	I will choose at least one alternate speaker for each topic/lecture. *
6	I will attempt to choose 2 moderators who are SCCM members and will include one early-career and one established-career member. *
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 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 -Full-day pre-
8	I have read the above and will adhere to these guidelines. * Enter Full Name In text box below [electronic signature] Katle Barter

**Task 2. Overall Description.** Answer whether or not the session includes a panel discussion and then type your session description in the field and click the blue "Continue" button.

Form Completed This form is complete, but you can continue to update it. If you make changes, don't forget to re-submit by clicking the "Continue" button.	
Please complete the required field below.	* Indicates a required field
No V	
Overall Session Description * The overall session description should go here. Please ensure it is clear and concise.	
Continue	86 characters 14 words

**Task 3. 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**. Do NOT use numbers or bullet points for the learning objectives. Once you have entered your learning objectives, click the "Complete Task" button.

ubmission Title:	Test Concurrent Session	
ome / <u>Subr</u>	nission / <u>Tasks</u> / Edit Learning Objective(s) Task for 'Test Concurrent Session'	
•	EDIT LEARNING OBJECTIVE(S) TASK FOR 'TEST CONCURRENT	Continue
	<ul> <li>Writing Measurable Learning Objectives</li> <li>Written from the point of what the learners should know or be able to do at a Designed to build knowledge and/or skills</li> <li>Contain observable and measurable outcomes</li> <li>Use measurable action verbs</li> <li>Set the direction of the session</li> <li>Keep the presentation or training focused</li> <li>Each objective should describe one outcome</li> <li>CME learning objectives:</li> <li>Upon completion of this session, learners will be able to evaluate and determ</li> <li>After completing this session, learners will be able to calculate</li> <li>After completing this session, learners will be able to apply</li> </ul>	the end of the session ce, or patient outcomes nine applicability of om Bloom's Taxonomy. ble.
	Answer the following questions for Learning Objectiv Learning Objective 1* Please do not use bullets, numbers or symbols.	e 1
	Learning Objective 1	1
	Answer the following questions for Learning Objectiv Learning Objective 2* Please do not use bullets, numbers or symbols. Learning Objective 2	e 2
		1.
	Answer the following questions for Learning Objectiv	e 3
	Learning Objective 3 * Please do not use bullets, numbers or symbols.	
	Learning Objective 3	11

**Task 4. 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.

Submission Titl	Test Concurrent Session	
Home / Sub	nission / Tasks / Edit Categories Task for 'Test Concurrent Session'	
	EDIT CATEGORIES TASK FOR 'TEST CONCURRENT SESSION'	Continue
	Please make the appropriate selections below for your submission.	* indicates a required field
	General Classification*	
	2 Patient Type *	
	3 Category * Select the category that best describes your session. Cardiovascular	
	Category Alternate 1 If necessary, select an Alternate Category Endocrine	
	5 Category Alternate 2 If necessary, select a second Alternate Category  Select one	
	<ul> <li>Keywords</li> <li>Select keywords associated with your submission. You may choose multiple. Keyw search the site by using the search and find (Ctri-F) function to search the page.</li> <li>abdominal compartment syndrome</li> <li>acid-base physiology</li> <li>acute lung injury/ALI</li> <li>acute respiratory distress syndrome/ARDS</li> <li>administration</li> <li>adrenocortical function</li> <li>advance directives</li> </ul>	vords are listed in alphabetical order and you can also
	<ul> <li>administration</li> <li>adrenocortical function</li> <li>advance directives</li> </ul>	

# **Task 5. 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.

Please add a Concurrent Session Moderator/Concurrent Session Faculty to this session. You will add the presentation topics to which faculty will be assigned in Task 6.
Suggestions for choosing faculty (speakers):
<ul> <li>Multi-professional</li> <li>Multi-institutional</li> <li>Diverse backgrounds</li> <li>Outstanding practicing professionals</li> <li>Content experts</li> <li>Effective presenters</li> </ul>
You are encouraged to choose two people as moderators, one "senior" experienced moderator and one "junior" less experienced 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.
<ul> <li>To add a Moderator/Faculty Member:</li> <li>Type the Moderator/Faculty Member's first name, last name, and email address then select the session role for that individual. All 4 of these fields are required.</li> <li>You may search for the moderator or faculty member using the green member look up button. Type in all or part of the name of the individual you would like to look up. Select a name from the listing that pops up in response and choose a session role for that person.</li> <li>If a moderator or faculty member is still to be determined, enter TBD# in the first and last name fields for each individual (e.g. 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 (e.g. submitter S. Smith whose email is ssmith@medicalu.edu would enter ssmithtbd1@medicalu.edu).</li> <li>Please be sure to add a BACK-UP SPEAKER as an option for EACH Moderator/Faculty Member you identify in this task.</li> </ul>
You must complete the required Moderator/Faculty profile fields to assign that person to a session or topic.
To complete a Moderator/Faculty Member's profile:
<ul> <li>Click on the 'Edit Moderator/Faculty Member' button to complete the required fields in the profile. If you identified the faculty member via the look up function, the profile fields will automatically populate. If you entered a new faculty member, you will need to fill in the required fields. Enter N/A in fields you do not know. For TBD faculty, enter N/A in the required fields.</li> <li>A green check mark indicates a complete profile.</li> <li>Once the profile is complete, click 'Save Moderator/Faculty Member' to complete the task.</li> </ul>

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 auto populate in the first three required fields.

profile to auto-fill the new Moderator/Faculty Member fields.					
First Name *		Last Name *			
Bet		Barte			
Barten, Beth	Society of Critical	bbarten@sccm.org	Ac Moderator/Facul		
	Care Medicine		Membe		

Next, assign a role/s (moderator, faculty, back-up speaker, back-up moderator, panelist, or TBD faculty) to the individual by checking one or more of the boxes on the right as shown below. Click on the blue button to add the moderator/faculty member. Continue this process until you have an appropriate number of moderators, faculty, and back-up speakers/moderators for your proposed session. Each individual **MUST** match up when filling in the information for Task 6. Topics and Descriptions.



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 N/A for any information you do not know.

Add	New	Mode	rator/	Faculty	/ Member





Enter "Professional Title(s)" and "Credentials." If you do not know this information, enter "NA." Once you have completed entering this information, click "Continue."

CONCURRENT SESSION	MODERATOR/CONCURRENT SESS	IO Continue
Please complete the mandat button.	tory fields and as much of the additional info	ormation as you can and then press the 'Continue'
Personal Details	Contact Details	Mailing Address
Prefix	Office Phone	Address Line 1
First Name *	Cell Phone	Address Line 2
Katle		
Middle Initial	Fax	Address Line 3
Last Name *	Email Address *	City
Barten	kbartentbd1@sccm.org	
Suffix		State
		Select State/Province
		Zin
		United States
Administrative Assistant		United States
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Administrative Assistant To be copied on all submission Name Professional Information Professional Title(s) (max charac Institution * Credentials (if exact credential Role * Concurrent Session Faculty Concurrent Session Moderat Panelist Back-up Speaker	emails          Telephone       Email         as it will appear on conference materials)         ter 100)*         Is unknown, enter N/A)*	United States  Out Applicate Fill out mandatory fields as shown
Administrative Assistant Fo be copied on all submission Vame Professional Information Professional Title(s) (max character Institution * Institution * Institution * Institution Session Faculty Information Generate Session Moderater Panelist Back-up Speaker Back-up Moderator	emails          Telephone       Email         as it will appear on conference materials)       Image: term of term o	United States

Enter this information for each profile until the green "Profile complete" message appears for each one. Once you are done entering moderators, faculty members, and back-up speakers, click the "Continue" button.

### Adding in a TBD speaker

If a moderator or faculty member is still to be determined for a suggested presentation topic, enter TBD# in the first name and last name fields for each individual (TBD1, TBD2, TBD3, etc.). **The system requires a <u>unique</u> email address for each individual**. Use your own email address but add TBD# to it for each individual you are adding (e.g. submitter S. Smith whose email is ssmith@medicalu.edu would enter ssmithTBD1@medicalu.edu). Continue to add faculty as necessary, as shown below.

First Name	Last Name	Email	Roles
TBD1	TBD1	kbartenTBD1@sccm.org	TBD Faculty
TBD2	TBD2	kbartenTBD2@sccm.org	TBD Faculty
TBD3	TBD3	kbartenTBD3@sccm.org	TBD Faculty
TBD4	TBD4	kbartenTBD4@sccm.org	TBD Faculty

Once all moderators and faculty members have been added, click "Save Moderator/Faculty Members." Each time you complete a task, a green checkmark will appear. You can always go back and edit if needed.

Submission Title: Test



### 1. Acknowledgement

Completed Monday, September 9, 2024, 5:43 PM Click here to complete the Acknowledgement Task.



### 2. Overall Description

Completed Monday, September 9, 2024, 5:44 PM Click here to add an overall description to your session.

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### 3. Learning Objectives

Completed Monday, September 9, 2024, 5:45 PM Provide a minimum of 3 learning objectives that are clear, measurable, and achievable.



### 4. Categories

Completed Monday, September 9, 2024, 5:46 PM Click here to add classification and patient type to your submission



### 5. Moderator/Faculty Member

Completed Monday, September 9, 2024, 5:47 PM Click here to add a Moderator/Faculty to this session.



### 6. Topics and Descriptions

Completed Monday, September 9, 2024, 5:49 PM Click here to add Topics and Descriptions to this Session

Save Submission

**Task 6. Topics and Descriptions.** Here you will see the names of the different speakers you entered into Task 5. Each speaker will need to be tied to a topic that you will enter in by clicking "Edit (name of speaker's) Form".



Follow the instructions located in the first box on how to enter in the 'Topic' title regarding capitalization, etc. Enter in the 'Description' of the topic that the faculty member will address in the second box.

 In the third box, you MUST enter in the Back-Up Speaker exactly as you indicated in Task 5 Moderator/Faculty Member. These two names must match if a Back-Up Speaker was given. If you have not identified a BACK-UP SPEAKER, enter N/A.

Home / Sub	mission	<u>'</u>	<u>Tasks</u>	/ Edit	Торі	cs and D	escriptio	ns Tas	k for 'i	Test Co	oncur	rent Se	ssion							
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			C	ontinue	e														2	words

Once you have entered the topic and description for all faculty members associated with the session, the green checkmark will appear next to *Presentation Completed*. Then click the blue "Complete Task" button.

Home / Sub	mission / <u>Tasks</u> / Edit Topics and Descriptions Task for 'Test Concurrent Session'	
	EDIT TOPICS AND DESCRIPTIONS TASK FOR 'TEST CONCURRE	Complete Task
	Presentation for Beth Barten was successfully completed on Tuesday, September 13, 2022,	1:30 AM
	Enter the topic a faculty member will speak about by clicking on the green Edit Form button	* indicates a required field
	1 Katie Barten, BA, DES Intensivist, SCCM Presentation completed Role(s): Concurrent Session Faculty Edit Katie Barten's Form	
	2 Beth Barten, TBD Intensivist, SCCM Presentation completed Role(s): Concurrent Session Faculty Edit Beth Barten's Form	
	Complete Task	

Once all your tasks have green checkmarks, click the blue "Save Submission" button.

### 1. Acknowledgement

Completed Monday, September 9, 2024, 5:43 PM Click here to complete the Acknowledgement Task.

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### 2. Overall Description

Completed Monday, September 9, 2024, 5:44 PM Click here to add an overall description to your session.

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### 3. Learning Objectives

Completed Monday, September 9, 2024, 5:45 PM Provide a minimum of 3 learning objectives that are clear, measurable, and achievable.



### 4. Categories

Completed Monday, September 9, 2024, 5:46 PM Click here to add classification and patient type to your submission



### 5. Moderator/Faculty Member

Completed Monday, September 9, 2024, 5:47 PM Click here to add a Moderator/Faculty to this session.



### 6. Topics and Descriptions

Completed Monday, September 9, 2024, 5:49 PM Click here to add Topics and Descriptions to this Session

Save Submission

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.

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20	26 Critical Care Congress		Beth Barten		We always welcome feedb
М	arch 22 – 24, 2026 (Sunday – Tuesday)		Company / Institution: Society		and we want to hear what
M	cCormick Place		Logins: 0 Log Out		like and what can be impro
u u	nicago, Illinois nited States		View / Edit Your Profile		Feedback Form
ě	Contact the Event Organizer				
	•				71
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Your confirmation email will contain all the information you entered in your submission for later reference. You can also go back into the proposal submission through the link shown below:



2026 Critical Care Congress MARCH 22-24, 2026 | CHICAGO, ILLINOIS, USA



2026 SCCM Critical Care Congress - Submission Confirmation

## 2026 Critical Care Congress Submission Site: 2026 Critical Care Congress

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

### Submission Format One-Hour Concurrent Session

Submission Category: Neuroscience

Submission Status: Complete

Submission ID: 1924365

Submission Title: Test

# Moderator/Faculty Member(s)

<u>Beth Barten</u> (Role: Concurrent Session Faculty; Concurrent Session Moderator)

# **Overall Description**

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