

2021

ACMG Annual Clinical Genetics Meeting

APRIL 13-17 | EXHIBIT DATES: APRIL 14-16
LOS ANGELES CONVENTION CENTER | LOS ANGELES, CA

The American College of Medical Genetics and Genomics (ACMG) is accepting session proposals to review for the 2021 ACMG Annual Clinical Genetics Meeting in Los Angeles, California.

Important Dates

Tuesday, March 17, 2020	2021 Proposal Site Opens www.acmgmeeting.net
Wednesday, May 27, 2020	Proposal Submission Site Closes
Monday, August 3, 2020	Notification to submitters of proposal acceptance or non-acceptance
Friday, August 14, 2020	Deadline for Submitters Confirmed Speakers and Finalized Session (Full session details)
Wednesday, August 19, 2020	Speaker/Moderator Event Center Opens
Friday, September 25, 2020	Speakers/Moderators Deadline to Complete Participation Requirements in the Event Center
Friday, March 19, 2021	Final PowerPoint Presentations Uploaded and Test questions
April 13 - 17, 2021	ACMG Annual Clinical Genetics Meeting, Los Angeles, CA

Proposals must be submitted through the ACMG submission website by Wednesday, May 27, 2020 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 120 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 4200 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 1000 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.
 - b. Maximum of 1-2 nonmember presenters per session
9. Suggested length of session
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 System. (Note: Some sessions may be selected to include Audience Response interaction for the purposes of measuring changes in learning).

Session Types:

- Short Course
- Scientific Plenary Session
- Scientific Concurrent Session
- Workshop:
 - Trainee Workshop
 - Hands-on Workshops
 - 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
- Ted-Style Talks
- Case Studies (Diagnostic Challenges, Small Group Problem Solving/Discussion)
- Case Vignettes/Role Play

Suggestions:

- Before submitting a proposal, the proposer should contact all speakers to ensure their availability for the meeting and 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 May 27, 2020.

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 a majority of ACMG members and 1 ACMG member as moderator. The moderator does not count as one of the number of 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 at the Annual Meeting. We encourage those submitting proposals to include speakers from both genders, from underrepresented minority groups, from geographically diverse institutions, as well as a mixture of senior and junior investigators.

PROPOSAL SELECTION CRITERIA:

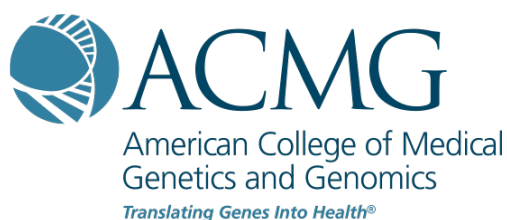
Proposals are evaluated by the ACMG Program Committee and will be selected based on the following criteria:

- 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.

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.

All speakers will be REQUIRED to submit their FINAL PowerPoint Presentation by **Friday, March 19, 2021 for review of financial conflicts, bias and adherence to ACMG 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 2021 Annual Meeting; and (3) I confirm that each presenter is available to participate in the 2021 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 Sponsored Events

- Maximum of 5 presenters per session, of which 2 may be nonmembers. Special requests for additional nonmembers in a single session will be considered by the Program Committee leadership. The specific reason for a requested variance should be included in the proposal submission description. This policy is meant to encourage membership in ACMG and member participation in society activities and is *not* intended to discourage innovative session proposals.
- Maximum of 1 Moderator and 1 Co-moderator (trainee member preferred). Moderators and Co-moderators must be ACMG members. Co-moderators are not eligible for entitlements.
- Limit of 2 international participants (excluding Canada) for the Annual Meeting
- All speakers and ACMG member moderators receive complimentary registration for educational sessions. Registration does not include sessions requiring an additional registration fee.
- Stipends include Travel, Accommodations, and Expenses.
- 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 (if applicable).
- The ACMG Board of Directors reserves the right to provide entitlements for a Special Guest Speaker.
- Platform presenters are not eligible to receive entitlements.

Type of Session/Role	Registration	ACMG Member Honorarium	Nonmember Honorarium	Nonmember Stipend*, ¹
CME Plenary Session <i>Presenter</i>	Complimentary	\$0	\$500	\$1500 ^{1,2}
CME Concurrent Session <i>Presenter</i> (Formats vary)	Complimentary	\$0	\$500	\$1500 ¹
CME Short Course (Director/Presenters)	Complimentary	\$500	\$500	\$1500 ¹
Moderators ³	Complimentary	\$0	\$0	\$0

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

¹ Stipend of \$100 is provided for nonmembers that live ≤ 100 miles from the meeting site.

² Members \$1500 Stipend

³ Primary organizer for Diagnostic Dilemmas and Diagnostic Challenges is an ACMG member and is entitled to complimentary registration.

Policies and Entitlements for Satellite Symposia

Satellite Symposia are not an official part of the ACMG Annual Meeting Programming

- Maximum of 2 participants (includes a moderator) are included in base application fee. Additional participants must be approved and additional fees apply.
- International participants (excluding USA and Canada) must be approved.
- Stipend includes Travel, Accommodations, and Expenses.
- ACMG Board Members, Program and Education Committee Members cannot participate in planning or have a role (moderator/speaker) in a Satellite Symposium.
- Moderators and Presenters are responsible for making their own travel and accommodation arrangements.
- Registration is not complimentary for Satellite Symposia speakers/moderators.

Type of Session	Registration	Honorarium	Stipend**
Satellite Symposium	Not Included	\$500	\$1200

**International speaker stipend is \$2200 (excludes USA and Canada)

Approved by the ACMG Board on June 17, 2019

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

It is the policy of the American College of Medical Genetics and Genomics to plan and implement all of its educational activities in accordance with the ACCME Essentials and Areas and ACCME® Policies to ensure balance, independence, objectivity and scientific rigor. In accordance with the ACCME® Standards for Commercial Support, everyone (speakers, moderators, platform presenters, presenting authors, committee members, and staff) who is in a position to control the content of an educational activity certified for *AMA PRA Category 1 Credit™* is required to disclose all financial relationships with any commercial interests (see definition below) within the past 12 months that creates a real or apparent conflict of interest. Disclosure must include financial relationships of the individual and those of their spouse/partner. Individuals who do not disclose will be disqualified from participating in a CME activity.

Individuals with potential for influence or control of CME content include:

- planners, planning committee members, staff
- first authors
- teachers
- educational activity directors
- educational partners
- others who participate, e.g. facilitators and moderators.

This disclosure pertains to relationships with ACCME-defined commercial interests whose products or services may be related to the subject matter of the presentation topic. Any real or apparent conflicts of interest related to the content of the presentations must be managed prior to the educational activity.

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 ACCME-defined commercial interest; information presented in a manner that attempts to sway participants' opinions in favor of a particular commercial product for the express purpose of furthering a commercial interest's business.

Commercial interest

Any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests. A commercial interest is not eligible for ACCME accreditation or participation in joint providership.

Commercial support

Monetary or in-kind contributions given by an ACCME-defined commercial interest that is used to pay all or part of the costs of a CME activity. The requirements for receiving and managing commercial support are explained in the ACCME Standards for Commercial Support. Advertising and exhibit income are not considered commercial support.

Conflict of interest

The ACCME considers financial relationships to create conflicts of interest in CME when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of CME about the products or services of that commercial interest. The potential for maintaining or increasing the value of the

financial relationship with the commercial interest creates an incentive to influence the content of the CME—an incentive to insert commercial bias. See also “relevant financial relationships.”

Financial relationships

Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

Relevant financial relationships

The ACCME requires anyone in control of CME content to disclose relevant financial relationships to the accredited provider. Individuals must also include in their disclosure the relevant financial relationships of a spouse or partner. The ACCME defines relevant financial relationships as financial relationships in any amount that create a conflict of interest and that occurred in the twelve-month period preceding the time that the individual was asked to assume a role controlling content of the CME activity. The ACCME has not set a minimal dollar amount—any amount, regardless of how small, creates the incentive to maintain or increase the value of the relationship. Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers’ bureau, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. See also “conflict of interest.”

Standards for Commercial Support: Standards to Ensure Independence in CME ActivitiesSM

ACCME requirements designed to ensure that CME activities are independent and free of commercial bias. The Standards comprise six standards: independence, resolution of personal conflicts of interest, appropriate use of commercial support, appropriate management of associated commercial promotion, content and format without commercial bias, and disclosures relevant to potential commercial bias.