SCCM Congress Session Builder Guide
This is a brief guide describing how to submit a session for the 2024 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 person 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 yet, you will need to first enter a TBD faculty (the process is outlined in the instructions below) and then attach the presentation topic to that TBD faculty.

Logging in to 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.

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.

Once you have logged in, you will see a section in the center labeled “2024 Critical Care Congress Session Proposal 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.

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:
- One-Hour Concurrent Session
- Two-Hour Concurrent Session
- Plenary Session
- Half-Day Pre-/Post-Course
- Full-Day Pre-/Post-Course
- Two Day Pre-/Post-Course

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.

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. Acknowledgement
2. Overall Description
3. Learning Objective(s)
4. Categories
5. Moderator/Faculty Member
6. Topics and Descriptions
Task 1. Acknowledgement. Read and acknowledge the guidelines for submitting a session proposal, sign electronically, then click the blue “Save” button.
Task 2. Overall Description. Type your session description in the field and click the blue “Continue” button.
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.** Once you have entered your learning objectives, click the “Complete Task” button.
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.
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 and faculty member(s).

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 the first three required fields.

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 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 and 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.
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. 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 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). Continue to add faculty members 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:kbartenTBD1@sccm.org">kbartenTBD1@sccm.org</a></td>
<td>TBD Faculty</td>
</tr>
<tr>
<td>TBD2</td>
<td>TBD2</td>
<td><a href="mailto:kbartenTBD2@sccm.org">kbartenTBD2@sccm.org</a></td>
<td>TBD Faculty</td>
</tr>
<tr>
<td>TBD3</td>
<td>TBD3</td>
<td><a href="mailto:kbartenTBD3@sccm.org">kbartenTBD3@sccm.org</a></td>
<td>TBD Faculty</td>
</tr>
<tr>
<td>TBD4</td>
<td>TBD4</td>
<td><a href="mailto:kbartenTBD4@sccm.org">kbartenTBD4@sccm.org</a></td>
<td>TBD Faculty</td>
</tr>
</tbody>
</table>

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.
Task 6. Topics and Descriptions. Here you will see the names of the different speakers you entered in 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 in the first box on how to enter the Topic title regarding capitalization and other formatting. Enter the description of the topic that the faculty member will address in the second box.

- In the third box, you MUST enter 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 entered. If you have not identified a back-up speaker, enter N/A.
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.
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 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 for your reference. You can also go back into the proposal submission through the link shown below:

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