Submission Guidelines for IVECCS 2023 Proposals

Please review the following information before proceeding to the next steps in the proposal site to complete your submission. Submissions will be reviewed by the IVECCS Planning Committee in October/November 2022 and instructors may be contacted to provide additional information for their submission to be considered. A timely response is required, otherwise the committee will proceed with other submissions. Incomplete submissions will not be considered.

Step 1: Contact Information

Please provide the best contact information for your proposal. This should be the person submitting the proposal.

Step 2: Speaker Information

If you are the contact for the proposal and the speaker, you may copy over your information from the previous page. Otherwise, please provide the speaker's contact information here. If the contact information is found within the system, it will ask that you confirm the email address matches the speaker information entered.

To add an additional speaker, click on "add additional speaker" below the primary speaker's information.

Once you have added all speakers, click on "continue" to enter session information.

The VECCS office strongly recommends entering your email on the right side of the page to receive a link to pick up where you left off on your proposal submission later. This will allow you to work on the proposal over time without losing your information.
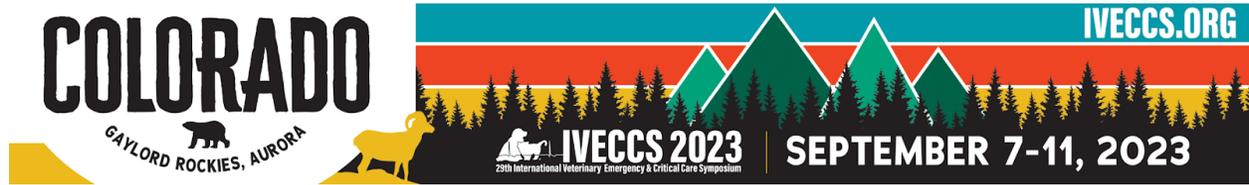
Step 3: Presentation Details

Please complete all required fields in as much detail as possible.

For all proposals, you will be required to submit a session title, course description, at least two learning objectives, audience type and level, area(s) of focus, and session length.

For wet lab and workshop sessions, in addition to the required information listed above, detailed information regarding supplies must be submitted. Wet labs are any sessions that require the use of cadavers or live animals and may also include models. Workshops are any limited enrollment sessions that DO NOT use cadavers or live animals but may include models.

In your wet lab description, please indicate if live animals or cadavers will be used so attendees may make an informed decision to participate.

The current IACUC expectation is that 1 cadaver/live animal will be used for 3-4 participants.

We appreciate and encourage instructors to provide <u>sources</u> for models and equipment that they plan to use. This information will help the Program Committee and Lab Team decide if the lab is feasible to hold at IVECCS.

Due to the extensive planning that goes towards setting up wet labs and workshop sessions, the entire list of supplies required by the speaker(s) is required by the proposal submission deadline (September 30th, 2022). Incomplete applications will not be considered.

Questions regarding supply requests can be directed to jendevey@aol.com.