

## Education Session Proposal Submission Instructions

The 2024 AATB Annual Meeting, September 30 - October 3, 2024, in Aurora, CO, is devoted to propelling our community to new heights by unlocking the full range of possibilities, fostering collaboration, and navigating the forefront of advancements in our ever-evolving industry. With the conference theme, "**Scaling New Heights: Unlocking the Full Range of Possibilities**," attendees are invited to embark on a transformative journey, pushing the boundaries of their professional and personal potential, fostering collaborative innovation, and navigating uncharted territories.

### Educational Session Proposals

AATB seeks to create an event that meets our members' professional development needs and aspirations; if you have a session idea for the 2024 AATB Annual Meeting, please review the submission guidelines below and submit your proposal by **April 30, 2024**. Content and presentations at the AATB Annual Meeting are intended to represent the diverse experience and expertise of the tissue banking community. Education tracks will be formed based on the disciplines that align with the eight AATB Councils. Each track will include a minimum of three 60-90-minute presentations.

### Proposal Requirements

Proposed educational session submissions must be completed by **April 30th, 2024**. Accepted Proposals will be included in the 2024 AATB Annual Meeting program. All presentations will be in person, virtual participation will not be available.

Session Proposals must include the following:

- Session Title
- Session Description
- Learning Objectives
- Target Audience
- Session Format
- Speaker(s) Name and Contact Information

Submitting a Proposal for consideration confirms that you and/or your designated speaker(s) are willing and able to present the proposed topic at the 2024 AATB Annual Meeting and will submit all required session materials by the designated deadlines. **Speakers are responsible for their own travel expenses.** As a token of appreciation, speakers will receive a discounted registration rate.

### How to Submit

Please submit your session Proposal through [AATB's Submission System](#).

Click "**Submit a Proposal**" under "**New Users**" to create a new Proposal for the 2024 AATB Annual Meeting and enter the required information. Once you have created an account, you will be prompted to begin a new submission. You can return to the Submission System at any time by logging in under "Already a User" to continue working on a Proposal, edit a Proposal, or submit a Proposal before the deadline.

**Log in to the submission site.**

**New Users**

Click 'Submit a Proposal' to begin your first submission.

[Submit a Proposal](#)

**Already a User?**

Email Address \*


Access Key \*

 [Show](#)

[Lost your access key?](#)

[Login](#)

Under “**Submission,**” click to begin a new submission.




**SUBMISSIONS** (You have 1 complete submission, 1 incomplete submission, and 0 withdrawn submissions)

Session Proposals are due on or before April 30th, 2024.

[+ Click here to begin a new submission](#)

Enter the title of your proposed session in the “Proposal Title” field, choose “Breakout Session (60 or 90 minute)” or “Plenary Session” from the “Session Type” drop-down, and click “Submit.”

Home / [New Submission](#)



**START A NEW PROPOSAL**

[Submit](#)

**Proposal Title \***  
A Proposal submission must have a presentation title stating your topic clearly. Presentation titles should aim to grab people’s attention.

0 characters (200 max)  
0 words (75 max)

**Session Type \***  
AATB’s Annual Meeting offers opportunities for 60 and/or 90 minutes presentations.

-- Select Session Type --

-- Select Session Type --

Breakout Session (60 min.)

Breakout Session (90 min.)

Plenary Session (60 min.)

[Submit](#)

On the next page, click on “**Session Proposal**”. You must complete the required fields: Educational Track, Target Audience, Session Format, and Session Description.

Submission Title: TEST

TEST 4 characters (Max 200 characters)  
1 word (Max 75 words)

**Educational Track \***  
Educational sessions will be formed based on specific topic areas aligning with AATB Councils' areas of operation. Each track will include a minimum of three 60-90-minute presentations. Please select an Educational Track for your Proposal.

-- Select an Educational Track --

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**Target Audience \***  
AATB's conference is a large meeting and attendees expect choices; they will choose sessions that are the most practical and applicable to their practice and/or their specific professional development needs. When selecting your target audience, think about the level of your content.

- Entry-level: Learners need to know basic information including background, facts, and rationale.
- Intermediate: Learners have a good understanding of the field an area of expertise but there is still room for growth.
- Advance: Usually, professionals at this level know about the content that will be presented and are looking for new information/recent trends that they may not know.

-- Select One --

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**Session Format \***  
The AATB Annual Meeting provides an opportunity for Live face-to-face formats giving speakers an opportunity to chose from a wide variety of formats to meet the learning objectives and goal(s) of the session.

- Interactive Sessions: These sessions combine presentations with methods that engage all participants. Methods include, but are not limited to, audience polling, case studies, point-counterpoint debate, moderated panel discussions, round-table panel discussions and small group.
- Didactive Sessions with Q&A: Include power point presentations with allotted time for Q&A at the end. These sessions have less audience participation than the interactive sessions (plan for limited Q&A time).

-- Select One --

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**Session Description \***  
Please describe the content of your session. (Max. 250 words). Session descriptions should not include presenter names, titles, and organizations. Focus on your target audience and what they will get from attending the session.

Next, click on “**Learning Objectives.**” Enter the learning objectives that match the goals of your session.

Please provide 2-3 Learning Objectives.

Please consider what the “take away” lesson will be for the learner - how will this presentation affect the practice or skill set of the learner.

Example:

Following completion of this session, the learner will be able to:

- Recognized the challenges families face during the procurement process;
- Articulate the process for assessing the health status of donors;
- Develop internal processes and guidelines to maintain patient health records confidential.

\* indicates a required field

**1 Answer the following questions for Learning Objective 1**

**Learning Objective 1 \***  
Add a Learning Objective as if completing this sentence: “Following completion of this session, the learner will be able to...” Apply, Articulate, Explain etc. Write the Learning Objectives in order of priority as you would wish them to appear in the final Program.

0 words (Max 30 words)

**2 Answer the following questions for Learning Objective 2**

**Learning Objective 2 \***  
Add a Learning Objective as if completing this sentence: “Following completion of this session, the learner will be able to...” Apply, Articulate, Explain etc. Write the Learning Objectives in order of priority as you would wish them to appear in the final Program.

Next, click on "**Session Speaker(s).**" Enter the information for you and/or the speakers participating in the session.

#### Add New Speaker

First Name *	Last Name *	Email *	Add Speaker
<input type="text"/>	<input type="text"/>	<input type="text"/>	

#### Speaker List

You must add at least 1 speaker and no more than 4.

1 Haydee Barno  
Dir edu, American Association of Tissue Banks  
Profile incomplete ✖  
Role: Speaker  
[Edit Haydee Barno's Profile](#) [Remove Haydee Barno](#)

[Save Speakers](#)

Next, click on "**Acknowledgment.**" This acknowledgment confirms the intent to present the proposed topic if accepted.



EDIT ACKNOWLEDGEMENT TASK FOR 'TEST'

[Submit Agreement](#)

Please read and sign the statement below.

Submitting a session Proposal for consideration confirms that you and/or your designated speaker(s) are willing and able to present the proposed topic at the 2024 AATB Annual Meeting at the Gaylord Rockies in Aurora, CO, September 30-October 3, 2024, and will provide the required presentation materials by the designated deadlines. You also acknowledge that you and/or your designated speaker(s) are responsible for all travel and lodging-related expenses. Speakers will receive a discounted registration to the 2024 AATB Annual Meeting.

I have read and agree to the above terms and conditions.

Please indicate your agreement by typing in your full name above

[Submit Agreement](#)

Finally, click on "**Submit**" the blue button on the right of the screen.

#### **Review Process**

Proposals will be reviewed by the Annual Meeting Planning Group. Submitter information will not be included in the review process.

Submissions may be reassigned to different tracks based on content relevance. **Submitters will be notified of the review outcome by May 24, 2024.**

#### **Accepted Proposal Submissions**

Submissions will be grouped into three categories; accepted, alternate, and declined.

Accepted submissions are approved to be included as a presentation at the AATB Annual Meeting. If an accepted submission is canceled, alternate submissions will be selected as replacement sessions. Declined submissions have been declined as a part of the AATB Annual Meeting.

**Confirmation**

**Submitters of accepted sessions must respond confirming participation and additional speakers, if applicable, by Tuesday, May 31, 2024.** Sessions not confirmed by this date may be removed from the Program and replaced by an alternate submission.

**Presentation Information**

Speakers are responsible for providing final presentation information through AATB's Speaker Management System. Speakers will receive unique login information from AATB after the submitter has confirmed participation.

For additional information or questions, contact Haydee Barno, AATB Director of Education, at [barnoh@aatb.org](mailto:barnoh@aatb.org).