



## Session Builder Frequently Asked Questions

### Do I need to be a member of SCCM to submit a session?

- No, you do not need to be an SCCM member.
- However, if you are not a member, please check to see whether you already have an SCCM account before creating a new one.

### How do I submit a session?

- To submit a session, log in to MySCCM.org with your SCCM Customer ID and password, or create an account. Once logged in, scroll to the 2024 Critical Care Congress Session Proposal Submission box and click on the Submit your session now! button.

### How many sessions may I submit?

- You may submit multiple sessions.

### What are the formatting guidelines?

- Your submission cannot contain any HTML tags. To avoid formatting inconsistencies, please do not copy and paste your proposal directly from Microsoft Word. Instead, paste the content into a plain text editor (such as Notepad) and then transfer the content. If you are using a Mac, please use the TextEdit editor before transferring the content.
  - Please avoid using all capital letters when completing the submission form (turn off the Caps Lock feature).
  - Please avoid using any acronyms or abbreviations.

### What different presentation formats are available for Congress sessions?

- Concurrent session: 1-hour or 2-hour sessions
- Plenary session: 45-minute session
- Pre-/post-course session: half-day (4 hours), full-day (8 hours), or two-day (16 hours) sessions

### What are the guidelines for selecting moderators and speakers?

- Please check the database for the person you would like to add **before** manually entering any information.
- Moderator: If possible, please select two people to moderate the session. Of these two, please select one senior and one junior moderator.
- Please use the following guidelines as the **maximum** number of topics and speakers:
  - One-hour concurrent sessions may have 2 or 3 topics and speakers.
  - Two-hour concurrent sessions may have up to 5 topics and speakers.
  - Half-day pre-course sessions may have up to 5 topics and speakers.
  - Full-day pre-course sessions may have up to 10 topics and speakers.

- Two-day pre-course sessions may have up to 20 topics and speakers.
- Please add at least one topic faculty alternate in addition to your first-choice speakers.

**What are the guidelines for submitting learning objectives?**

- To adhere to Accreditation Council for Continuing Medical Education (ACCME) guidelines, learning objectives must contain action verbs. Bloom’s taxonomy lists action verbs.
- Please do not use bullets, numbers, or symbols when entering the objectives.

**Which categories may I choose from when submitting my proposal?**

Administration	Patient and Family Support
Behavioral Health and Well-Being	Pediatric
Cardiovascular	Pharmacology
Crisis Management	Procedures
Endocrine	Professional Development and Education
Epidemiology/Outcomes	Pulmonary
Ethics/End of Life	Quality and Patient Safety
GI/Nutrition	Renal
Hematology	Research
Immunology	Resuscitation
Infection	Sepsis
Integument	Shock Non-Sepsis
Neuroscience	Transplant
Obstetrics	Trauma

**PLEASE NOTE:** The Congress Program Planning Committee reserves the right to change, alter, merge, or reject sessions, titles, content, or speakers to meet programming needs. Incomplete submissions will not be reviewed by the Program Committee.

Questions? Contact SCCM Customer Service by email at [support@sccm.org](mailto:support@sccm.org) or call +1 847 827-6888 Monday through Friday from 8:00 a.m. through 5:00 p.m. Central Time.