

CALL FOR SPECIAL SESSION PROPOSALS
2015 AACP AND AFPC ANNUAL MEETING
DEADLINE: MONDAY, DECEMBER 15, 2014 AT 11:59 P.M. (PST)

At the July 2015 Annual Meeting in National Harbor, Maryland, the American Association of Colleges of Pharmacy (AACP) provides many opportunities for presentations and networking in plenary sessions, special education sessions, roundtables, poster presentations and in the exhibit hall. Members are invited to submit proposals for **Special Sessions (90-minutes)** on topics broadly applicable to contemporary pharmacy education. Proposals including perspectives from more than one institution are encouraged for 90-minute special session submissions. Innovations developed at one school are appropriate for either a 30-minute mini session or roundtable discussions.

AACP and AFPC members may submit a Special Session for the 2015 AACP and AFPC Annual Meeting in National Harbor, Maryland from July 11-15. Please submit a proposal on the [programming submission site](#) by **11:59 p.m. (PST) on Monday, December 15, 2014**. All special session submissions must include a set of learning objectives and programs seeking continuing education credit must also include an active learning component to be considered. **AFPC members, please contact [Colleen Miglio](#) for instructions on how to submit a special session.**

REMINDERS:

- ✓ All program submitters **must be** AACP members. Information to join or renew your membership can be found on the [AACP Web site](#)
- ✓ AACP **does not** assume responsibility for costs associated with bringing speakers to the meeting and all speakers **must be** registered attendees at the 2015 Annual Meeting
- ✓ Standard audiovisual equipment (LCD projector, screen and podium with microphone) will be provided at no charge; laptops are not included in presentations – please bring your laptop
- ✓ Special requests for other audiovisual equipment will be reviewed for feasibility and cost
- ✓ Programming that includes reference to commercially available products or services must include fair balance for other resources in the same category

INSTRUCTIONS:

- Programming criteria and submission information are available on the [programming submission site](#).
- In an effort to make the submission process more user friendly, the username and password for the programming submission site is the same as your AACP username and password.
- If you have forgotten your password, please contact Angie Edwards at aedwards@aacp.org or 703.739.2330 ext. 1035.
- If your speaker is not a member of AACP, a profile must be created for them on the programming submission site. You will receive notification from the site if your speaker is not a member and given the opportunity to create a profile for them.
- If you are not a member of AACP but are a member of AFPC, please contact [Colleen Miglio](#) for instructions on how to submit a special session.
- It is essential for you to complete all fields on the submission application.
- You will be able to make changes to your proposal online via the programming submission system until the site closes at **11:59 p.m. (PST) on Monday, December 15, 2014**.
- Finally, to ensure your submission has been received, please remember to select the **Accept and Continue** button on each Web page or your submission will not go through. An email to confirm your submission will be sent to you immediately. If you do not receive a confirmation email, please check your spam folder.

The deadline for all programming submissions is **Monday, December 15, 2014, 11:59 p.m. (PST)**.

SPECIAL SESSION SELECTION PROCESS:

AACP strives to include as many members' special session proposals as possible; however, we receive approximately three proposals for each available programming spot. Members interested in submitting special session proposals are encouraged to list the Section(s) or SIG(s) in the *Comment* field on the submission site to indicate which group(s) may be interested in "adopting" the session as their own.

Sections and SIG leaders will review proposed programs. If your special session proposal fits their programming plan, the Section or SIG program chair will work with you to integrate it as their Section or SIG program. This will assure your program a time slot at the Annual Meeting. If a Section or SIG selects your special session, you will receive acceptance notification by mid-January.

Proposals not selected by a Section or SIG will be reviewed by a selection panel against criteria that include the relevance of the topic to attendees, unique nature of the content and other factors. Not all proposals will be accepted. Final notification will be sent by mid-March 2015.

For questions or further information, please contact Melinda Colón at mcolon@aacp.org.