NEW THIS YEAR! Submit a session proposal by September 2, 2014!

CALL FOR SESSION PROPOSALS
Talking Stick Resort
Scottsdale, Arizona
February 20-22, 2015
INTRODUCTION

The American Academy of Sleep Medicine (AASM) will host Sleep Medicine Trends 2015 on February 20-22, 2015 at the Talking Stick Resort in Scottsdale, Arizona. It is expected that over 400 sleep medicine professionals will attend this event to hear the state-of-the-art of sleep medicine while escaping the harsh winter.

Physicians are invited to propose sessions focusing on topics including Clinical Practices, Management and Clinical Research. As a sleep medicine clinician who is well-versed in the challenges, trends and current practices in the field, you have the unique opportunity to influence best practices by sharing your knowledge, experiences and outlook at Sleep Medicine Trends 2015 by submitting a session proposal.

As a presenter, you will reveal to attendees the latest in sleep medicine alongside leaders in the sleep medicine field. You must be a current AASM member to submit a session proposal to Sleep Medicine Trends.

Details of session guidelines can be found in this Call for Session Proposals or on the AASM website, www.aasmnet.org/sleeptrends
ABOUT

Sleep Medicine Trends is the leading event for sleep medicine clinicians. An expert faculty will explore state-of-the-art patient care management in the diagnosis and treatment of various disorders and strategies to improve current business practices through a mix of session types. Discussion will focus on providing relevant updated information and new strategies that sleep clinicians can use in their practice.

Deadline for Session Proposals: September 2, 2014

LOCATION

Enjoy all that the desert has to offer at the Talking Stick Resort in Scottsdale, Arizona! The resort itself offers numerous opportunities to enjoy the beautiful weather with a 36-hole golf course, three pools and a world-class spa. Or relax and unwind indoors at one of 11 bars and restaurants or the vegas-style casino. The Talking Stick Resort is just 10 minutes from Downtown Scottsdale, the ultimate destination for visitors and residents alike to enjoy art galleries, specialty retail, dining venues that range from casual to upscale, southwestern cultural attractions and an extraordinary nightlife.
SESSION PROPOSALS

The American Academy of Sleep Medicine is accepting proposals for Clinical Workshops, Discussion Groups and Symposia for Sleep Medicine Trends 2015. Sessions should focus on topics related to Clinical Practices, Management of a Sleep Center, and Clinical Research.

Proposals on all relevant topics are encouraged, but, in an effort to include sessions on certain topics, the AASM is requesting session proposal on the following topics*:

1. Sleep Disordered Breathing
   a. Diagnosis, Management and Therapies
   b. Trucking and Aviation Industry
   c. Obesity/Hypoventilation/ COPD
   d. Intersection with other sleep disorders- RLS, etc.

2. Circadian Rhythms Disorders Management

3. Insomnia Management

4. Telehealth, Internet-based Models & Use of Other Technologies for Managing Patients with Sleep Disorders

5. The Changing Healthcare Landscape
   a. The Affordable Care Act
   b. Models of Care

6. Durable Medical Equipment
   a. Evolution & Shift in Focus of the Sleep Center
   b. Medicare

7. Management of a Sleep Center
   a. Payment Models
   b. Pre-Authorization

8. Case-based Sessions

*Submission of a session proposal on these topics in no way guarantees acceptance.
SESSION TYPES

The AASM is seeking the following types of session proposals:

CLINICAL WORKSHOPS:

Clinical Workshops are forums for clinicians to review and discuss clinical challenges in sleep medicine within a one-hour time slot. These sessions are appropriate for the presentation and discussion of controversial clinical topics or difficult clinical situations that demonstrate the critical thinking process in clinical sleep medicine.

Business-related Clinical Workshops: The topics covered in these Clinical Workshops should focus business aspects, including economic, legal, political and social aspects of running a sleep center. These sessions are appropriate for addressing business challenges that clinicians face in their daily lives.

Patient-related Clinical Workshops: The topics covered in these Clinical Workshops should have a substantial scientific and clinical basis. Clinical Workshops may utilize a variety of formats, such as case discussions or review of polysomnograms with a panel of “master” clinicians or lecurers reviewing a clinical topic followed by a group discussion.

A maximum of 3 speakers are allowed. Those speakers who have been confirmed for an accepted session must be the people who actually deliver the presentations; changes in session speakers must be reviewed by the course chairs.
**DISCUSSION GROUPS:**

Discussion Groups are forums for a less formal presentation of a topic within a one-hour time slot. The AASM encourages conversations on controversial subjects and pro/con discussions or presentations. These sessions should stimulate interest and discussion with the audience without extensive data presentation or use of audiovisual equipment and without necessarily reaching a conclusion. A question or series of questions should be introduced by the panel of discussants to start the session. A Discussion Group proposal must be presented within the guidelines stated.

A maximum of 3 speakers are allowed. Those speakers who have been confirmed for an accepted session must be the people who actually deliver the presentations; changes in session speakers must be reviewed by the course chairs.

**SYMPOSIA:**

Symposia are allotted a one-hour time slot to present the latest data and ideas on topics in sleep medicine and sleep research trends.

A maximum of 3 speakers are allowed for Symposia. Individual presentations, which should be approximately 20 minutes each including questions, should be integrated on the same topic.

Those speakers who have been confirmed for an accepted session must be the people who actually deliver the presentations; changes in a Symposium must be reviewed by the course chairs.

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Session speakers should be aware that individuals are limited to two presentations per meeting in order to encourage a wide variety of speakers and promote diversity of content at the meeting. In the event that a speaker exceeds this limit, the course chairs reserve the right to request a different speaker.
SESSION PROPOSAL SUBMISSION

IMPORTANT DATES AND DEADLINES FOR SESSION PROPOSALS:

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<td>September 2, 2014</td>
<td>Deadline for session submissions</td>
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<td>October 2014</td>
<td>Acceptance notifications are sent via email</td>
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SUBMISSION INFORMATION:

Session proposals will be accepted for presentations throughout the meeting, from 8:00am on Friday, February 20 through 12:30pm, Sunday, February 22. Submission of a session proposal constitutes the commitment of the speakers to present the session as accepted, regardless of day/time assigned.

Speakers should be confirmed prior to submitting a session proposal.

The contact person submitting the proposal must be an AASM member. Membership as well as speaker location will be taken into consideration when reviewing proposals. Proposals with international speakers will not be considered.

All speakers are responsible for the information included within their slides and are responsible for obtaining copyright permissions. The AASM will record presentations at Sleep Medicine Trends 2015. All speakers will be required to submit a presenter agreement when submitting a session proposal.

In order to comply with ACCME CME guidelines, speakers are required to disclose and resolve any relevant relationships with commercial interests. All speakers will be required to submit a disclosure form when submitting a session proposal.

If a session proposal is accepted, the session contact person is responsible for ensuring all required materials are submitted by all session speakers by the appropriate deadlines.
AUDIOVISUAL INFORMATION:

The standard audiovisual equipment that is provided for each session is as follows: LCD projector, laser pointer and microphones. The use of personal laptops is prohibited. Requests for additional audiovisual equipment must be included in the session proposal. All speakers are required to submit their presentations to AASM staff prior to the meeting. Further information and instructions will be provided to speakers in advance of the meeting.
SESSION PROPOSAL REQUIREMENTS

Submission Deadline: September 2, 2014

To submit a proposal, use the template available at www.aasmnet.org/sleeptrends and submit as an attachment to presentations@aasmnet.org.

All session proposals must use the template. Please complete this document and save a copy for your records before submitting it to the AASM in Microsoft Word. Please provide complete and accurate information, as the information will be used in the program and course materials. If a proposal is incomplete, the submission will be returned. Proposals that are incomplete as of September 2, 2014, will not be considered.

The template requires you to complete the following information:

1. **Type of Proposal**
   Indicate the type of proposal you are submitting.

2. **Session Title**
   Provide a session title.

3. **Target Audience**
   Provide a description of the audience for which the presentation is intended and the level of content.

4. **Brief Overview of Session**
   Provide a 2-3 sentence overview of session to be used for marketing to attendees.

5. **Learning Objectives**
   Provide 2-3 measurable learning objectives for the session. Complete the phrase: “Upon completion of this session, attendees will be able to:”
6. **Content**
   Describe the content that will be covered during the session. The description will be used for evaluation purposes and should explain the background, purpose and significance of the proposed topic.

7. **Agenda**
   Include a detailed agenda of the session.

8. **Need**
   Explain how the session will contribute positively to Sleep Medicine Trends 2015 and why this format is the best venue for the presentation.

9. **Audiovisual Request**
   The standard audiovisual equipment that is provided for each session is as follows: LCD projector, laser pointer and microphones. Indicate any audiovisual equipment required for this session other than standard equipment and explain the need for the request. Special requests may not be granted. **The use of personal laptops is prohibited.**

10. **Speaker Details**
    Provide full contact information, credentials, affiliation and membership status for each speaker. One speaker must be designated as the primary contact person. A maximum of 3 speakers is allowed per session and each speaker needs to be confirmed before submitting a session.

11. **Attached Forms**
    The following forms are required to be submitted along with the template for each speaker: Copyright Assignment Form, Presenter Agreement and a Conflict of Interest Disclosure Form.

A confirmation receipt will be sent via email within 3 business days of submission. If a confirmation is not received within 3 business days, please contact the AASM at (630) 737-9700.
SPEAKER REIMBURSEMENT

The AASM meeting department coordinates and manages all issues related to speaker reimbursements. The following guidelines for speaker reimbursements must be adhered to when proposing a session. Honoraria will not be provided to speakers in Clinical Workshops, Discussion Groups or Symposia.

Registration for Sleep Medicine Trends 2015 is complimentary. The AASM office will process a registration form on behalf of the speaker.

Airfare will be reimbursed provided reservations are made at least 21 days in advance for coach seating on common carriers. Airfare receipts must include a date of purchase to be reimbursable. The individual assumes the responsibility for the difference in price for tickets purchased outside of these guidelines.

If the speaker chooses to drive instead of fly, reimbursement within a 300 mile radius will be at the current IRS mileage rate, plus parking. If the destination is greater than 300 miles, the AASM will reimburse the lesser of mileage or the lowest airfare.

Transportation between home/airport and between the airport/site destinations should be via shuttle or taxi as the situation warrants. The use of limousines or sedans is not reimbursable unless price is comparable or less than taxi fare. Other car services, such as car rentals, should be avoided and may not be reimbursed unless prior authorization is obtained. Use of a personal vehicle for transportation between home/airport will be reimbursed mileage at the current IRS mileage rate.

The AASM will reimburse for a standard room, at the contracted room rate, at the resort for the night prior to and the night of the speaker’s session (a maximum of 3 nights). Expenses for special accommodations will be the responsibility of the speaker. The AASM will not reimburse personal expenses such as in-room movies, phone calls, internet, etc.

For meals not included in the event, speakers will be reimbursed for all
moderate meal expenses, not to exceed $60 per person for dinner, $40 per person for lunch, and $25 per person for breakfast. Requests for reimbursement of meals must have the detailed receipt, which itemizes the meal expenses, included with the request.

Additional expenses for special arrangements made outside these guidelines will be the responsibility of the speaker.

QUESTIONS

Questions regarding Sleep Medicine Trends 2015 session proposal submissions should be directed to:
American Academy of Sleep Medicine
Phone: (630) 737-9770  |  Fax: (630) 737-9790
Email: education@aasmnet.org
www.aasmnet.org/sleeptrends