

Call for Proposals

Deadline, Friday, April 26 11:59 pm PT



2025 | ACMG Annual
Clinical Genetics Meeting

MARCH 18-22 • EXHIBIT DATES: MARCH 19-21
LOS ANGELES CONVENTION CENTER • LOS ANGELES, CA

Education Session Proposal Guide

This document will help you prepare your proposal for an education session at the 2025 ACMG Annual Clinical Genetics Meeting. Please note that you can access your proposal to add, update, or edit the content through the submission period, which ends Friday, April 26, 2024 at 11:59 pm PT.

CONTENTS

Planning Timeline	2
Elements of a Successful Session	3
Target Audience	4
Session Information	4
Proposal Instructions	5
Proposal Acceptance and Criteria	8
Submission Absolutes	9
Writing Learning Objectives	10
People	11
Disclosures	12
Release and Authorization	14
Participation Agreement & Entitlements	14
Submitter/Moderator Responsibilities	16
Presenter Responsibilities	17

ACMG Continuing Medical Education Mission Statement

The American College of Genetics and Genomics (ACMG) is an organization committed to improvement of patient care and general health by the incorporation of genetics and genomics into clinical practice.

The CME Program will advance medical knowledge, improve performance in practice, and/or patient outcomes. The expected results of the CME program are that the learner will be able to: 1) report greater confidence in their ability to apply the knowledge that they have gained; 2) demonstrate their ability to apply this knowledge; 3) make a commitment to change their practice or behavior as a result of the educational intervention; and/or 4) show improvement or positive impact on specific performance measures and/or patient outcomes through quality and patient safety metrics.

Planning Timeline

March 16, 2024

Submission Site Opens ACMGMeeting.net

April 26, 2024

Submission Site Closes 11:59 pm PT

June 21, 2024

Notifications of acceptance decision sent to submitters

August 16, 2024

Deadline for Submitters to Confirm Presenters and Finalize Session Agenda

August 27, 2024

Presenter/Moderator Event Center Opens

September 20, 2024

Presenters/Moderators Deadline to Complete Participation Requirements in the Event Center

February 28, 2025

Final PowerPoint Presentations Uploaded and Test questions submitted

March 18 - 22, 2025

ACMG Annual Clinical Genetics Meeting, Los Angeles, CA

Elements of a Successful Session

Criteria	Description
Overall Quality of the Proposal	The proposal itself was thorough, clear, and provided enough insight into the proposed session.
Submitter	<p>The submitter (preferable session moderator) has described experience planning educational programs. The submitter is deeply versed in the topic and well connected with other authorities in the field.</p> <p>The submitter has contacted all proposed presenters and have:</p> <ul style="list-style-type: none">• Their consent and agreement to participate.• Reviewed the proposal• Confirmed that they are willing to travel to Los Angeles• Asked presenters to hold the dates for the entire meeting as the program planning committee arranges the date and time of each session.
Moderators/Presenters	<p>The proposed moderator is an ACMG Member and is widely recognized as a leading authority. The proposed faculty are experienced presenters.</p> <ul style="list-style-type: none">• Each session requires one ACMG member as moderator.• Premeeting Course/Workshop/90-minute session Up to 5 presenters per session, with at least 2 ACMG members.• Short session/60-minutes 3 presenters' maximum, with at least 1 being an ACMG member. <p>Hence, each session requires an ACMG member as moderator, and at least one presenter must also be an ACMG member. Support ACMG's Diversity, Equity, and Inclusion by including presenters from varied backgrounds: institutions, regions, genders, ethnicities, and generations.</p>
Content	The topic is practical - meaning there will be knowledge, skills, or information that can be applied right away. The topic will have an impact directly on improving patient care. This is a hot topic, innovative or a fresh perspective. If not, do you think there will still be significant interest in the session?
Rationale for proposal (advances, policies, performance gaps, controversies, ethics)	The rationale for proposing any action is rooted in identifying a need or gap, which signifies a disparity between current and desired states. A need arises from deficiencies in knowledge, competence, or performance. Two sources are provided to substantiate this need. Conversely, a gap delineates the disparity between actual and ideal levels of knowledge, competency, performance, or patient outcomes across various professional practices.
Learning Objectives	<p>An active learning strategy to engage the audience in the content is included for each objective. Each objective includes a learning assessment method for participants to evaluate their mastery of content and learning. Continue reading below for help on writing measurable learning objectives. Accreditation requirements submitted for educational credits must contain:</p> <ul style="list-style-type: none">• 1 Learning Objective per 30 session minutes (includes panels)• 1 Learning Objective per presentation <p>Example: 90-minute session with 4 Presenters requires 4 learning objectives</p> <p>*Only ONE behavioral verb must be used per objective.</p>

Target Audience

Continuing education activities are designed to serve the professional and educational needs for:

All healthcare professionals who are interested in the diagnosis, management, treatment, and prevention of genetic conditions and increasing their understanding of the genetic basis of common, chronic health problems affecting both children and adults. The ACMG Annual Meeting is targeted for the following professionals:

- Medical and clinical geneticists; genetic counselors; pediatric, obstetric, and maternal-fetal specialists; and all medical practitioners who are providing comprehensive diagnostic, management, and counseling services for patients with, or at risk for, genetically influenced health problems.
- Laboratory directors and technicians who conduct genetic testing.
- Researchers involved in the discovery of genetic disorders and treatments.
- Clinical, laboratory and research trainees of genetics and all biomedical sciences.
- Any healthcare and public health professionals who have an interest in medical and clinical genetics and genomics.
- Advocates for patients with genetic conditions and their families.

Session Information

- **Session title.** Title should be succinct and clearly reflect the specific topic of the session (avoid use of copyright titles and cute titles).
- **Submitter name and email (preferably moderator)**
- **Session Moderator name and email** (if different from submitter)
- **Session proposals should be submitted for 60 or 90 minutes in length** (10-15 minutes of Q&A)*
- **Each session will have one (1) Session Moderator and a maximum of three (3) to five (5) Presenters.**

* A limited number of sessions will be developed for 60-minute time slots. If you are interested in being considered for a 60-minute slot, you will have the opportunity to indicate that in the submission form.

[2025 ACMG Proposal](#)

IMPORTANT— SESSION FORMAT:

As noted, sessions will generally follow a 60- or 90-minute format with a moderator and three to five Presenters respectively. If you would like the committee to consider your session for a format that would necessitate additional Presenters (examples might include a panel discussion with multiple brief presentations followed by a panel discussion or a roundtable session with multiple table moderators), please outline your intended format in the description with suggested additional Presenters. Such requests are not guaranteed if the session proposal is accepted.

Proposal Instructions

Proposals must be submitted through the ACMG submission website by Friday, April 26, 2024, and should contain the following:

1. **Submitter Information – Preferable that submitter is Moderator. The Moderator is responsible for all further contact with presenters.**
First name, MI, Last name, Degree(s), Workplace position, Name of workplace, Address, Email address and Contact phone number of the submitter.
2. **Proposal Title**
Title of proposal (maximum of 100 characters or less)
3. **Description** (up to 3000 characters, including spaces)
4. **Rationale for Proposal** (advances, policies, performance gaps, controversies, ethics)
 1. Practice Gap (i.e., the difference between actual and ideal performance and/or patient outcomes and how this gap was identified)
 2. Competence (The ability to apply knowledge, skills, and judgment in practice [knowing how to do something])
 3. 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.)
 4. 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.)
5. **Session Types**
 - **Short Course up to 4.5-hours**
A 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 Session either 60 or 90-minutes**
 - *Focused on a specific scientific or clinically relevant topic or area as well as trends.*
 - *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 90-minutes:**
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 Workshop
6. **Proposal 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?

7. Topic Focus and Session Categories:

Topic Focus:	
Biochemical/Metabolic and Therapeutics	Laboratory Genetics and Genomics
Cancer Genetics and Therapeutics	Prenatal Genetics
Clinical Genetics and Therapeutics	Research Methods & Resources
Health Services and Implementation	SELI, Public Health and Policy
Session Categories:	
Cancer	Laboratory Genetics
Clinical - Adult	Metabolic Genetics
Clinical - Adult and Pediatric	Population Genetics
Clinical - Pediatric	Prenatal Genetics
Clinical Genetics	Public Health Genetics
Gene Therapy	RNA and Gene Therapy
Genetic Counseling	Research
Health Care Inequities and Health Disparities	Social, Ethical, and Legal Implications
Health Services and Implementation	Non-Clinical

8. Specific Target Audience for this session (maximum of 500 characters)

All healthcare professionals who are interested in the diagnosis, management, treatment, and prevention of genetic conditions and increasing their understanding of the genetic basis of common, chronic health problems affecting both children and adults. The ACMG Annual Meeting is targeted for the following professionals:

- Medical and clinical geneticists; genetic counselors; pediatric, obstetric, and maternal-fetal specialists; and all medical practitioners who are providing comprehensive diagnostic, management, and counseling services for patients with, or at risk for, genetically influenced health problems.
- Laboratory directors and technicians who conduct genetic testing.
- Researchers involved in the discovery of genetic disorders and treatments.
- Clinical, laboratory and research trainees of genetics and all biomedical sciences.
- Any healthcare and public health professionals who have an interest in medical and clinical genetics and genomics.
- Advocates for patients with genetic conditions and their families.

9. Learning Objectives - Active Learning Strategy and Assessment

An active learning strategy to engage the audience in the content is included for each objective. Each objective includes a learning assessment method for participants to evaluate their mastery of content and learning. Continue reading below for help on writing measurable learning objectives. Accreditation requirements submitted for educational credits must contain:

- 1 Learning Objective per 30 session minutes (includes panels)
- 1 Learning Objective per presentation
- 2 Test questions per presentation

Example: 90-minute session with 4 Presenters requires 4 learning objectives

***Only ONE behavioral verb must be used per objective.**

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 purpose of measuring changes in knowledge).

11. Presenters, Presentation Titles, and Moderator:

Moderator/Presenters Required Fields:

First name, MI, Last name, Degree(s), ACMG Membership Verification, Place of work, Email address and Contact phone number.

Short Course (~4.5 hours) | Workshop/Scientific Session (90-minute session)

- Maximum of 5 presenters (including nonmedical participants) per session, of which at least 2 must be an ACMG member.
- Maximum of 1 ACMG Member Moderator. Moderator must be ACMG member.

Short Scientific Session (60-minute session)

- Maximum of 3 presenters (including nonmedical participants) per session, of which at least 1 must be an ACMG member.
 - Maximum of 1 ACMG Member Moderator. Moderator must be ACMG member.
- Note: Prioritize international presenters (excluding Canada) for the Annual Meeting, especially those from underrepresented groups or resource-limited settings.

12. Submitters will be asked to disclose their Financial Relationships.

13. Accepted Presenters will be asked to provide this information later. Presenters must complete a financial disclosure and be approved by the Education Committee to participate in sessions providing educational credits. A limited number of sessions may be chosen that do not provide educational credits.

14. 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 the proposed Moderator and Presenters to provide personal information.

Suggestions:

- Before submitting a proposal, the proposer must contact all Presenters to determine the following:
 - Ensure their availability and confirm that they are willing to travel to Los Angeles, CA.
 - 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 26, 2024**.

Proposal Acceptance

Prior to final acceptance, the ACMG Program Committee may request submitters to amend their session. This is to minimize repetition and best address the needs of the attendees. The ACMG will communicate any requested changes to the session proposal to the submitters/moderator in May 2024.

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 an ACMG member as moderator. Depending on the length of the session: 60- minutes, at least one ACMG member presenter, 90-minutes at least two ACMG member presenters. The moderator does not count as one of the ACMG member presenters. Due to the costs of international travel, we ask that you consider Presenters or moderators from North America. ACMG aims to encourage diversity among invited Presenters and moderators at the Annual Meeting. We encourage those submitting proposals to include presenters from all genders, from underrepresented minority groups, from geographically diverse institutions, as well as a mixture of senior and junior investigators. Proposals including Presenters all from the same institution are rarely considered.

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

Submission Absolutes

Presentations are Peer Reviewed. Timeline compliance is a responsibility of the moderator.

Individual presentation learning objectives will be collected after submission.

Post meeting test questions are required.

All Presenters will be REQUIRED to submit their FINAL PowerPoint Presentation by Friday, February 28, 2025, for peer review and slide compliance review of financial conflicts, bias, and adherence to ACMG content validation and branding policies. These will be the final presentations that will be utilized on-site. Prior to agreeing to participate, Presenters and moderators must agree to this submission date.

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 2025 ACMG Annual Clinical Genetics Meeting.**
- 3. I confirm that each presenter is available to participate in the 2025 annual meeting, has reviewed this proposal submission, and has agreed to the accuracy and all information as it was submitted.**

Writing Learning Objectives

For Continuing Education Activities – Learn More here [NSGC guidelines](#)

Acceptable Verbs for Writing Objectives

An active learning strategy to engage the audience in the content is included for each objective. Each objective includes a learning assessment method for participants to evaluate their mastery of content and learning. Continue reading below for help on writing measurable learning objectives. Accreditation requirements submitted for educational credits must contain:

- 1 Learning Objective per 30 session minutes (includes panels)
- 1 Learning Objective per presentation

Example: 90-minute session with 4 Presenters requires 4 learning objectives

***Only ONE behavioral verb must be used per objective.**

The following is a list of suggested verbs which may be used in the development of our objectives. The 2001 revision of Bloom’s Taxonomy classifies measurable verbs into hierarchical levels, as shown below. This list is not meant to be all inclusive and limiting. Used properly, these behavioral verbs will be found acceptable.

Remembering Verbs	Understanding Verbs	Applying Verbs	Analyzing Verbs	Evaluating Verbs	Creating Verbs
Define	Classify	Apply	Compare	Argue	Construct
Identify	Indicate	Examine	Contrast	Critique	Design
List	Match	Generalize	Differentiate	Defend	Formulate
State	Select	Illustrate	Discriminate	Evaluate	Hypothesize
Reproduce	Summarize	Record	Examine	Judge	Plan

***Only ONE behavioral verb must be used per objective.**

Words that are NOT measurable and should not be used (i.e., know, grasp the significance of, have knowledge of, comprehend, think, be aware of, remember, perceive, understand, appreciate, learn).

People

Each session generally requires one Session Moderator and up to two Presenters for a 60-minute session and three Presenters for a 90-minute session. One person may have multiple roles.

Session Moderator: Responsible for the overall strategic direction for the session content. Manage Presenters for timely submission of required documents. Review presentations for cohesion and alignment with objectives. Ensure Presenters check in to the Presenter ready room at least four hours in advance of session and arrive at least 20 minutes early to present to the session. Moderate session by introducing Presenters, maintain schedule of the session and facilitate question and answer period.

Presenters: There may be one to five Presenters presenting the content during the session. Presenters should represent different organizations and different practice backgrounds. During the vetting process the committee will look for diversity of Presenter backgrounds based on their practice type and practice location. We will also look for new Presenters and new topics. Engaging a more experienced Presenter with an early career Presenter is desirable. Also, please ensure that Presenters did not present on the same or similar topic in the prior 2-3 years.

IMPORTANT: Individuals will generally only be permitted to participate in a maximum of one session, regardless of role. This is to allow for a range of subject matter experts and is at the discretion of the program committee.

Individuals who are employed by an **“Ineligible Company”** as defined by the Accreditation Council for Continuing Medical Education (ACCME) are prohibited from participating in CME activity. If there is a compelling reason why a Presenter from a company is needed to fulfill the objectives of the session, please contact education@acmg.net in advance of the close of the submission period for consideration.

Final acceptance notifications will be sent in June. During the final acceptance period, the ACMG may ask the Session Moderator to make additional changes to their session as a condition of acceptance. It is incumbent on the Session Moderator to ensure that all Presenters’ participation is confirmed before any sessions are accepted entirely.

You must provide the following information for each person in your session:

- **Name**
- **Position**
- **Email Address**
- **Phone Number**
- **Credentials**
- **Organization/Affiliation** (name and address)*
- **Presenter disclosures** - Accepted Presenters will be asked to provide this information later. Presenters must complete a financial disclosure and be approved by ACMG Education to participate in sessions providing educational credits. A limited number of sessions may be chosen that do not provide educational credits.

* Please include all known affiliations of each Presenter

Disclosures

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.*

In accordance with the Accreditation Council for Continuing Medical Education (ACCME) policy, anyone who is in a position to control the content of an educational activity must complete a disclosure statement upon the initiation of an education session proposal. Session Submitters/Moderators will be asked to complete a financial disclosure form during the submission process for themselves. As noted in the People section of this document, individuals who are employed by an ACCME “Ineligible Company,” are prohibited from being involved in the planning of continuing education activities (as a submitter, Session Moderator, or Presenter). Instead, we encourage employees of commercial companies to submit a [Session Topic Idea](#). Once proposals have been preliminary accepted, disclosures will be reviewed. If it is determined that a Presenter is an employee of an ACCME defined “Ineligible Company” or has a conflict of interest that cannot be mitigated (see [flowchart](#)), it might be necessary to identify an alternate Presenter. In the rare occasion that the ACMG deems that a Presenter, who is an employee of an Ineligible Company, is necessary to fulfill the objectives of the session, then CME (continuing medical education for physicians) credit will be removed from that session. In most cases, however, continuing education (CE) for non-physicians’ credit will still be available for non-physicians despite the removal of CME.

Please reference this [flowchart](#) to determine any potential conflicts of interest.

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 are 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.

Release and Authorization

To Record and Reproduce Presentation

All faculty will be asked to agree to the ACMG Recording and Release policy. By agreeing to serve as faculty at the ACMG Annual Clinical Genetics Meeting, you grant ACMG the right to publish and/ or reproduce the presentation content and/or the author's printed handout material, in printed hard copy, electronic multimedia and/or web-based media. Additionally, you grant ACMG permission to record your presentation. Such recordings may be made available for purchase for individuals who were not able to attend the ACMG Annual Meeting and/or for use in future educational programs of ACMG. The full policy will be provided in the presenter portal.

Participation Agreement & Entitlements

We ask for your cooperation in compliance with ACMG/ACCME policies, guidelines and timeline. ACMG is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians and therefore, all educational programming is developed and must be presented in compliance with all ACCME accreditation requirements. Entitlements are contingent upon cooperation with timely submission of content for review. Professionalism is imperative and everyone is asked to adhere to the ACMG Code of Conduct.

2025 ACMG Annual Clinical Genetics Meeting Entitlements

Member Presenter/Moderator	Accredited Scientific Sessions <ul style="list-style-type: none">• 30% reduced registration fee for the annual meeting (live)¹• GIM & GIM Open peer review of manuscripts from findings reported at talk
Non-member Presenter	Accredited Scientific Sessions <ul style="list-style-type: none">• Honorarium of \$500 for 1 session & up to \$750 for multiple presentations or ACMG Membership for first time applicants• \$750 onsite Travel Stipend^{2,3}

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

² International speaker stipend is \$2000 (excludes USA and Canada) – Limited to 3

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

Stipulations and Requirements

Eligibility for Faculty is based on compliance with the following:

- Adherence to timeline and meeting deadlines. Late slide submissions may reduce the entitlement available. An honorarium will not be provided.
- Stipends are provided to cover funding for travel, accommodations, and expenses.
- Moderator/Co-Moderator are not eligible for honoraria.
- The stipend and honorarium request form will be provided post meeting.
- Moderators and Presenters are responsible for making their own travel and accommodation arrangements.
- Limited to 3 international presenters (excluding Canada) with emphasis on presenters from underrepresented groups or resource-limited settings.
- 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.

Entitlements are not provided for the following:

- Platform moderators, co-moderators, and presenters are not eligible to receive entitlements.
- Co-moderators (should be junior members invited to co-moderate platform session)
- ACMG Committee hosted sessions & activities

Approved by ACMG Executive Committee 03/24/2024

Session Moderator Responsibilities

The Session Moderator directs the strategy and content of the proposed session, selects Presenters, and serves as moderator during the meeting.

Key responsibilities of the Session Moderator include:

Education Session Proposals Submission

- Review the Education Session Proposal Guide.
- Submit the educational proposal by completing the [online submission](#).
- Final notifications will be sent in June, at which time Session Moderators will be asked to confirm all Presenters. Presenters will be asked to validate their contact information, complete their disclosures/conflict of interest and participation agreements. The Session Moderator will be responsible for ensuring that all Presenters complete this information by the deadlines. If deadlines are not met, the committee may opt to accept an alternate proposal.
- Review the ACMG entitlement document and on the online submission site and ensure that any approved Presenters have reviewed and understand this policy.
- Accreditation Council for Continuing Medical Education (ACCME) is the governing body that allows ACMG to grant continuing medical education credits and has specific requirements about what must and must not be included in educational presentations. If your education session proposal is accepted, you will be responsible for presenter adhering to the scope of proposed content and use of the slide template.
- Please register for the meeting. If you're eligible for a discount, you'll receive a code to use during registration.
- Inform ACMG (Education@ACMG.net) of any program, schedule or Presenter changes immediately.

Onsite at the Meeting (Live Meeting Instructions)

- All Session Moderators and Presenters are required to check into the Presenter-Ready Room onsite at the meeting at least four hours in advance of the session. Session Moderators are responsible for ensuring that their Presenters check-in and check their presentations within this period.
- Ensure that you and your Presenters arrive in the session room 20-30 minutes before the session begins. If you are in a plenary session, then you should plan to arrive 45 minutes early and allow time the day before for a rehearsal.
- Brief Presenters on the session schedule of presentations and timing method that you will be using (e.g., five-minute notice signal). Remind your Presenters of their time allotment and assist them if necessary. Remind Presenters to repeat questions from the audience, for the benefit of all.
- When introducing the session, please read the script, which will be provided to you at the podium.
- Briefly introduce each Presenter by their name and affiliation (no more than two minutes introduction in total for all Presenters).
- If you need assistance before, during or after your session, please notify the audio-visual technicians in the session room.

Presenter Responsibilities

Presenters at the Annual Meeting will be responsible for providing content at an education session, which is directed by the Session Moderator.

Key Responsibilities of Presenters include:

Before the Meeting

- You will be asked to access the ACMG presenter center and provide your disclosure.
- Final notifications will be sent in June, at which time Session Moderators will be asked to confirm all Presenters. Presenters will be asked to validate their contact information, complete their disclosures/conflict of interest and participation agreements. The Session Moderator will be responsible for ensuring that all Presenters complete all requested information by the deadlines. If deadlines are not met, the committee may opt to accept an alternate program.
- Review the session description, objectives, intended audience and teaching level to ensure that you are aware and agree with the focus of the event content.
- Review the ACMG entitlement document (currently pending and not available) and on the online submission site and ensure that any approved Presenters have reviewed and understand this policy.
- Review the presenter guidelines and policies regarding financial disclosures, content validation, content branding policies. Accredited sessions have specific requirements about what must and must not be included in educational presentations. If your education session proposal is accepted, you will be notified with instructions of how to access these policies.
- Please register for the meeting. If you're eligible for a discount, you'll receive a code to use during registration.

Onsite at the Meeting (Live Meeting Instructions)

- All Session Moderators and Presenters are required to check into the Presenter-Ready Room onsite at the meeting at least four hours in advance of the session.
- Please arrive in the session room 20-30 minutes before the session begins and check in with your Session Moderator.
- Sit in the front of the room to allow easy access to the podium. If you are in a plenary session, then you should plan to arrive 45 minutes early and allow time the day before for a rehearsal.
- Presenters are responsible for beginning and ending on time. The Session Moderator will provide a cue/sign when you have five minutes remaining.
- Each session room will have a computer where your presentation(s) has been loaded. Changes to PowerPoint presentations are not permitted in the session rooms. Any changes must be done in advance in the Presenter ready room.