CRITICAL CARE CONGRESS
Session Builder Guide

This is a brief guide describing how to submit a session for the 2027 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 individual rather than creating a Presentation Topic and then attaching Faculty (Speakers) to it.

Logging in to the Session Builder

Navigate to **mysccm.org** in your web browser. Log in using your email and password. If you have forgotten your password, click "Forgot password" to reset.

If you have not logged into SCCM since November 2024, you must FIRST click "Sign up now" and then follow these steps:
- Copy and paste this URL into your browser: https://www.sccm.org/SignUpLink?returnurl=https://www.sccm.org/account/myaccount
- **Enter the email address.**
- Select **"Send verification code."**
- Check your email address for the verification code.
- Enter the verification code on the login screen and press **"Verify Code."**
- Once the code is verified, enter and confirm your new password. Your password must include at least 8 characters, 1 capital letter, and 1 number.
- Complete all fields (First Name, Last Name, Profession, and Country).
- Select "Create" to log in and sync your information to your account.
- Once you have set your password, go to **mysccm.org** to log in and accept the invitation.
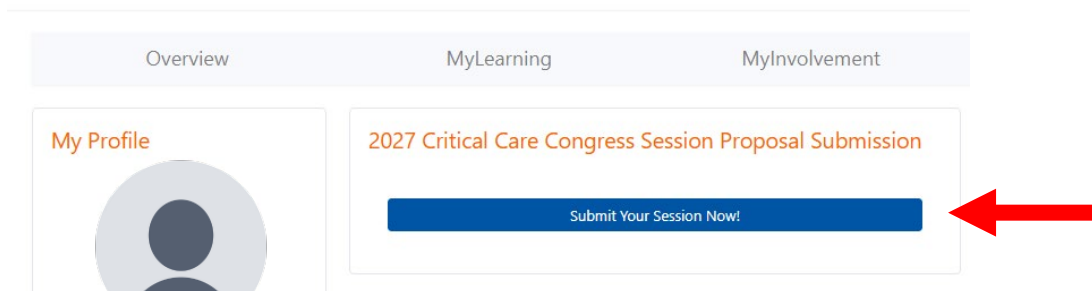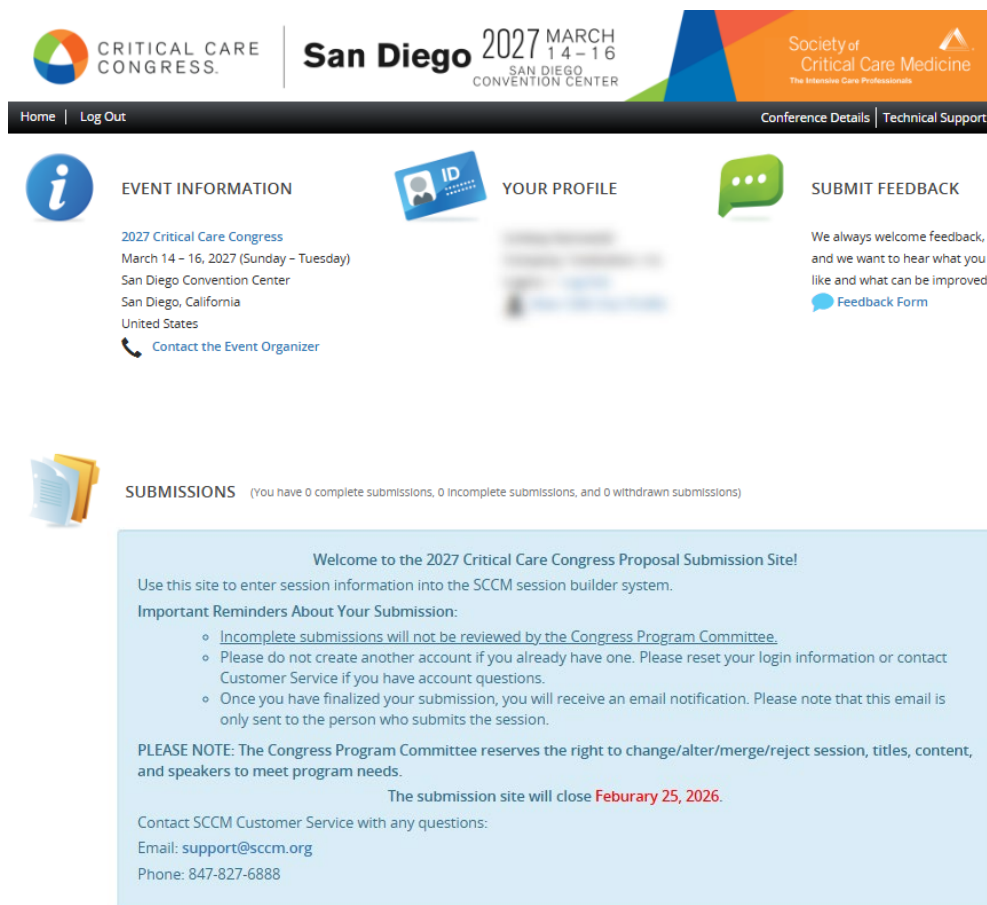
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Once you have logged in and are on the MySCCM page, you will see a section in the center labeled "2027 Critical Care Congress Session Proposal Submission." Click the blue "Submit Your Session Now!" button to get started.

After clicking "Submit Your Session Now!" you will be on the submission landing page. Before you begin, read the section titled "Welcome to the 2027 Critical Care Congress Proposal Submission Site!" Then click the green plus sign to begin your submission.

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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 notice 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."
2. Select your "Submission Format" from the dropdown menu. For more clarification on each option, click "View Submission Format Descriptions." The format options are:
   - Thought Leader
   - 45-Minute Concurrent Session
   - One-Hour Concurrent Session
   - Guideline/Manuscript
   - Deep Dive Sessions

Once you have entered your Submission Title and selected your Submission Format, click the blue "Submit" button.

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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 Objectives
4. Session Classification Data
5. Moderator/Faculty Member
6. Topics and Descriptions

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Task 1: Acknowledgement

Read and acknowledge the guidelines for submitting a session proposal, sign electronically, then click the blue "Save" button.

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Task 2: Overall Description

Topic: This is what SCCM refers to as session type. Topic options are:

- Pro/Con Debate
- Case-Based Discussion
- Panel Discussion
- Traditional Lecture Format
- Flipped Classroom (pre-work to enhance in-person learning)
- Other

If you are submitting this proposal on behalf of a section or committee, please indicate that. Otherwise, enter N/A.

Provide a description of the session. Please note that SCCM will use this description to inform attendees about session content.

When all fields are complete, press "Continue."

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Task 3: Learning Objectives

Be sure to read the information in the blue box 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.** Do NOT use numbers or bullet points for the learning objectives. Once you have entered your learning objectives, click "Continue."

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Task 4: Session Classification Data

Select the General Classification, Patient Type, Knowledge Area, and, if you like, a secondary Knowledge Area. Once you have made your selections, click "Continue."

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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/faculty member.

EDIT MODERATOR/FACULTY MEMBER TASK FOR 'SAMPLE SE...   Save Moderator/Faculty Members

Please add Moderators/Faculty Members

You must complete the required Moderator/Faculty profile fields **BEFORE** you can assign that person to a session or topic.

Suggestions for choosing faculty (speakers):

- Multi-professional
- Multi-institutional
- Diverse backgrounds
- Content experts
- Effective presenters
- Prefer SCCM members, but verify that a given speaker has the necessary expertise
- Please **DO NOT** select faculty/moderators who you know work for ineligible companies.

Suggestions for moderators:

You are encouraged to choose two people as moderators, one "senior" experienced moderator and one "junior" less experienced moderator. *Moderator responsibilities include helping to plan, organize, coordinate, and monitor education sessions at the annual Congress. Moderators are also responsible to ensure ACCME compliance on site.*

To add a Moderator/Faculty Member:

- Search for the Moderator or Faculty Member using the green Member Lookup button below. Type in all or part of the name of the individual you would like to look up. Select the individual's name you are looking for from the listing that pops up in response and choose a session role.
- If the name you are looking for does not populate under the Member Lookup, then type the Moderator/Faculty Member's first name, last name, and email address in the fields available. Then select the session role for that individual. All 4 of these fields are required.
- If a Moderator or Faculty Member is still to be determined, enter TBD# in the first and last name fields for each individual (e.g. 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 whose email is ssmith@medicalu.edu would enter ssmithtbd1@medicalu.edu).
  - *Note sessions with TBD faculty/moderators will be considered incomplete during the scoring of submissions.*
- Please be sure to add a BACK-UP SPEAKER as an option for EACH Moderator/Faculty Member you identify in this task.

To complete a Moderator/Faculty Member's profile:

- Click on the 'Edit Moderator/Faculty Member' button to complete the required fields in the profile.
  - If you identified the Faculty Member via the Member Lookup function, the profile fields will automatically populate.
  - If you entered a new Faculty Member, you will need to fill in the required fields.
    - Enter N/A in fields you do not know. For TBD Faculty, enter N/A in the required fields.
- A green check mark indicates a complete profile.
- Once the profile is complete, click 'Save Moderator/Faculty Member' to complete the task.

* Indicates a required field

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When entering moderators and faculty members for your session, please use the member lookup by clicking the green "Member Lookup" button BEFORE adding the information manually. This will help reduce the number of duplicate accounts and ensure that SCCM has their correct name and email address. Using the member lookup will ensure accuracy by allowing you to find the member's most up-to-date information in the SCCM database.

To use the member lookup, enter what you know of the member's first and last names. Select a name from the list that appears in response and click the green plus sign. This information will auto populate in the first three required fields.

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Next, assign a role(s) (e.g., moderator, faculty, back-up speaker, back-up moderator, or unconfirmed faculty) to the member by checking one or more of the boxes on the right, as shown below. Click on the blue button to add the moderator/faculty member. Continue this process until you have an appropriate number of moderators, faculty, and backup speakers/moderators for your proposed session. Each individual MUST match up when filling in the information for Task 6 (Topics and Descriptions).

Add New Moderator/Faculty Member.

Member Lookup

First Name * Last Name * Email *

Roles *
Please select at least one Role

☐ Thought Leader Faculty
☐ Thought Leader Moderator
☐ Back-up Speaker
☐ Back-Up Moderator
☐ Unconfirmed Faculty
☐ Concurrent Session Faculty
☐ Concurrent Session Moderator
☐ Deep Dive Moderator
☐ Deep Dive Faculty

Add Moderator/Faculty Member

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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 (name of speaker) 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.

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Enter "Professional Title(s)," "Institution," and "Credentials." If you do not know this information, enter "NA." Once you have completed entering this information, click "Continue." Required fields are shown below.

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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 backup speakers, click "Continue."

Adding Unconfirmed Faculty
If a moderator or faculty member is still to be determined for a session proposal, 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 as necessary, as shown below.

First Name	Last Name	Email	Roles
TBD1	TBD1	kbartenTBD1@sccm.org	Unconfirmed Faculty
TBD2	TBD2	kbartenTBD2@sccm.org	Unconfirmed Faculty
TBD3	TBD3	kbartenTBD3@sccm.org	Unconfirmed Faculty
TBD4	TBD4	kbartenTBD4@sccm.org	Unconfirmed Faculty

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.

1. Acknowledgement
Completed Wednesday, October 1, 2025, 2:30 PM
Click here to complete the Acknowledgement Task.

2. Overall Description
Completed Wednesday, October 1, 2025, 2:31 PM
Click here to add an overall description for your session.

3. Learning Objectives
Completed Wednesday, October 1, 2025, 2:33 PM
Provide a minimum of 3 learning objectives

4. Session Classification Data
Completed Wednesday, October 1, 2025, 2:34 PM
Click here to add required session tagging information to your submission

5. Moderator/Faculty Member
Completed Wednesday, October 1, 2025, 2:52 PM
Click here to add a Moderator/Faculty to this session.

6. Topics and Descriptions
Last Updated Wednesday, October 1, 2025, 2:44 PM
Click here to add Topic Title and Descriptions

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Task 6: Topics and Descriptions

Here you will see the names of the speakers you entered in Task 5. Each speaker must be tied to a topic that you will enter in by clicking "Edit (name of speaker's) Form."

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Follow the instructions in the first box on how to enter the "Topic" title. Enter the topic "Description" that the faculty member will speak on in the second box.
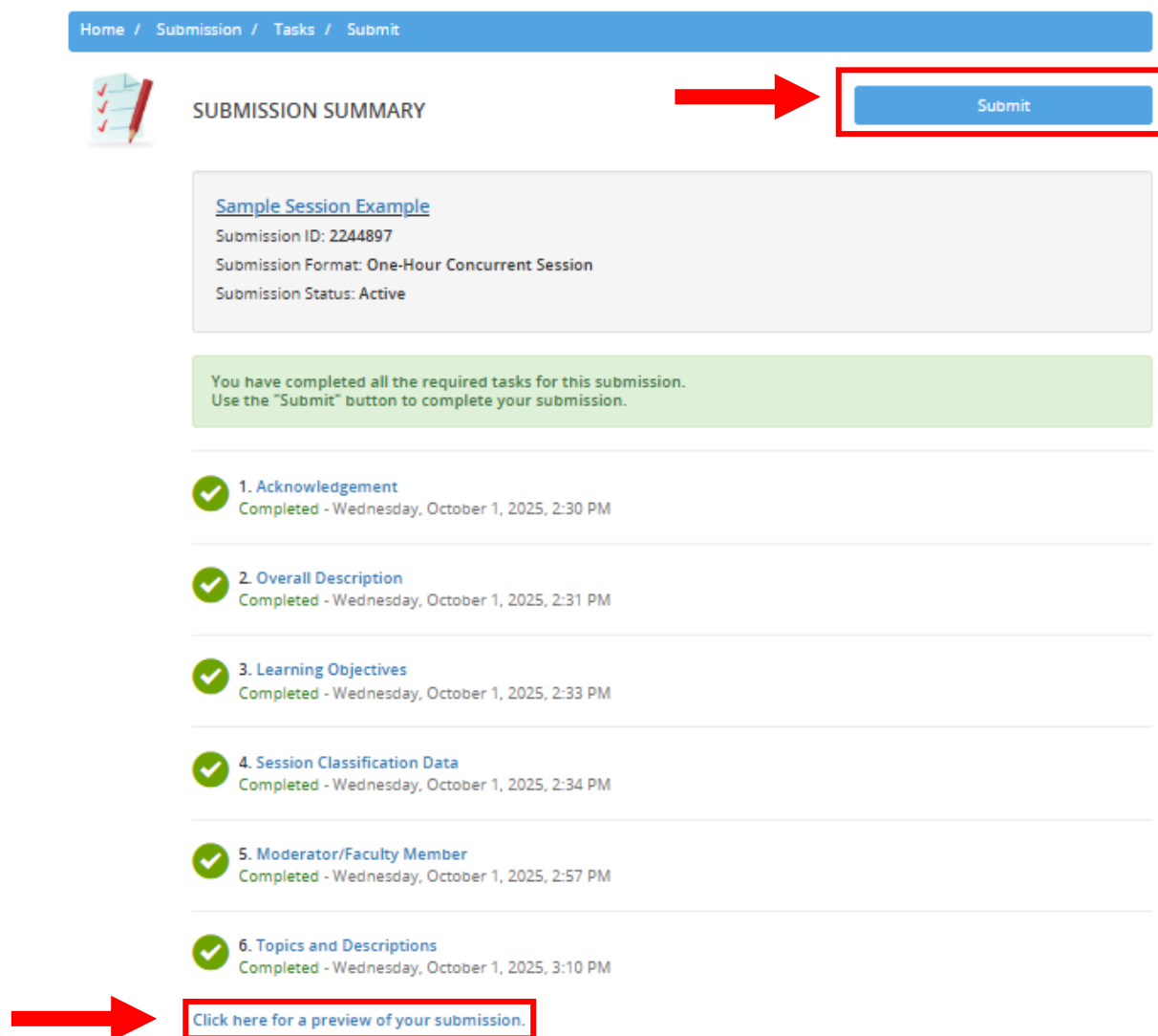
In the third box, you **MUST** enter the backup speaker's name exactly as you entered it in **Task 5 (Moderator/Faculty Member)**. If you have not identified a backup speaker, enter N/A.

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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.

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Once all your tasks have green checkmarks, click the blue "Save Submission" button.

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To review your submission, select "Click here for a preview of your submission." Once you are satisfied with your submission, click the blue "Submit" button at the top of the screen.

You may continue to edit your submission after clicking "Submit" until the site closes on February 25, 2026.

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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 Submission Confirmation Email" button.

Your confirmation email will contain all the information you entered in your submission for later reference. If you have any questions or concerns, please feel free to contact SCCM Customer Service at support@sccm.org or +1 847 827-6888.