

VAM25 Education Session Proposals: Task Instructions

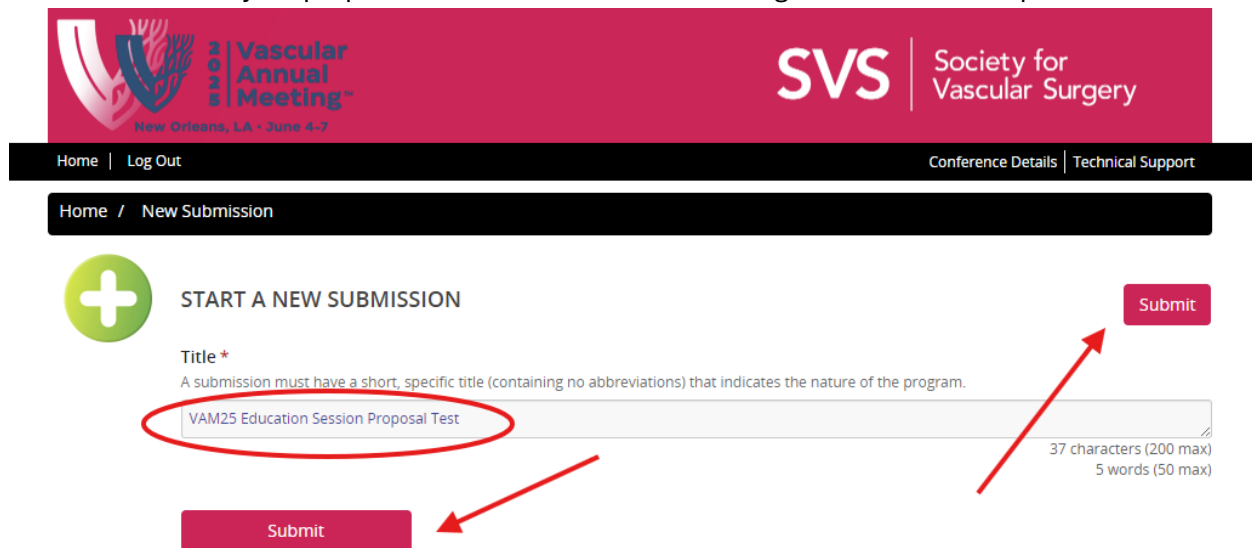
*New for VAM25, we will be asking proposed sessions to have a full speaker and presentation list required to submit their proposals in addition to the previous submission fields.

REQUIRED PROPOSAL TASKS (click on the task for a detailed outline of what is required and how to complete):

- [Title](#)
- [Proposal](#)
- [Authors](#) (Speakers List) *new requirement for VAM25
- [Outline](#) *new requirement for VAM25
- [Additional Information](#)

Title

1. Fill out the title for your proposed session and hit “submit” to go onto the next step:

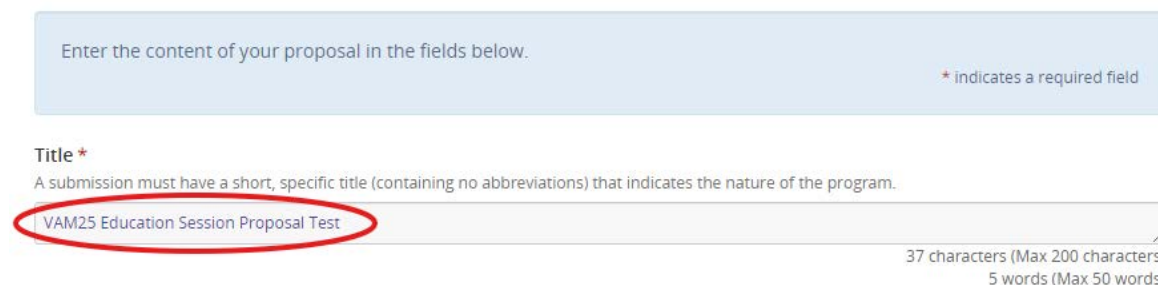


The screenshot shows the top navigation bar for the Vascular Annual Meeting 2025 in New Orleans, LA (June 4-7), organized by the Society for Vascular Surgery (SVS). Below the navigation bar, the breadcrumb trail reads "Home / New Submission". A green plus icon is next to the heading "START A NEW SUBMISSION". The "Title *" field is highlighted with a red oval and contains the text "VAM25 Education Session Proposal Test". A red arrow points from this field to a "Submit" button located below it. Another red arrow points from the "Submit" button to a second "Submit" button located to the right of the field. The character and word counts for the title field are displayed as "37 characters (200 max)" and "5 words (50 max)".

Proposal

2. You will be required to add the following information for your proposal in this first step:
 - a. **Title:** this will pull over from what you wrote in the first step.
 - b. **Classification:** select what category fits the proposal best.
 - c. **Purpose/Justification:** What is the educational need you are trying to address?
 - d. **Objectives:** What are the session goals?
 - e. **Summary:** 2-3 sentences describing your session (this will be used on the Online Planner/Mobile App).

Click “continue” to move on.



The screenshot shows a light blue box with the instruction "Enter the content of your proposal in the fields below." and a note "* indicates a required field". Below this, the "Title *" field is highlighted with a red oval and contains the text "VAM25 Education Session Proposal Test". A red arrow points from this field to a "Submit" button located below it. The character and word counts for the title field are displayed as "37 characters (Max 200 characters)" and "5 words (Max 50 words)".

Classification *

Select the subject area that best categorizes the proposal. (The options cover clinical and non-clinical topics, of which there are 52 total.)

Education

Purpose/Justification *

What is the educational need you are trying to address?

Type in the purpose/justification/educational need this session will address.

77 characters
9 words

Objectives *

What are the session goals?

Submit 3-5 objectives for this session:
By participating in this session, the learner will be able to:
1. Objective 1
2. Objective 2
3. Objective3

146 characters
25 words

Summary *

2-3 sentences describing your session (this will be used on the Online Planner/Mobile App).

Write 2-3 sentences about your session. This will be used for marketing purposes and showcased on the online planner and mobile app.

132 characters
22 words

Continue

Authors (Speaker List)

***New requirement for VAM25**

You are required to enter all proposed speakers in this step. Ensure that you provide a speaker for each presentation planned for your session. If your session includes 5 presentations, you should include 5 proposed speakers here. In the next step, you will link each presentation to its respective speaker. The following information will be required for each proposed speaker:

- First Name
- Last Name
- Email
- Current status of SVS Membership

In accordance with ACCME standards, executives, owners or employees of ineligible companies are discouraged from serving as faculty.

3. Enter the first name, last name, and email address for your proposed speaker and select “add author”:



EDIT AUTHORS TASK FOR 'VAM25 EDUCATION SESSION PRO...

Save Authors

Add all the proposed speakers for your sessions. You will only be able to add presentations in the next step that are tied to a speaker.

To complete your profile:

- Click on your name, and input the required information.
- A **green check mark** indicates a complete profile.
- Upon completion, click 'Save Author'.

* indicates a required field

Add New Author

First Name *	Last Name *	Email *	Add Author
Michelle	Majewski	vameducation@vascu	

4. The profile will be incomplete for your added speakers. To complete the profile (answer question about SVS membership), click on “edit profile”:

Author List

You must add at least 1 author and no more than 50.

1 **Michelle Majewski**
Society for Vascular Surgery
Profile incomplete ✕
Role: Author

Edit Michelle Majewski's Profile Remove Michelle Majewski

Save Authors

5. Review the speaker information and hit “continue”:

Are You a SVS Member? *

Yes

Continue

6. Once all authors have been added, “save authors” to move on to the next step:



EDIT AUTHORS TASK FOR 'VAM25 EDUCATION SESSION PRO...

Save Authors

Add all the proposed speakers for your sessions. You will only be able to add presentations in the next step that are tied to a speaker.

To complete your profile:

- Click on your name, and input the required information.
- A **green check mark** indicates a complete profile.
- Upon completion, click 'Save Author'.

* indicates a required field

Add New Author

First Name * Last Name * Email *

Add Author

Author List

You must add at least 1 author and no more than 50.

1 Michelle Majewski
Society for Vascular Surgery
Profile completed ✓
Role: Author

Edit Michelle Majewski's Profile Remove Michelle Majewski

Save Authors

Outline

***New requirement for VAM25**

In this step you will add all the presentations for your proposed session. Additionally, you will be asked for at least one alternative speaker. Each speaker can only be assigned to two presentations throughout all 21 Education Sessions and Section Programming, so alternative speakers may be called upon often. (You may notify your speakers that they have been added as potential speakers for your session, but final assignments will be confirmed by SVS staff at the end of the year.)

7. Add presentation information by selecting “edit form” for each speaker you have listed:

Provide a detailed outline of the program content. Include specific topics and/or titles of each talk, the suggested speakers and alternative speakers.

In accordance with ACCME standards, executives, owners or employees of ineligible companies are discouraged from serving as faculty.

* indicates a required field

1 Michelle Majewski
Presentation incomplete ✗
Role(s): Author

Edit Michelle Majewski's Form

8. You will fill out the following in this step, click “continue” when finished:
- a. **Title** of the presentation
 - b. **Presentation description** (optional): A couple of sentences that showcase what the presentation will cover. Adding the time associated with the presentation can be added here.
 - c. **Alternative Speaker**: at least one is required)

In accordance with ACCME standards, executives, owners or employees of ineligible companies are discouraged from serving as faculty.

Presentation *

The title must be brief and clearly indicate the nature of the presentation. Please use title case when entering your title; that is capitalize only the first letter of the first word of the title, the first word after a colon, and any proper nouns or abbreviations.

Presentation Title #1

21 characters
3 words

Presentation Description

Provide a brief description of the presentation as fits.

This is the description of the what the presentation will cover. This is a 10-minute presentation.

98 characters
16 words

Alternate Speaker(s) *

You must add at least one alternate speaker.

In accordance with ACCME standards, executives, owners or employees of ineligible companies are discouraged from serving as faculty.

Alternate Speaker #1
Alternate Speaker #2

41 characters
6 words

Continue

9. Repeat step 8 for all speakers listed.
10. Once all presentations have been added to each speaker, click “complete task” to move on to the last section:

1 Michelle Majewski

Presentation completed ✓

Role(s): Author

Edit Michelle Majewski's Form

Complete Task

Additional Information

11. You will be required to add the following information for your proposal in this first step:

- Proposed Format:** selection only the formats you would consider for the session.
- Target Audience:** select the demographic this session fits.
- Committee/Council/Other Volunteer Group Submission:** If this proposal is being submitted on behalf of a SVS committee, council or other volunteer group, enter the name here. **Submitting on behalf of any groups indicated above does not guarantee acceptance. Your submission will be reviewed blindly with all submissions during the review period.**

Click “continue” to move on.

1 Proposed Format *

Choose the format(s) you would consider using in the program.

- Didactic lectures w/panel discussion
- Case studies
- Innovative Session-game/talk show
- Skills-based (ie hands-on)
- Competition
- Debate
- Other

2 Target Audience *

What demographic would this session appeal to? Select all that apply.

- Age: Trainee
- Age: Young surgeon (less than 40 years old/post-certification)
- Age: Mid-career surgeon (41-50 years old)
- Age: Later career surgeon (51-60 years old)
- Age: Entering retirement/Retired (60+ years old)
- Practice setting: Academic
- Practice setting: Private
- Practice setting: Hospital/system
- Practice setting: Other

3 Committee/Council/Other Volunteer Group Submission

If this proposal is being submitted on behalf of a SVS committee, council or other volunteer group, enter the name here. *NOTE: Submitting on behalf of any groups indicated above does not guarantee acceptance. Your submission will be reviewed blindly with all submissions during the review period.*

Postgraduate Education Committee (PGEC)

Continue

12. The final step to submit your proposal is from the task listing page is to hit “save submission” and then finally “submit”:

[VAM25 Education Session Proposal Test](#)

Submission ID: 1882370
Session Selection: Education Session
Submission Status: Active

Additional Information task was successfully completed on Friday, July 19, 2024, 3:13 PM



1. Proposal

Completed Wednesday, July 17, 2024, 4:06 PM
Click here to enter your proposal information.



2. Authors

Completed Thursday, July 18, 2024, 2:26 PM
Click here to address submitter-based queries.



3. Outline

Completed Wednesday, July 17, 2024, 4:59 PM
Enter your specific session proposal details here (individual talk titles, abstracts).



4. Additional Information

Completed Friday, July 19, 2024, 3:13 PM
Click here to address proposal-based questions.

Save Submission



SUBMISSION SUMMARY

Submit

[VAM25 Education Session Proposal Test](#)

Submission ID: 1882370
Session Selection: Education Session
Submission Status: Active

You have completed all the required tasks for this submission.
Use the "Submit" button to complete your submission.



1. Proposal

Completed - Wednesday, July 17, 2024, 4:06 PM



2. Authors

Completed - Thursday, July 18, 2024, 2:26 PM



3. Outline

Completed - Wednesday, July 17, 2024, 4:59 PM



4. Additional Information

Completed - Friday, July 19, 2024, 3:13 PM

[Click here for a preview of your submission.](#)



EVENT INFORMATION

2025 SVS Annual Meeting
June 4 - 7, 2025 (Wednesday - Saturday)
New Orleans Convention Center
New Orleans, Louisiana
United States

[Contact the Event Organizer](#)



YOUR PROFILE

Michelle Majewski
Affiliation: Society for Vascular...
Logins: 0 [Log Out](#)
 [View / Edit Your Profile](#)



SUBMIT FEEDBACK

We always welcome feedback, and we want to hear what you like and what can be improved.
[Feedback Form](#)

Submission successfully completed on Friday, July 19, 2024, 3:16 PM



SUBMISSION (You have 1 complete submission, 0 incomplete submissions, and 0 withdrawn submissions)

[+ Click here to begin a new submission](#)

[✓ VAM25 Education Session Proposal Test](#)
Status: Complete (Submitted 07/19/2024, 3:16 PM)

[Preview Submission](#)

[Resend Submission Confirmation Email](#)

Thank you for completing your submission. We would love to hear your feedback on this system.