

2024

ACMG Annual Clinical Genetics Meeting

MARCH 12-16 • EXHIBIT DATES: MARCH 13-15
METRO TORONTO CENTER • TORONTO, CANADA
1994-2024 | 30th ACMG ANNUAL CLINICAL GENETICS MEETING

Proposal Submission Guidelines

The American College of Medical Genetics and Genomics (ACMG) is accepting session proposals to review for the 2024 ACMG Annual Clinical Genetics Meeting in Toronto, Canada.

Proposal Selection Criteria:

Proposals are evaluated by the ACMG Program Committee and will be selected based on the following criteria:

- Provides relevant information related to the rapidly evolving field of medical genetics
- Presents relevant learning outcomes for the audience.
- Presents novel or new methods of diagnosis, treatment, or long-term management of patients with genetic disorders.
- Presents current issues in public health genetics and healthcare provision, with relevance to medical genetics professionals.
- Addresses gaps in clinical geneticist/genetic counselor performance.
- Includes a topic of relative importance, originality, focus and timeliness, with expertise by the proposed panelists, and the potential for informative discussions.
- Maximum of 5 presenters per session (1 must be an ACMG member)
- Maximum of 1 Moderator and they must be an ACMG member. The Program Committee will review exceptional cases of nonmember selection.

The review process is strictly confidential. To ensure a balanced program, the Program Committee reserves the exclusive right to decline a presentation that lacks scientific content or merit, or merely announces the availability of a resource or service. The Program Committee also reserves the right to solicit presentations in addition to those submitted and may contact proposal submitters to discuss the topic, suggested speakers and/or make recommendations to modify the proposal so as to develop a comprehensive and topical overall program

Important Dates

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| Saturday, March 18, 2023 | 2024 Proposal Site Opens www.acmgmeeting.net |
| Friday, April 28, 2023 | Proposal Submission Site Closes |
| Friday, June 30, 2023 | Notification to submitters of proposal acceptance or non-acceptance |
| Friday, August 18, 2023 | Deadline for Submitters to Confirm Speakers and Finalize Session (Full session details) |
| Monday, August 28, 2023 | Speaker/Moderator Event Center Opens |
| Friday, September 22, 2023 | Speakers/Moderators Deadline to Complete Participation Requirements in the Event Center |
| Friday, February 23, 2024 | Final PowerPoint Presentations Uploaded and Test questions submitted |
| March 12 – 16, 2024 | ACMG Annual Clinical Genetics Meeting - Toronto, Canada |

Proposals must be submitted through the ACMG submission website by Friday, April 28, 2023, and should contain the following:

1. Submitter: First name, MI, Last name, Degree(s), Workplace position, Name of workplace, Address, Email address and Contact phone number of the submitter
2. Title of proposal (maximum of 100 characters or less)
3. Format of proposal – See format options below and click on the link on the login page for descriptions
4. Description (up to 3000 characters, including spaces)
5. Rationale for proposal (advances, policies, performance gaps, controversies, ethics)
 - Practice Gap (i.e., the difference between actual and ideal performance and/or patient outcomes and how this gap was identified)
 - Competence (The ability to apply knowledge, skills, and judgment in practice [knowing how to do something])
 - Performance (what one does, in practice. The degree to which participants do what the activity intended them to do [Purpose of Activity]. Performance is competence put into practice.)
 - Patient Outcomes (the consequences of performance and are defined as the ability of the learner to apply what they have learned to improve the health status of their patients or those of a community.)
6. Learning objectives (1 objective per speaker per 30 minutes of content is required. Objectives are determined by BOTH length of session and number of speakers.). Example: A 1.5-hour session with 4 speakers must have 4 session objectives for a total of 4 learning objectives. This is a requirement for providing genetic counselor credits.
7. Target audience (maximum of 1,000 characters)
8. Presenters, Presentation Titles, and Moderator:
First name, MI, Last name, Degree(s), Place of work, email address and Contact phone number.
 - a. Proposals may have up to 5 presenters and 1 moderator. Moderator must be an ACMG member.
9. Suggested length of session, if applicable.
10. Audience Response System Please indicate if the session will be designed to include interactive activities that would include feedback given through an audience response or polling system. (Note: Some sessions may be selected to include polling for the purposes of measuring changes in knowledge).
11. Submitters will be asked to disclose their Financial Relationships.
12. Accepted Speakers will be asked to provide this information at a later date. Presenters must complete a financial disclosure and be approved by the COI committee in order to participate.
13. Submitters will be required to review the ACMG Privacy Policy and agree to allow the collection and use of personal information in accordance with the Privacy Policy. Submitters are further required to confirm that permission has been received from proposed chairs and speakers to provide personal information.

Session Types:

- Short Course
A 4.5-hour course that focuses on one topic. They are held the day before the official start of the annual meeting typically from 12:30 pm – 5:30 pm with a 30 minute break.
- Scientific Plenary Session
Focused on a specific scientific or clinically relevant topic or area as well as trends.
- Scientific Concurrent Session
Highlights a wide range of topics of interest to genetics practitioners, laboratorians, researchers, genetic counselors, and others with an interest in the science and art of medical genetics.
- Workshop:
Workshops are where the attendees will take part in the activity, as opposed to sessions where learners are passively listening to presentations.
 - Hands-on Workshop
 - Trainee Workshop
 - Non-trainee Workshops

Session Format:

- Short Presentations with Panel Discussion
- Debate/Point-Counterpoint
- Ask the Experts
- Design Thinking/Hackathons Session – Problem-solving session by small groups
- Case Studies (Diagnostic Challenges, Small Group Problem-Solving/Discussion)
- Case Vignettes/Role Play
- Other idea? Please explain:

Session Categories:

- Cancer
- Clinical - Adult
- Clinical - Adult and Pediatric
- Clinical - Pediatric
- Clinical genetics
- Gene therapy
- Genetic Counseling
- Health care inequities and health disparities
- Health services and implementation
- Laboratory
- Metabolic
- Population Genetics
- Prenatal
- Public Health Genetics
- RNA and gene therapy
- Research
- Social, Ethical, and Legal Implications
- Non-Clinical

Suggestions:

- Before submitting a proposal, the proposer should contact all speakers to determine the following:
 - Ensure their availability and confirm that they are willing to travel to Toronto, Canada.
 - Presenters understand the entitlements policy.
- You should draft the proposal in a separate document first so that you can cut and paste details into the submission site.

- Print and check your proposal before submitting to make sure it is complete. Check spelling.
- **When finished, click the “Submit this proposal” button to save your proposal. You will receive an email confirmation with a proposal number.**
- You may return to the site and edit your proposal any time prior to **April 28, 2023**.

Policy –Speakers/Moderators and Topic Selection

Selection of topics and presenters for all sessions is at the discretion of the Program Committee. The Program Committee reviews all submitted proposals and may:

- Accept the proposal as written.
- Modify the proposal.
- Not offer the proposed session.

Submission of a proposal does not guarantee acceptance in whole or in part. In an effort to develop the best program possible, Program Committee members may ask submitters to modify their proposal. Please be prepared to have this discussion.

Proposals must include one ACMG member and an ACMG member as moderator. The moderator does not count as one of the ACMG member speakers. Due to the costs of international travel, we ask that you consider speakers or moderators from North America. ACMG aims to encourage diversity among invited speakers and moderators at the Annual Meeting. We encourage those submitting proposals to include speakers from all genders, from underrepresented minority groups, from geographically diverse institutions, as well as a mixture of senior and junior investigators.

PROPOSAL SELECTION CRITERIA:

Proposals are evaluated by the ACMG Program Committee and will be selected based on the following criteria:

- Provides relevant information related to the rapidly evolving field of medical genetics
- Presents relevant learning outcomes for the audience.
- Presents novel or new methods of diagnosis, treatment or long-term management of patients with genetic disorders.
- Presents current issues in public health genetics and healthcare provision, with relevance to medical genetics professionals.
- Addresses gaps in clinical geneticist/genetic counselor performance.
- Includes a topic of relative importance, originality, focus and timeliness, with expertise by the proposed panelists, and the potential for informative discussions.
- Addresses health disparities and healthcare equity related to gender, race, ethnicity, and economical background.

The review process is strictly confidential. To ensure a balanced program, the Program Committee reserves the exclusive right to decline a presentation that lacks scientific content or merit, or merely announces the availability of a resource or service. The Program Committee also reserves the right to solicit presentations in addition to those submitted and may contact proposal submitters to discuss the topic, suggested speakers

and/or make recommendations to modify the proposal to develop a comprehensive and topical overall program.

All speakers will be REQUIRED to submit their FINAL PowerPoint Presentation by Friday, February 23, 2024, for peer review and slide compliance review of financial conflicts, bias, and adherence to ACMG branding policies. These will be the final presentations that will be utilized on-site. Prior to agreeing to participate, speakers and moderators must agree to this policy.

By submitting a proposal, each proposal submitter agrees to the following statements: (1) I have read, understand and agree to ACMG's proposal guidelines; (2) I am submitting this proposal with the intent of organizing or moderating a session at the 2024 ACMG Annual Clinical Genetics Meeting; and (3) I confirm that each presenter is available to participate in the 2024 annual meeting and has been informed of this proposal submission and has agreed to the accuracy and all information as it was submitted.



Policies and Entitlements for the ACMG Annual Clinical Genetics Meeting (Invited and Legacy Sessions)

- Maximum of 5 presenters per session, of which at least 1 must be an ACMG member.
- Maximum of 1 Moderator and 1 Co-Moderator (trainee member preferred in platform sessions). Moderators must be ACMG members.
- Limited to 5 international presenter stipends (excluding Canada) for the Annual Meeting, with emphasis on presenters from underrepresented groups or resource-limited settings.
- Stipends are provided to cover funding for travel, accommodations, and expenses. Moderator/Co-Moderator are not eligible for honoraria. The stipend and honorarium will be provided post meeting.
- Moderators and Presenters are responsible for making their own travel and accommodation arrangements. They are also required to register for the meeting and will be sent instructions for complimentary registration.
- Platform presenters are not eligible to receive entitlements.
- ACMG Board of Directors reserves the right to provide special entitlements for a keynote address.
- ACMG Board Members, Program and Education Committee Members cannot participate in planning or have a role (moderator/speaker) in a Satellite Symposium.

| Type of Session/Role | ACMG Member | Nonmember |
|--|---|---|
| Invited & Legacy Sessions (Moderator/Co-Moderator/Presenter) | Complimentary Registration ¹ | \$500 honorarium, Complimentary Registration ¹ , \$1500 onsite Travel Stipend ^{2,3} |
| Short Course (Chair, Co-Chair/Presenter) | Complimentary Registration and \$500 honorarium | \$500 honorarium, Complimentary Registration, \$1500 onsite Travel Stipend ^{2,3} |

¹ Complimentary registration does not include sessions requiring an additional registration fee.

² International speaker stipend is \$2500 (excludes USA and Canada)

³ Stipend of \$100 is provided for nonmembers that live ≤ 100 miles from the meeting site.

Legacy Sessions:

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| <ol style="list-style-type: none"> 1. <i>Adult & Cancer Diagnostic Challenges</i> 2. <i>Cardinal Signs</i> 3. <i>Diversity, Equity, & Inclusion Session</i> 4. <i>Education Committee Student Session / Careers in Medical Genetics Undergrad, Grad, Doctoral program</i> 5. <i>Education Committee Trainee Mentor Luncheon</i> 6. <i>Education Committee Young Professional Trainee Workshop</i> | <ol style="list-style-type: none"> 7. <i>Genetics Counselor Forum</i> 8. <i>Laboratory Diagnostic Challenges (Constitutional and Neoplastic Cases in Molecular, Cytogenomic, and Biochemical Genetics Specialties)</i> 9. <i>Pediatric Diagnostic Dilemmas (Rare Knowns and Unknowns)</i> 10. <i>Prenatal Diagnostic Challenges</i> 11. <i>Presidential Session</i> 12. <i>TED-Style Talks</i> |
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Approved by the ACMG Board of Directors on 2/27/2023.

Policy – Disclosure of Financial Relationships and Resolution of Conflicts of Interest

The American College of Medical Genetics and Genomics (ACMG) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide Accredited Continuing Education (ACE) for physicians. ACMG is an organization committed to improvement of patient care and general health by the incorporation of genetics and genomics into clinical practice.

ACMG has implemented the following procedures to ensure the independence of ACE activities from commercial influence/promotional bias, the Accreditation Council for Continuing Medical Education (ACCME) requires that providers (ACMG) must be able to demonstrate that: 1) everyone in a position to control the content of an ACE activity has disclosed all financial relationships that they have had in the past 24 months with ineligible* companies; 2) ACMG has implemented a mechanism to mitigate relevant financial relationships; and 3) all relevant financial relationships with ineligible companies are disclosed to the learners before the beginning of the educational activity. The learners must also be informed if no relevant financial relationships exist.

**Ineligible companies are defined as those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.*

ACCME and AMA Glossary of Terms

Commercial bias

Content or format in a CME activity or its related materials that promotes the products or business lines of an ineligible company. As described in the Standards for Integrity and Independence in Accredited Continuing Education, providers are responsible for protecting learners from commercial bias and marketing. In addition to preventing influence from ineligible companies, the Standards prohibit faculty from actively promoting or selling products or services that serve their professional or financial interests.

Ineligible Company

Companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

Relevant financial relationships

As defined in the Standards for Integrity and Independence in Accredited Continuing Education, specifically, Standard 3: Identify, Mitigate, and Disclose Relevant Financial Relationships, relevant financial relationships are financial relationships of any amount with ineligible companies if the educational content is related to the business lines or products of the ineligible company. Providers are required to collect information from all those individuals in control of educational content about all of their financial relationships with ineligible companies within the prior 24 months. The provider is then responsible for determining which relationships are relevant.

Standards for Integrity and Independence in Accredited Continuing Education

ACCME requirements designed to ensure that accredited continuing education serves the needs of patients and the public, is based on valid content, and is free from commercial influence. The Standards comprise five standards: Ensure Content is Valid; Prevent Commercial Bias and Marketing in Accredited Continuing Education; Identify, Mitigate, and Disclose Relevant Financial Relationships; Manage Commercial Support Appropriately; Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education. Released in December 2020, the Standards for Integrity and Independence replace the Standards for Commercial Support.

Diagnostic Laboratory

A diagnostic laboratory is not considered an ACCME-defined ineligible company if its business is limited to the provision of diagnostic services that provide clinical results or information to healthcare professionals for their treatment of patients.

A diagnostic laboratory is considered an ACCME-defined ineligible company if its primary business is producing, marketing, distributing, selling, or re-selling proprietary diagnostic products or devices used by or on patients such as other laboratories, clinics, clinicians, or patients for the provision of clinical service—for example, providing on-site or in-home clinical results.

Standard to Prevent Commercial Bias and Marketing in Accredited Continuing Education

ACCME requirements designed to ensure that CME activities are independent and free of commercial bias.

Accredited continuing education must protect learners from commercial bias and marketing.

The accredited provider must ensure that all decisions related to the planning, faculty selection, delivery, and evaluation of accredited education are made without any influence or involvement from the owners and employees of an ineligible company.

Accredited education must be free of marketing or sales of products or services. Faculty must not actively promote or sell products or services that serve their professional or financial interests during accredited education.

The accredited provider must not share the names or contact information of learners with any ineligible company or its agents without the explicit consent of the individual learner.