



## Online course and webinar proposal guidelines

### Table of contents

Key dates.....	1
Overview.....	1
Eligibility criteria to submit a proposal and serve as a course organizer.....	1
Submitting your proposal .....	2
Proposal review process.....	3
Suggested topics .....	3
Continuing medical education (CME).....	3

### Key dates

- **Monday, July 13, 2020, 5pm EDT, U.S.** – All proposal and organizer disclosure forms must be complete and submitted online.
- **Week of August 10, 2020** – PDEC decision notifications are sent to proposal submitters.
- **August 17-28, 2020** – Planning conference calls will be held with staff and the organizers of approved proposals.

### Overview

Proposals may be for an online course or webinar.

Online courses provide in-depth learning experiences focused on improving learner understanding and/or performance related to a specific topic. Online courses include interactive presentations and/or demonstrations and are not limited to didactic lectures. Staff will provide guidance and support to the organizers to deliver the content in innovative and engaging ways.

Webinars use traditional online channels for real-time communication. They are engaging sessions where a speaker, or small group of speakers, deliver content to an audience who participate by submitting questions, responding to polls, and using other available interactive tools. These sessions usually address a single topic and last about one hour.

Organizers of these activities and member speakers are eligible for [Fellows points](#).

Staff is available to assist you throughout this process. Contact [education@arvo.org](mailto:education@arvo.org) for support.

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

Proposals must be submitted by a member who agrees to serve as the primary organizer. Two additional co-organizers may be included in the proposal. All organizers must belong to a membership category other than MIT for at least three consecutive years at the time of proposal submission. PDEC encourages the primary organizer to invite members from more than one institution to serve as co-organizers. Nonmembers may participate as speakers or panelists.

Organizers may not profit directly or via their financial interests from the course or webinar and must agree to provide an unbiased and balanced view of the content.

## Submitting your proposal

The submitter may return to the proposal and make edits until the final submission date: Monday, July 13, 2020. Access the proposal form here: <https://arvo.secure-platform.com/a/solicitations/158/home>

The proposal will request the following information.

1. Proposed title
2. The primary scientific section or cross-sectional group to associate with the proposal.
3. Selection of online course or webinar format
4. Indication of the content types and interactive elements that are being considered
5. Suggested duration and potential dates for the activity. (at least two options)
6. Name and credentials, affiliations, and email address for all organizers
7. A CV or biosketch for each organizer in NIH or equivalent format will need to be attached.
8. Description of the target audience and any prerequisites
9. Selection of the ARVO Section(s) that relate to the content
10. Description of the knowledge gap(s), challenge(s) and/or barrier(s) to be addressed by this online course or webinar. In other words, what problem(s) will this course or webinar address?
11. Description of how the online course or webinar will address the knowledge gap(s), challenge(s) and/or barrier(s). Ask yourself, "How will this activity address the educational need?"
12. Three to five learning objectives that document the changes in participant knowledge, competence and/or performance that will occur after attending the activity. Avoid verbs such as "know", "understand", "appreciate" or "learn" as these are not measurable actions. [View a list of verbs suitable for learning objectives.](#)
13. Completed "[online activity content template.](#)" The purpose of this document is to capture the proposed topics and suggested faculty for the activity.
14. Submit your proposal via the online Proposal Submission Form by **Monday, July 13, 2020, at 5pm EDT, U.S.**
15. Complete the online disclosure form (required for each organizer) by **Monday, July 13, 2020, at 5pm EDT, U.S.**

## Proposal review process

All complete proposals are reviewed by the Professional Development and Education Committee (PDEC). 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 request for more information will result in an incomplete proposal and approval will not be granted.

Decision notifications will be sent the **week of August 10, 2020**.

## Suggested topics

The following topics are highly desired:

- Analyzing data (specific to eye and vision research projects)
- Crisis Management (e.g. lessons learned about maintaining research in a crisis scenario, shutting down existing projects and restarting projects)
- Health economics
- Patient-centered outcomes (how to measure the value of interventions outside of visual acuity).
- COVID 19 (e.g. research trends, discoveries in ophthalmology, lessons learned from managing the global effort and quickly establishing global clinical trials, managing misinformation)
- Telemedicine (e.g. the status of telemedicine in different countries, limitations of telemedicine and future steps).
- International collaboration for large scale clinical trials
- Engaging with regulators and funders (FDA, national bodies)

## 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.

Organizers of online courses and webinars may select to have their proposals considered for inclusion in the CME program.

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 or webinar. They may be invited to speak if specific requirements are met.

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