

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

SEPTEMBER 30 - OCTOBER 3, 2024 | AURORA, CO

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:

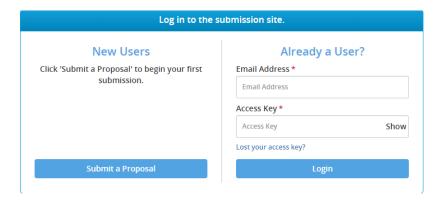
- Session Title
- Session Description
- Learning Objectives
- Target Audience
- Session Format
- Speaker(s) Name and Contact Information

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 <u>AATB's Submission System</u>.

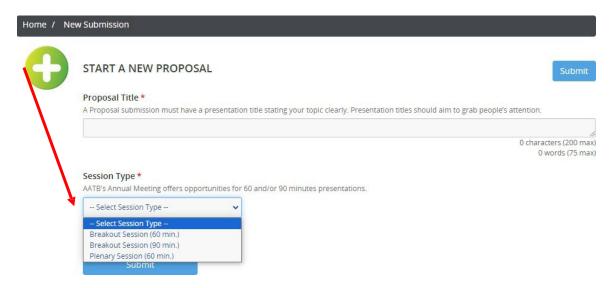
Click "Submit a Proposal" under "New Users" to create a new Proposal for the 2024 AATB Annual Meeting and enter the required information. Once you have created an account, you will be prompted to begin a new submission. You can return to the Submission System at any time by logging in under "Already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



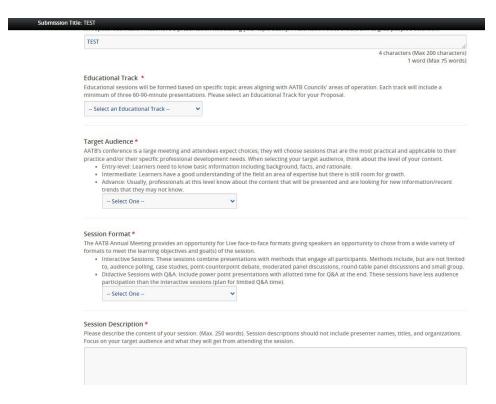
Under "Submission," click to begin a new submission.



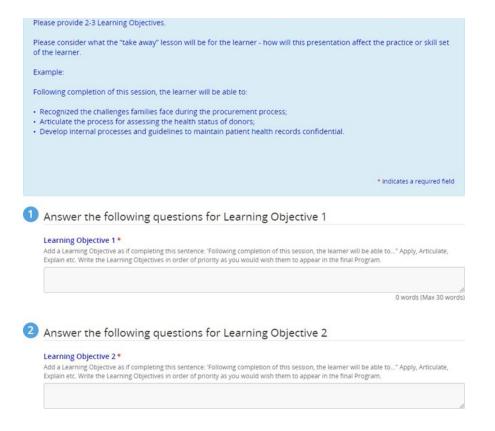
Enter the title of your proposed session in the "Proposal Title" field, choose "Breakout Session (60 or 90 minute) or "Plenary Session" from the "Session Type" drop-down, and click "Submit."



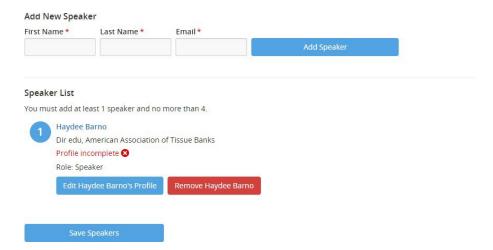
On the next page, click on "Session Proposal". You must complete the required fields: Educational Track, Target Audience, Session Format, and Session Description.



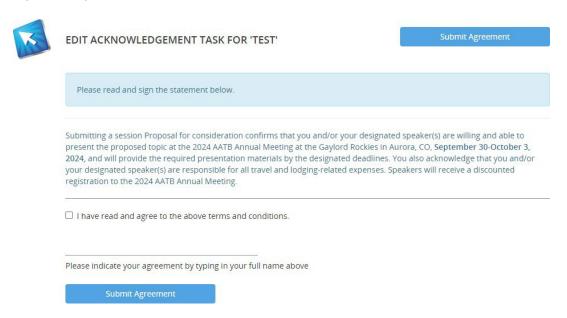
Next, click on "Learning Objectives." Enter the learning objectives that match the goals of your session.



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



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



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.