



2021 ISBD ANNUAL CONFERENCE Course Submission Guidelines

DEADLINE EXTENDED: January 22, 2021*

**All deadlines occur at 5:00 PM Central*

General Requirements for all Submissions

- It is the responsibility of the Chair to keep the schedule approved by the Program Committee.
- Presentations are solely education based. The use of any advertising, trade names, or product-group message association is prohibited; this rule will be strictly enforced.
- All presenters' and co-authors' disclosures must appear on the first slide of the presentation. Slides will be reviewed in the speaker ready room to ensure compliance.
- Once a session is accepted, speaker changes are NOT allowed unless approved by the Program Committee Chairs.
- Commercial logos (e.g. Company) are not permitted to appear on meeting materials, including presentation slides.
- Speakers and Chairs who have their session accepted will be eligible for a reduced registration fee. Regrettably, no financial assistance can be provided for travel or other expenses. Please note that a Chair can also double as a speaker.

Courses

Courses provide the opportunity for more intensive interactive learning opportunities and will therefore be LIVE events.

To encourage participation from course attendees, courses will be limited to a maximum of 50 attendees on a first come first serve basis. A minimum of 15 registered participants will be required for every course; if this requirement is not reached within 2 weeks of the meeting, the ISBD Program Committee may consider cancelling the course.

- Courses will be scheduled over the days of the meeting and will last 2 hours (120 minutes) each, including presentations that incorporate or alternate with interactive elements.
- A maximum of 4 speakers, including the Chair, will be eligible for a reduced registration fee; a Chair may double as a speaker.
- We encourage speakers to consider designing your session with state-of-the-art teaching strategies, such as pre- and post- course quizzes, clinical scenarios and vignettes.
- If your course is selected, we will reach out to you to get a detailed timetable as well as requirements for interactive portions of your course.