

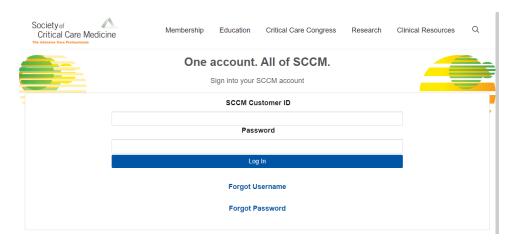
# **SCCM Congress Session Builder Guide**

This is a brief guide describing how to submit a session for the 2025 Critical Care Congress.

\*\*Please note: This session builder system is Faculty (Speaker) focused. You will need to provide a Faculty (Speaker) name first and then attach a Presentation Topic to that individual. If you have an idea for a Presentation Topic, but **DO**NOT have a Speaker in mind yet, then you will need to first enter in a TBD Faculty (the process is outlined in the instructions below) and then attach the Presentation Topic you have in mind to that TBD Faculty.

### Logging in to the Session Builder

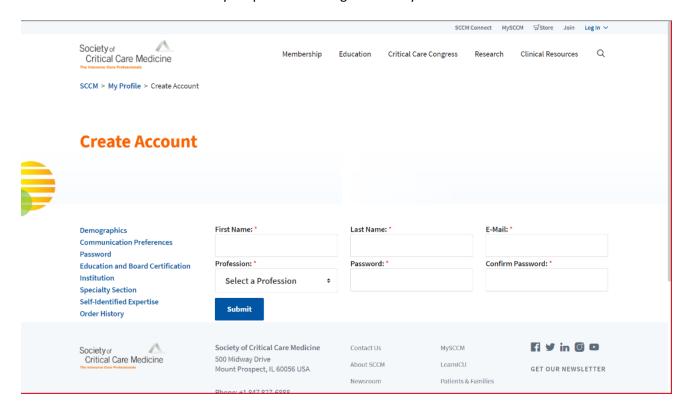
Navigate to MySCCM.org in your web browser. Log in using your Customer ID and password. If you have forgotten your Customer ID and/or password, click "Forgot Username" or "Forgot password" to reset one or both.



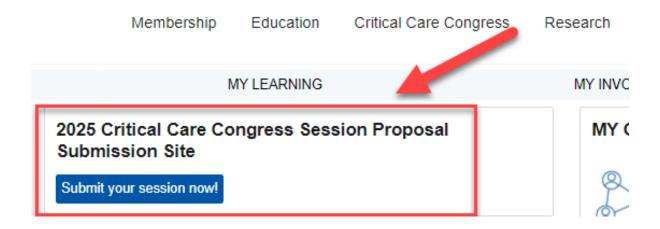
If you do not have an SCCM account, you will need to create one by clicking "New User" on the drop-down menu under "Log In."



Fill in the blanks shown below to create an account. Once you create your account, you will receive an email with your Customer ID. Use this Customer ID and your password to log in to the system as shown above.



Once you have logged in, you will see a section in the center labeled "2025 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 land on the login page. Before you begin, read the section headed "Important Reminders About Your Submission." Then click the blue "Login" button to begin your submission.



#### Welcome to the 2025 Critical Care Congress Session Submission Site

Use this site to enter session information into the SCCM session builder system.

#### Important Reminders About Your Submission:

- Incomplete submissions will not be reviewed by the Congress Program Committee.
- Please do not create another account if you already have one. Please reset your login information or contact Customer Service if you have account questions.
- Once you have finalized your submission you will receive an email notification. Please note that this email is only sent to the person who submits the session.
- PLEASE NOTE: The Congress Program Committee reserves the right to change/alter/merge/reject session, titles, content, and speakers to meet program needs.
- Contact SCCM Customer Service with any questions: Email: support@sccm.org
   Phone: 847-827-6888



Questions? Organizer: Customer Service - Support@sccm.org / (847) 827-6888

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 agreement when prompted. You must agree to the Privacy Notice to proceed. If you have any questions, please contact SCCM Customer Service at <a href="mailto:support@sccm.org">support@sccm.org</a> or +1 847 827-6888.

Log Out Conference Details | Technical Support



#### PRIVACY NOTICE

Skip Form

The software platform (Cadmium) requires that SCCM users agree to the agreement below in order to access the system. Please review and electronically sign the agreement when prompted. If you have any questions, please contact SCCM.



#### Summary

We are collecting your personal data on behalf of Society of Critical Care Medicine to allow them to manage the submission, review, selection, and scheduling process for your submissions, awards, or grants through our platform. We may share your information with Society of Critical Care Medicine's vendors related to registration, membership, and 3rd party analytics services.



Full Text (version 2951-21440-1998)



Export

#### 1. What we need

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Privacy Policy at <a href="https://www.cadmiumCD.com/cadmiumcd/privacy.asp">https://www.cadmiumCD.com/cadmiumcd/privacy.asp</a>. The terms personal data and personally identified data are used interchangeably. Society of Critical Care Medicine is a Controller of the personal data you (data subject) provide us. Cadmium is its Processor. The following types of personal data we collect from you on behalf of a Controller, may include, however are not limited to: Full name, telephone number, position, organization, credentials, membership, member number, login name, department, role, biography, and digital identity (photo).

#### 2. Why we need it

We need your personal data in order to allow the Controller to manage the submission, review, scheduling or administration of your information through our software systems.

#### 3. What we do with it

Your personal data is processed in Forest Hill, Maryland, located in the United States. Hosting and storage of your data takes place in the Rackspace Cloud, which has a global footprint and in our dedicated Rackspace Servers, which are located in the United States. As requested by Society of Critical Care Medicine, we may share your information with Society of Critical Care Medicine's vendors related to registration, membership, and 3rd party analytics services.

### 4. How long we keep it

According to our Data Retention Policy, we will keep your personal data for a period of 6 years from the last date we process your data on behalf of the Controller. After this period, your personal data will be irreversibly destroyed or anonymized. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

#### 5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted, upon approval by the Controller. Please contact us through the data subject access request form found on our website at <a href="https://cadmiumCD.com/mydata">https://cadmiumCD.com/mydata</a>.

In the event that you wish to complain about how we have handled your personal data, please contact our Data Protection Administrator at <a href="mailto:privacy@GoCadmium.com">privacy@GoCadmium.com</a> or in writing at



#### Cadmium

c/o Data Protection Administrator 19 Newport Drive, Ste. 101 Forest Hill, MD 21050

Our Data Protection Administrator will then look into your complaint and work with you to resolve the matter.

### Consent

☐ I have reviewed the privacy notice above and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by completing the DATA SUBJECT CONSENT WITHDRAWAL FORM at <a href="https://cadmiumCD.com/mydata">https://cadmiumCD.com/mydata</a>.

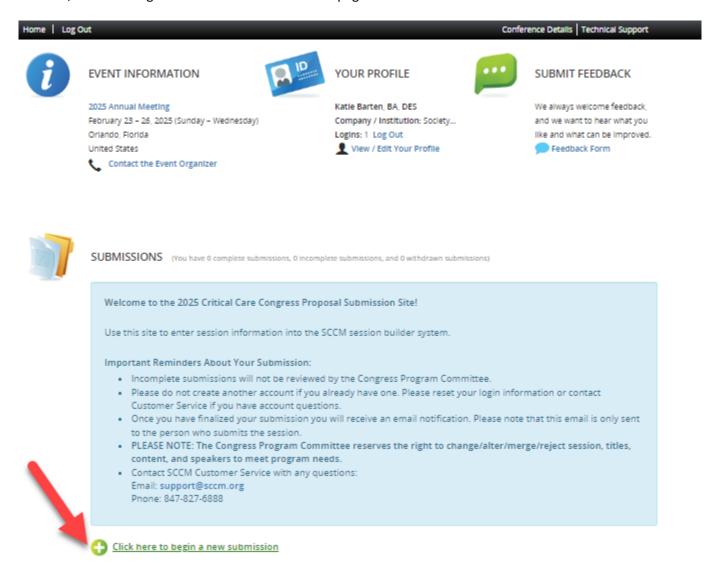




Please type your full name on the line above

Skip Form

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.



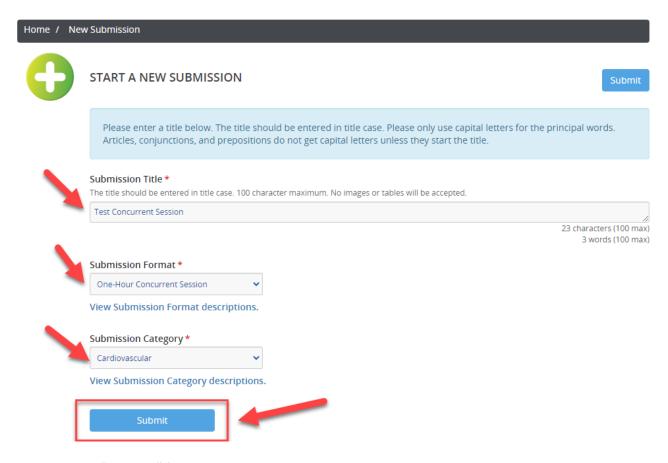
The system will guide you through the submission process. Be sure to read the instructional text in the blue boxes as you proceed. They explain in detail the steps you need to take.

- 1. Enter your session title in the box labeled "Submission Title." Your session title should be creative, catchy, and attention grabbing.
- 2. Select your "Submission Format" from the dropdown menu. For more clarification on each option, click "View Submission Format Descriptions."

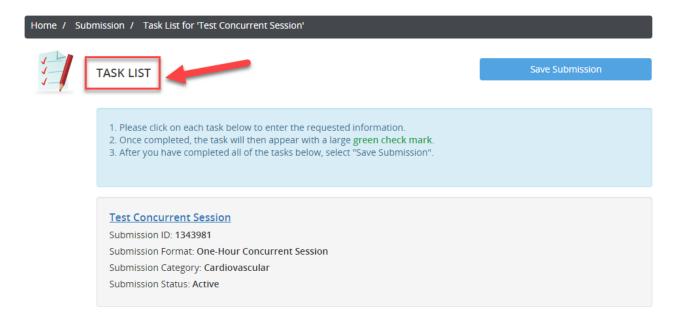
### Your options are:

- One-Hour Concurrent Session
- o Two-Hour Concurrent Session
- o Plenary Session
- Half-Day Pre-/Post-Course
- o Full-Day Pre-/Post-Course
- Two Day Pre-/Post-Course

- 3. Select your "Submission Category" from the dropdown menu. (SCCM also calls these Knowledge Areas.)
- 4. Once you have entered your Submission Title and selected your Submission Format, click the blue "Submit" button.



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. Categories
- 5. Moderator/Faculty Member
- 6. Topics and Descriptions

### Submission Title: One-Hour Concurrent Session Test 1



### 1. Acknowledgement

Click here to complete the Acknowledgement Task.



#### 2. Overall Description

Click here to add an overall description to your session.



### 3. Learning Objective(s)

Provide 3 learning objectives that are clear, measurable, and achievable.



### 4. Categories

Click here to add classification and patient type to your submission



#### 5. Moderator/Faculty Member

Last Updated Tuesday, September 13, 2022, 12:03 AM Click here to add a Moderator/Faculty to this session.

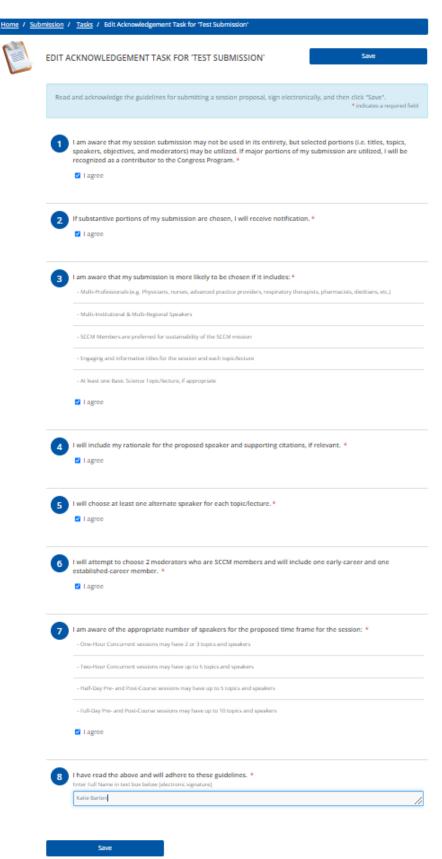


## 6. Topics and Descriptions

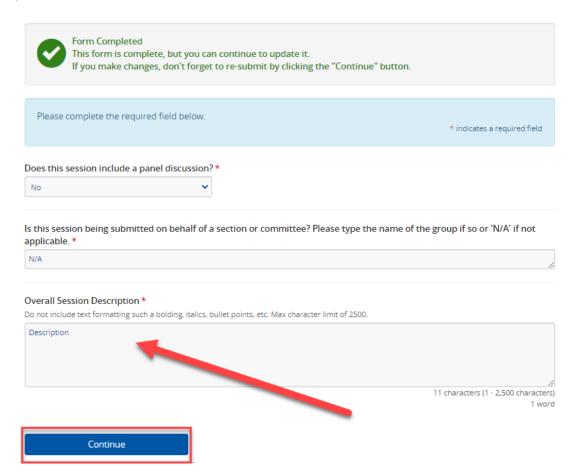
Last Updated Tuesday, September 13, 2022, 12:03 AM Click here to add Topics and Descriptions to this Session

Save Submission

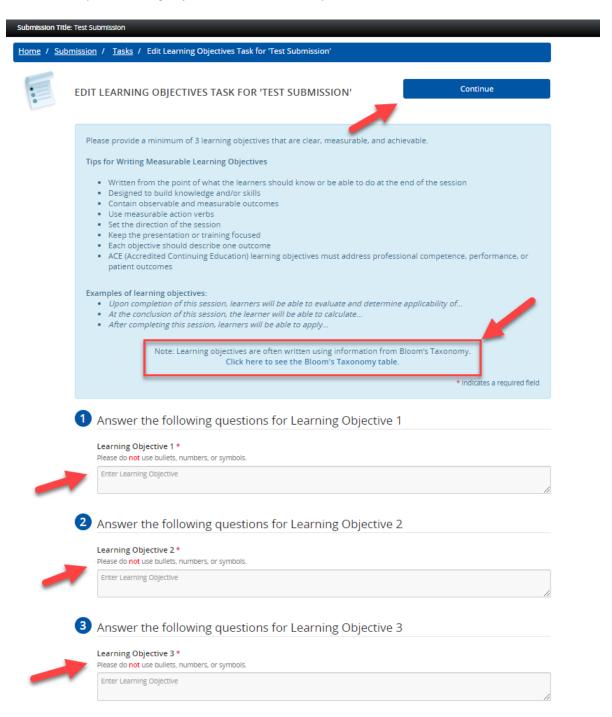
**Task 1. Acknowledgement.** Read and acknowledge the guidelines for submitting a session proposal, sign electronically, then click the blue "Save" button.



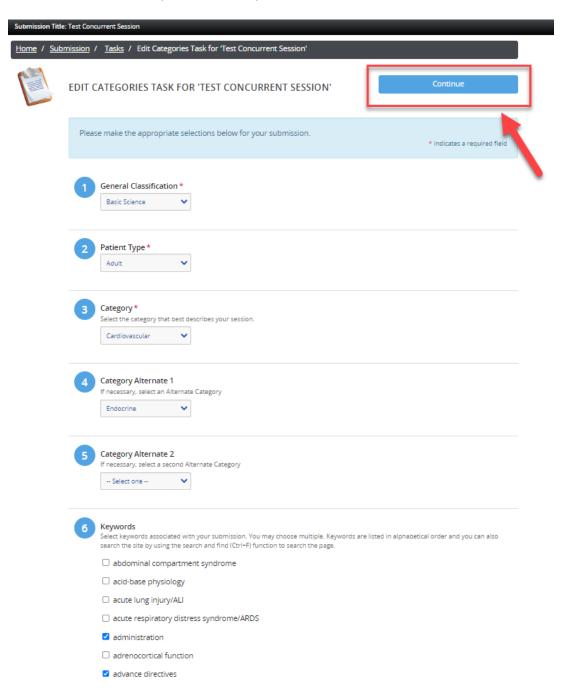
**Task 2. Overall Description.** Mark if your session will include a panel discussion. If this session is being submitted on behalf of a group such as a section or committee, please note which group in the provided field. Then, type your session description in the field and click the blue "Continue" button.



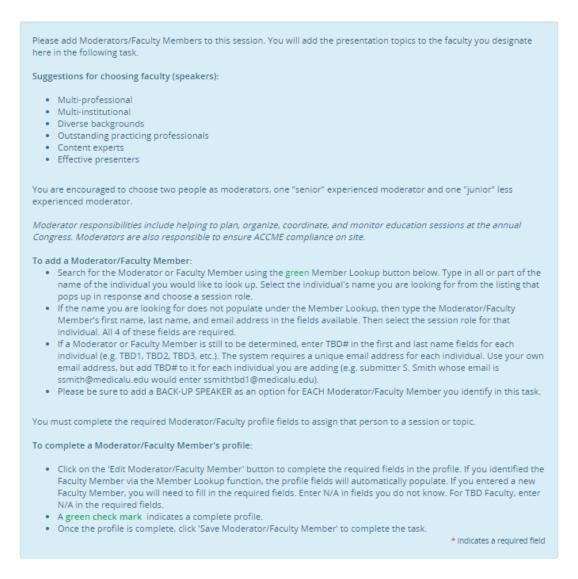
**Task 3. Learning Objectives.** Be sure to read the information in the blue boxes at the top. These contain guidelines on writing robust learning objectives. For additional guidance, you can also download the Bloom's Taxonomy table by clicking "Click here to see the Bloom's Taxonomy table." **You are required to enter at least three learning objectives.** Once you have entered your learning objectives, click the "Complete Task" button.



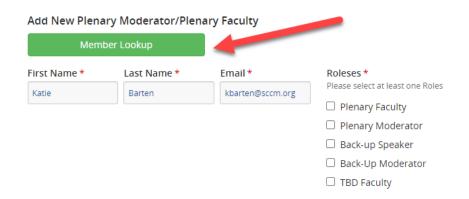
**Task 4. Categories.** Select the General Classification, Patient Type, Category, Category Alternate 1 (if necessary), Category Alternate 2 (if necessary), and Keywords. The keywords are listed in alphabetical order; you can also search by using the search function (Ctrl+F). Once you have made your selections, click the "Continue" button.



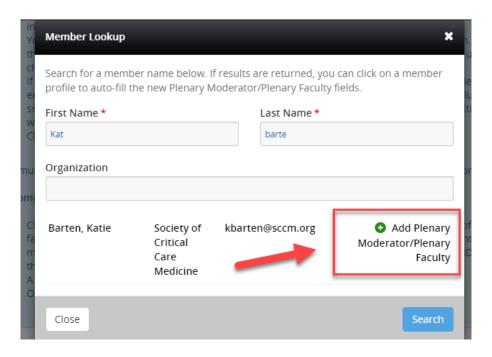
**Task 5. Moderator/Faculty Member.** Be sure to read the instructional text in the blue box as you proceed for details about adding a moderator/faculty member.



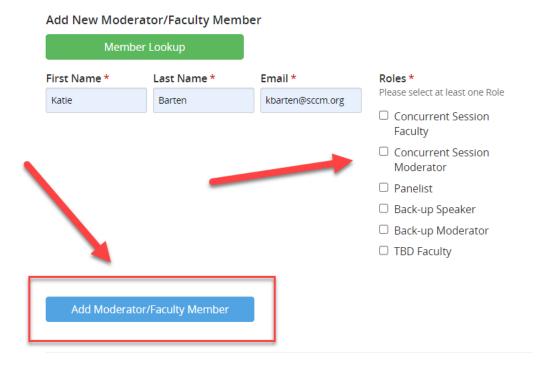
When entering moderators and faculty members for your session, you can either use the "Member Lookup" by clicking the green "Member Lookup" button OR add the information manually if you are sure of the exact spelling of the individual's name and email address. Using the "Member Lookup" function will ensure accuracy by allowing you to find the most up-to-date information on the member in the SCCM database.



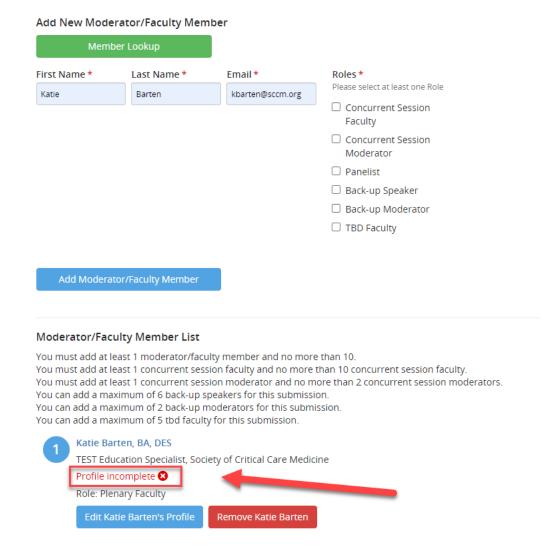
To use the "Member Lookup" function, enter what you know of the individual's first and last name. Select a name from the list that appears in response and click the green plus sign. This information will autopopulate in the first three required fields.



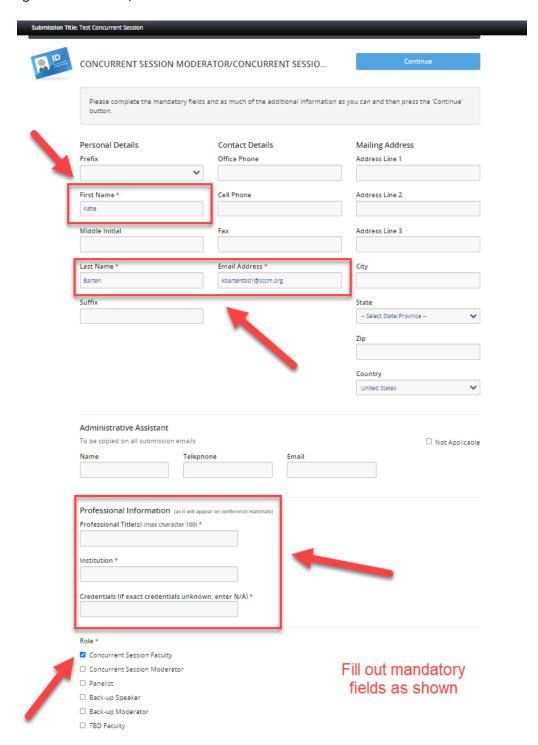
Next, assign a role(s) (moderator, faculty, back-up speaker, back-up moderator, panelist, or TBD faculty) to the individual by checking one or more of the boxes on the right, as shown below. Click on the blue button to add the moderator/faculty member. Continue this process until you have an appropriate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



If any of the 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 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.



Enter "Professional Title(s)" and "Credentials." If you do not know this information, enter "N/A." Once you have completed entering this information, click "Continue."



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 back-up speakers, click the "Continue" button.

## Adding in a TBD faculty member

If a moderator or faculty member is still to be determined for a suggested presentation topic, 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	TBD Faculty
TBD2	TBD2	kbartenTBD2@sccm.org	TBD Faculty
TBD3	TBD3	kbartenTBD3@sccm.org	TBD Faculty
TBD4	TBD4	kbartenTBD4@sccm.org	TBD 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.

#### Submission Title: Test Concurrent Session



#### 1. Acknowledgement

Completed Tuesday, September 13, 2022, 12:15 AM Click here to complete the Acknowledgement Task.



#### 2. Overall Description

Completed Tuesday, September 13, 2022, 12:52 AM Click here to add an overall description to your session.



#### 3. Learning Objective(s)

Completed Tuesday, September 13, 2022, 12:27 AM Provide 3 learning objectives that are clear, measurable, and achievable.



#### 4. Categories

Completed Tuesday, September 13, 2022, 12:18 AM Click here to add classification and patient type to your submission



#### 5. Moderator/Faculty Member

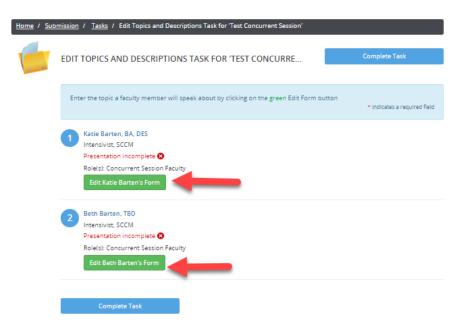
Completed Tuesday, September 13, 2022, 1:00 AM Click here to add a Moderator/Faculty to this session.



#### 6. Topics and Descriptions

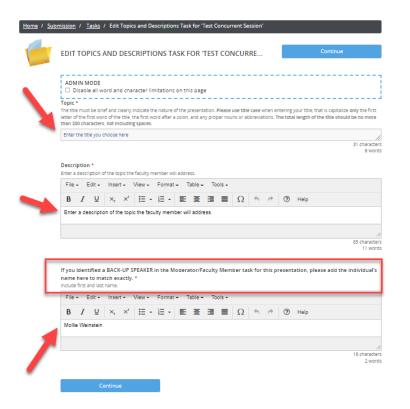
Completed Tuesday, September 13, 2022, 1:32 AM Click here to add Topics and Descriptions to this Session

**Task 6. Topics and Descriptions.** Here you will see the names of the different speakers you entered in Task 5. Each speaker will need to be tied to a topic that you will enter in by clicking "Edit (name of speaker's) Form."

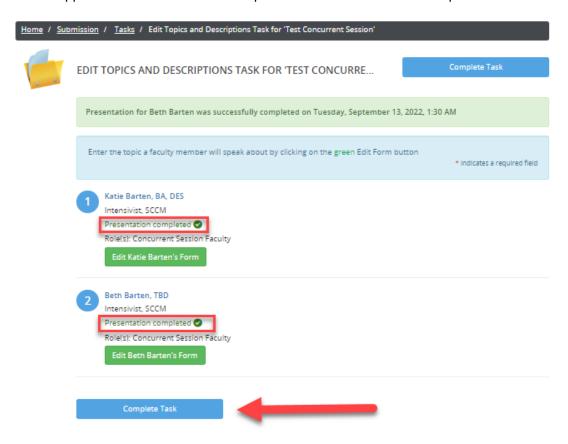


Follow the instructions located in the first box on how to enter in the Topic title regarding capitalization, etc. Enter in the Description of the topic that the faculty member will address in the second box.

In the third box, you MUST enter in the Back-Up Speaker exactly as you entered it as Moderator/
Faculty Member in Task 5.. These two names must match if a Back-Up Speaker was entered. If you
have not identified a Back-Up Speaker, enter N/A.



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.



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

### Submission Title: Test Concurrent Session



## 1. Acknowledgement

Completed Tuesday, September 13, 2022, 12:15 AM Click here to complete the Acknowledgement Task.



#### 2. Overall Description

Completed Tuesday, September 13, 2022, 12:52 AM Click here to add an overall description to your session.



### 3. Learning Objective(s)

Completed Tuesday, September 13, 2022, 12:27 AM
Provide 3 learning objectives that are clear, measurable, and achievable.



### 4. Categories

Completed Tuesday, September 13, 2022, 12:18 AM Click here to add classification and patient type to your submission



### 5. Moderator/Faculty Member

Completed Tuesday, September 13, 2022, 1:00 AM Click here to add a Moderator/Faculty to this session.

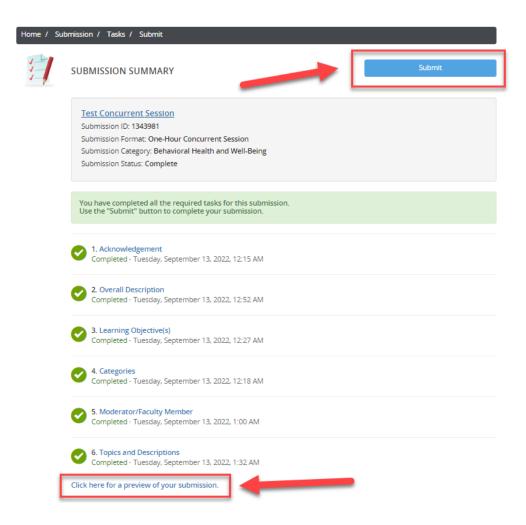


## 6. Topics and Descriptions

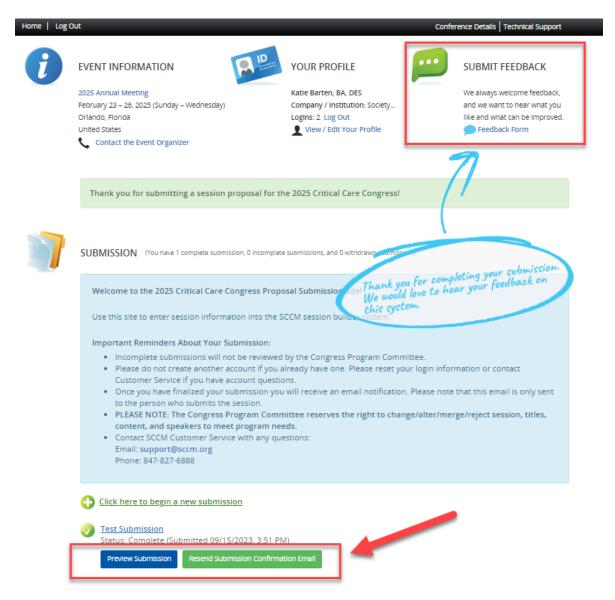
Completed Tuesday, September 13, 2022, 1:32 AM Click here to add Topics and Descriptions to this Session

Save Submission

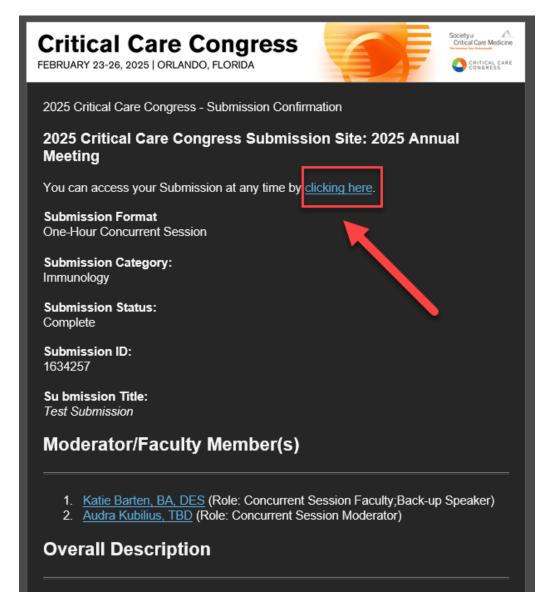
Now you can click "Click here for a preview of your submission" at the bottom of the screen to review your submission and print it for your records. Once you are satisfied with your submission, click the blue "Submit" button at the top of the screen.



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 also have it re-sent to you by clicking the green "Resend Session Proposal Confirmation Email" button.



Your confirmation email will contain all the information you entered in your submission for later reference. You can also go back into the proposal submission through the link shown below:



If you have any questions or concerns, please feel free to contact SCCM Customer Service at +1 847 827-6888 or support@sccm.org.