



## Call for General Session Education Submissions AACE 2024 Annual Meeting

Join us May 9-11, 2024, in New Orleans, LA for the AACE Annual Meeting!

The American Association of Clinical Endocrinology (AACE) invites you to submit an education session proposal and have the unique opportunity to be part of the AACE 2024 Annual Meeting education program.

***Please take a moment to read this entire guide prior to beginning the submission process to become familiar with the guidelines and rules that apply to submission.***

The 2024 AACE Annual Meeting is structured to provide relevant clinical education for practicing endocrinologists, fellows, primary care physicians, physicians assistants, nurse practitioners, nurses, diabetes care and education specialists, clinical pharmacists, registered dietitians, and others in the endocrine care team. The program will focus on education that will allow you to achieve the best patient outcomes for the diagnosis, management, and treatment options for the care of your patients living with endocrine diseases.

The AACE Annual meeting will advance diversity, equity, and inclusion. We celebrate the diversity of our community members and the patients we treat. In our caring for others, we naturally strive for equity and inclusion. It only follows that the AACE Annual Meeting 2024 program must support these values, as well.

### General Guidelines:

- **Important Note:** If you have relationships with ineligible companies, those relationships will need to be disclosed and will have to be mitigated. In many cases, the content you develop for the annual meeting will go through a peer review process. Ineligible companies are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. For information about exceptions to this exclusion, see [accme.org/standards](http://accme.org/standards). Some common ineligible companies may be, but are not limited to:
  - **Abbott Diabetes Care**
  - **Dexcom**
  - **Medtronic**
  - **Lilly**
  - **Novo Nordisk**
  - **Insulet**
  - **Astra Zeneca**
  - **Xeris Pharmaceuticals**

- **Submission Deadline:** September 07, 2023, 11:59 PM ET.
- Some of our major focuses for this year are sessions that provide for diversity, equity, and inclusivity in speaker and moderator selections, appeal in targeting audiences for both endocrinologists and endocrine care team members, and sessions that include interprofessional and/or multidisciplinary approaches.
- The submitter will serve as the primary contact for all correspondence regarding the education session submission during the process. After an education session submission is accepted, the primary speaker will serve as the primary contact.
- By submitting an education submission to the AACE Annual Meeting, submitters are agreeing to participate as accepted. The decision regarding acceptance and presentation format is final.

### Required Submission Fields:

1. Recommended Education Session Title
2. Speaker(s)
3. Moderator (if applicable)
4. Session Category
5. What format best fits your session proposal
  - *Please note the Annual Meeting Scientific Committee may suggest a different format than your proposed format*
6. Session Brief Description

### Primary Session Track/Category:

- Diabetes
- Technology
- Lipids
- Cardiovascular Health
- Nonalcoholic Fatty Liver Disease (NAFLD) and Nonalcoholic Steatohepatitis (NASH)
- Obesity
- Nutrition
- Parathyroid
- Bone Disorders
- Pituitary Disorders/Gonad
- Adrenal Disorders
- Neuroendocrinology
- Thyroid
- Non-clinical Professional Development/Leadership Development/Quality Improvement

### Secondary Session Track/Category:

- Diabetes
- Technology
- Lipids
- Cardiovascular Health
- Nonalcoholic Fatty Liver Disease (NAFLD) and Nonalcoholic Steatohepatitis (NASH)
- Obesity
- Nutrition
- Parathyroid
- Bone Disorders
- Pituitary Disorders/Gonad
- Adrenal Disorders
- Neuroendocrinology
- Thyroid
- Non-clinical Professional Development/Leadership Development/Quality Improvement

Session Format: Preferred session format (As the overall scientific program and experience is evaluated, the review committee may request changes to proposed items such as session format.)

- **Meet the Professor:** These sessions will include a didactic lecture with 1 speaker and 1 moderator, followed by a 5 – 10-minute Q&A. Polling questions are encouraged to engage the attendees on-site during the conference.

- Flipped Classroom: Speakers are asked to pre-record a 10-minute lecture to allow attendees to watch the video recordings in advance. Speakers will lead small group discussions on-site at the conference pertaining to the pre-recorded presentation. Attendees will be encouraged to access the pre-recorded sessions prior to attending the conference and come prepared for interactive discussions during these sessions to make the most out of the in-person experience.
- Case-Based Interactive Discussions: Speakers will develop and present 3-4 patient cases for attendee discussion. Pausing to use polling questions and posing inquiries to the audience throughout each case scenario will help to engage the audience. Interactive group discussions during these sessions are highly encouraged.
- AACE Talk Show: This session format consists of 1 moderator that serves as the talk show host, and a panel of speakers. The host will use an interview style format for content delivery. Interactive discussions on the session topic or a pro-con debate are encouraged. Presentation slides can be used but are not the main driver for the delivery of this session format.
- Leadership Session: This session type is geared towards non-clinical topics. These will take place in AACE's Collaboration Station and include interactive, collaborative discussions using a mix of group discussions and tabletop exercises.

**Target Audience:**

Who are the target audiences for your session proposal? (Select all that apply)

Endocrinologists

Fellows

Primary Care Physicians

Pharmacists

Physicians-other specialties (fill in open text box)

Physician Assistants

Nurse Practitioners

Nurses

Diabetes Care and Education Specialists

Nutritionists

Registered Dietitians

Other

**Timeline:**

Date	Activity
05/22/2023	Session Submission Site Opens
09/07/2023	Session Submission Site Closes
08/07/2023	Keynote/Plenary Speakers Confirmed (Committee to pick)
09/14/2023 – 09/31/2023	Annual meeting scientific committee reviews submissions and makes session decisions and fills in any session gaps
10/02/2023	Scientific Abstract Submission Opens (Poster Abstracts)
09/12/2023	Final session submissions reviewed and approved by annual meeting leadership team (annual meeting chairs).
10/16/2023	Session Speaker acceptance and decline notifications go out
11/01/2023 – 11/8/2023	Program Highlights on website
11/01/2023 – 11/8/2023	Registration Opens
12/01/2023	Scientific Abstract Submission site closes
TBD	Late-Breaking Abstract Submission Opens
TBD	Scientific Abstract acceptance goes out
TBD	Early Bird Registration Closes
TBD	Late-Breaking Abstract Submission Closes
TBD	Late-Breaking Notices sent out
TBD	Hotel Cut off
5/9/2024	Annual Meeting Starts
5/11/2024	Annual Meeting Ends