



## REQUEST FOR PROPOSALS 2024 Summer Forum & Congress

SUBMISSION DEADLINE: JANUARY 5, 2024

# SUBMISSION REQUIREMENTS

The following information is required in order to submit an abstract for the AARC Request for Proposals. As a reminder the AARC Summer Forum is July 15-17, 2024, in Snowbird, UT, and Congress is November 19-22, 2024, in Orlando, FL.

### PROPOSAL SUBMITTER AND/OR SPEAKER CONTACT INFORMATION

- Search by email address to select a profile.
- If no profile is found, you will need to create one for each new speaker. Profiles are comprised of first and last name, email, phone number, company name, mailing address, city, state, zip code, country, and credentials.

**NOTE:** If you are the submitter AND not the speaker- you will be asked to add the speaker at the end before you will be allowed to select the submit button.

### SESSION INFORMATION

**Title:** The title of your session must be formatted by capitalizing the first letter of each major word. Example: Breaking the Glass Ceiling!

- The titles that are short and simple are best. 75 characters max.
- Titles that are incomplete will be edited by the Program Committee.

**Presentation Format:** Select a presentation format in which your proposed program will be delivered. Formats include:

- **Stand Alone Lecture:** A single session under one topic or theme.
  - Max of 2 speakers
  - Could also be a PRO/CON
  - 30 minutes (5 min Q&A)
- **Panel Lecture:** A group of panelists discussing/presenting perspectives on the topic.
  - Max of 3 speakers
  - 30 minutes (5 min Q&A)
- **Symposium:** A series of separate sessions under one common topic or theme.
  - Requires a different session title, description, and learning objectives for each topic.
  - You will submit each of them separate individual lectures.
  - Max of three 30-min lectures in the series (5 min Q&A)
- **Description:** Limit the descriptions to 500 characters max.
  - AARC Program Committee may revise accordingly.
- **Learning Objectives:** Provide 2 learning objectives. No more, no less.
- **Comments:** Use this area to add notes to the Program Committee, do not put notes in the title or description.