Education course proposal guidelines for ARVO 2020

Table of contents

Overview

The 2020 education courses will be held on Saturday, May 2, in Baltimore, Maryland. Proposals may be for a half-day (3.5 to 4 hours of instruction/discussion) or full day (6.5 to 7 hours of instruction/discussion) course.

Courses are meant to be tutorial in nature and present a balanced view of a topic(s). They address educational need(s) that do not fit within the current annual meeting structure. Course agenda items should build upon and relate to one another in order to meet specified learning objectives.

Course topics may be scientific, skills-related, fulfill professional development needs or otherwise be of direct benefit to ARVO members. Topics that are likely to attract 100 or more registrants are highly desired. See Appendix A for a list of recent course topics.

All proposals completed according to these guidelines by the due date, are considered for selection by the Professional Development and Education Committee (PDEC).

The proposal should:

- Describe an educational need(s) that requires in-depth review and discussion.
- Explain how the course will address the need(s).

- Provide an agenda that:
  - includes participant interaction with experts, such as panel discussions and/or dedicated time for questions and answers,
  - is tutorial, building upon a theme in order to meet specified learning objectives, and
  - includes a 15-minute refreshment break in the morning and/or afternoon. Full-day course agendas should also include a one-hour break for lunch during which boxed lunches will be served.
- See page 4, section "Submitting your proposal" for full details.

Eligibility criteria to submit a proposal and serve as a course organizer

Proposals must be submitted by an ARVO member who agrees to serve as the primary course organizer. In addition:

- One to three organizers may be included in the proposal, ideally representing more than one institution, if more than one organizer.
- All organizers must be ARVO members in a membership category other than MIT, for at least three consecutive years at time of proposal submission.

Key dates

- **Friday, July 12, 2019, 5pm EST, U.S.** – All course proposal forms must be complete and submitted online to ARVO.

- **Week of August 12, 2019** – PDEC decision notifications are sent to proposal submitters.

- **August 19-30, 2019** – Planning conference calls will be held with staff and course organizers for approved courses.

- **Monday, September 9, 2019, 8:00am EST, U.S.** – Complete course agenda with confirmed speakers and moderators is due.

- **Monday, October 7, 2019, 8:00am EST, U.S.** – Presentation titles, presentation descriptions and commercial relationships disclosures must be submitted from all speakers.

- **Monday, April 6, 2020, 8:00am EST, U.S.** – Course materials are due. All speakers are required to submit their presentations for delivery to the participants two weeks prior to the course. Slides with unpublished data can be redacted.

- **Saturday, May 2, 2020** – Course held in Baltimore, Maryland.

Responsibilities of the course organizer(s)

During the submission process:

- Contact proposed speakers regarding the proposed topics. Request availability and willingness to participate should the course proposal be approved. No commitments are to be made at this time. Do not offer reimbursement of any type.

- Complete the online education course proposal form before **Friday, July 12, 2019, 5pm EST, U.S**. See the Submitting your proposal section on page 4 for details.

- Complete the course organizer disclosure form.

  NOTE: Organizers may not profit directly or via their financial interests from their participation in the course (employer, consulting agreements, authored books, etc.) They also must not be in a position of influence that could be perceived as biasing selection of speakers or the course content in such a way that compromises a broad and balanced view of the topic. PDEC will review and consider the potential conflicts of interest and expertise of organizers and reserves the right to decline a proposal and/or an individual organizer, should they determine a *relevant* conflict is in place and/or an organizer is not a recognized subject matter expert in the course content. If undisclosed interests are identified, organizers may be prohibited from submitting future proposals.

Additional responsibilities, if the course is approved:

- Agree to support and adhere to all ARVO policies when selecting and inviting faculty speakers.

- Provide your speakers with a copy of this document, point them to the speaker responsibilities section and verify their commitment and acceptance of these responsibilities. You are encouraged to impress upon your speakers the importance of meeting all deadlines.

- All organizers must take an active role in both the development and management of the course and are required to participate in a planning conference call with ARVO staff to be held **August 19-30, 2019.**

- Provide a complete and detailed agenda with confirmed faculty by **Monday, September 9, 2019, 8:00am EST, U.S.**

  o The entire course time-slot must be accounted for in the agenda with no times when nothing is being presented or discussed. (except for the required breaks)

  o Full day courses require two 15-minute breaks (one in the morning and one in the afternoon) and a one-hour lunch break. Half-day courses require one 15-minute break.

- Notify ARVO staff of any changes to the speaker list from the submitted proposal. Any changes that occur after the final agenda is submitted must be reviewed and approved by ARVO.

- Course organizers are required to attend the course and may not speak in a separate education course occurring on the same day.

Responsibilities of ARVO staff

ARVO staff is available to assist you through this process.

- Questions about the submission and review processes, contact Cathy Conley, Senior Instructional Designer, cconley@arvo.org.

- Questions about meeting logistics, travel reimbursement, and/or facilities, contact Regina Borkoski, Senior Program Coordinator, rborkoski@arvo.org.

If your course is approved, ARVO staff will:

- Work with course organizers and speakers to finalize the course details, agenda and to obtain copies of the presentations for delivery to the attendees.

- Review non-member speaker qualifications for possible approval to receive travel expense assistance from ARVO. If approved, staff will work directly with the non-member speaker regarding their accommodations, flight and other travel expense details.

- Contact all confirmed speakers and provide them with a link to an online form to provide their complete presentation information, including full name, institution, email address, presentation title and description, and commercial relationships disclosures.

- Register all speakers for the course in which they will be speaking. This complimentary registration does not include registration to the Annual Meeting. No speaker honoraria will be paid.

Responsibilities of the course speakers

- Provide complete presentation information, including full name, institution, email address, presentation title and description, and commercial relationships disclosures via our online speaker management system by **Monday, October 7, 2019, 8:00am EST, U.S.** NOTE: Speakers may not profit directly or via their financial interests from their participation in the course (employer, consulting agreements, authored books, etc.). They also must not be in a position of influence that could be perceived as biasing the course content.

- Submit your presentations for delivery to attendees to ARVO no later than **Monday, April 6, 2020, 8:00am EST, U.S.** Slides with unpublished data may be redacted.

- Upload the presentation to ARVO's speaker management system no later than **Wednesday, April 22, 2020.**

- Respond to all ARVO staff emails and requests promptly. Significant delays in providing additional information when requested may prevent the course from moving forward.

- Notify the course organizer(s) and ARVO staff immediately if unable to fulfill these requirements.

- Additional requirements apply if the faculty will be speaking at a CME-eligible course. These requirements will be provided to faculty when applicable.

Acknowledging there may be special circumstances not previously considered, exceptions to organizer and speaker criteria and guidelines will be reviewed and considered. These requests must be made in writing to ARVO at: education@arvo.org no later than two weeks prior to the proposal submission deadline.

Submitting your proposal

Gather the following information prior to submitting your proposal. The proposal must be completed in one attempt.

1. Proposed course title.

2. Selection of a full-day or half-day format.

3. Name and credentials, affiliations, and email address for all organizers. Biosketch for each organizer in NIH or equivalent format.

4. Description of role(s) of each organizer, if more than one.

5. Names and email addresses for course moderators (if different than course organizers).

6. Describe the target audience for the course.

7. Indicate if the course content is designed for individuals new to the topic and/or for more seasoned veterans looking for the latest information.

8. Indicate the ARVO Section(s) that relate to the content of your course.

9. Description of the educational need, knowledge gap, challenge and/or barrier to be addressed by this course. Consider the following question as you respond. What are basic and/or clinician-scientists NOT doing with respect to the topic area that they should/could be doing?

10. The information or skills needed to overcome the knowledge gap, challenge and/or barrier. Consider the following as you respond. Once you have identified the practice gap(s), ask yourself why this gap exists and how this course will address the gap. Is it due to your target audience's lack of: knowledge, competence or performance regarding the topic?

11. Write 3-5 learning objectives that document the changes in participant knowledge, competence and/or performance that will occur after attending the course. Avoid verbs such as "know", "understand", "appreciate" or "learn" as these are not measurable actions. View a list of verbs suitable for learning objectives.

12. Brief description of why an in-person event is the best format for delivering this content.

13. Complete the appropriate course agenda template to include a list of proposed topics and faculty. You will be required to upload a completed agenda template when submitting the proposal. **Do not make any commitments with faculty at this time**. Templates are available on the Call for Course proposals webpage.

14. Provide a one to two sentence overview of each speaker's expertise as related to the topic, with a link to their web page or a link to their publication record on the topic.

15. Submit your course proposal via the online Education Course Proposal Submission Form by **Friday, July 12, 2019, 5pm EST, U.S.**

16. Complete the online disclosure form (each organizer) by **Friday, July 12, 2019, 5pm EST, U.S.**

Proposal review process

PDEC will review only completed proposals and all proposals will be equally considered. PDEC may request more information before making a final decision on the proposal. Failure to respond to PDEC's requests will result in an incomplete proposal and approval will not be granted.

Decision notifications will be sent the **week of August 12, 2019.**

Continuing medical education (CME)

The Association for Research in Vision and Ophthalmology (ARVO) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. Approved proposals for education courses that meet the definition of CME will be considered for *AMA PRA Category 1 Credit™*.

Note: Employees of ACCME-*commercial interests* are not permitted to organize, suggest speakers or otherwise direct the content that will be presented at a CME course. They may be invited to speak at the CME course, if specific requirements are met. More information will be provided to the organizers during the planning call.

A *commercial interest* is any entity producing, marketing, re-selling or distributing health care goods or services consumed by, or used on, patients.

CME-eligibility Review Process

1. The course proposal is reviewed by PDEC for acceptance to the 2020 Education Course Program.

2. If approved, the CME Committee will review the final course agenda, list of speakers, disclosures from all organizers and presenters, and presentation titles with their associated descriptions.

ARVO's travel support for invited speakers

No speaker honorariums will be paid and no requests for exceptions to the Travel Policy, e.g., honorarium, will be considered.

ARVO members who are invited to speak are responsible for their own expenses, including hotel, travel and meeting registration fees, per ARVO's Travel Policy. Only registration to the course is provided.

ARVO non-members may be invited to participate. ARVO will consider travel support for a maximum of two non-member speakers per Education Course. Please review the attached travel policy for specific details on support that is provided by ARVO.

Criteria for non-member speakers to be considered for travel support include:

- Speaker must be a "professional outside the ophthalmology field"
- Speaker has not been an ARVO member in the last five years
- Speaker has not attended more than one Annual Meeting in the last five years
- Speaker has not been previously supported to attend the Annual Meeting or a pre-conference education course

No travel expense support commitments can be made to non-member speakers by course organizers.

- ARVO will review for approval a non-member speaker's qualifications for travel support based on the criteria above.

- ARVO's Travel Policy covers limited expenses for up to two ARVO-approved non-member invited speakers per session type and provides them with a complimentary course registration. Annual Meeting registration is not included.

- Organizers will be notified of ARVO's decision regarding travel support for the proposed non-member speakers on their session.

- ARVO Staff will work directly with non-member invited speakers approved for travel support, if any, regarding their accommodations, travel and other details.

- A non-member invited speaker cannot be added to the program as an additional or substitute speaker after **Friday, March 6, 2020.**

Appendix A: Education Courses 2016-2019

2019 Courses
Artificial Intelligence – from Benchtop to Bedside
Diabetic Retinopathy: What's New
Applying electrophysiological techniques to translational vision research
Ocular Immunology: Fundamentals, disease entities, and future therapeutic opportunities
Statistical methods for correlated eye data
2018 Courses
Big Data: Principles to practical application
Gene editing using CRISPR/Cas technology: From discovery to therapy
Inherited retinal diseases: Divergent viewpoints of pathogenesis and treatment
Introduction to AMD: Current research and therapeutics
2017 Courses
Diabetic retinopathy: Past, present and future
Big data: Current status and future directions
Demystifying statistics and research for ophthalmic investigators
Stem cells and organoids as models of tissue differentiation and eye diseases
Retinitis pigmentosa - novel treatments and challenges
2016 Courses
Applying visual electrophysiology for clinical evaluation and vision research
Diabetic retinopathy: Current concepts and future directions
Genome engineering with CRISPR and more: from discovery to therapy
Intellectual property and patenting in vision and ophthalmic research
Epigenetic and miRNA regulation in normal and diseased retina