



Session/Workshop Proposal

Type of Session:

- Breakout
 Pop-Up Workshop
 Strategic Planning

Title:

Enter a short descriptive title of the proposed session.

Session Organizers and Chairs:

**All sessions should have one trainee co-chair*

Session Organizer:

Session Chair (if different than organizer):

Session Co-Chair (trainee level):

Summary:

In 2-4 sentences, briefly summarize the theme and scope of the proposed session. Describe how the proposed session will add value to participants. Identify mechanisms for engaging the audience and speakers.

Objectives:

Enter 2-3 bullet point objectives that will be accomplished during the proposed session. For example, describe what the audience can expect to gain from attending. These objectives should be in congruence with the [Mission of the McGowan Institute](#).

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Audience:

Describe the intended audience for the proposed session. (Who are the stakeholders?)



PittMcGowan

McGowan Institute Scientific Retreat
Pittsburgh, PA
Venue: University Club
Save the Date: March 11-12, 2019

Proposed Session Format:

Each session will have 2 invited speakers and 1 speaker selected from submitted abstracts. Enter information below for 3-4 suggestions for invited speakers in the proposed session. Enter speaker name, title, affiliation(s), and general presentation topic. Session organizers are encouraged to include a balance of male and female presenters sourced from academia and industry. External (non-McGowan affiliated) speakers will be considered though travel support is not guaranteed. Session organizers will have the opportunity to review and nominate abstracts for inclusion in the session as a shorter talk. Inclusion of at least one clinician and one trainee as session speakers will be advantageous. Invited speakers will be allotted 25 minutes (20 minutes for presentation and 5 min Q&A) and the abstract-selected shorter talk will be allotted 20 minutes (15 min + 5 min Q&A). Following individual presentations, we highly encourage a chair-moderated 20 min panel discussion that aims to address issues critical to advancing the field to engage all speakers with audience members. Please share your plans for panel discussion topics below. One additional speaker may be included in lieu of a panel discussion. **IMPORTANT:** Please do not invite any speakers until you receive notification from the 2019 retreat organizing committee on acceptance of your session proposal.

Suggestions for Invited Speakers
Speaker Name: Speaker Title: Affiliation: <i>Presentation Topic</i>
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<u>Panel Discussion (20 min)</u> Enter details:

Other Details:

Please enter any additional information you would like to convey to the Program Committee about your proposed session.



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IMPORTANT DATES:

Deadline for session proposals: **August 15, 2018**
Notification of session acceptance: **September 1, 2018**

Abstract submission site opens: **October 1, 2018**
Abstract deadline: **November 1, 2018**

Deadline for finalizing invited speakers: **November 1, 2018**
Abstract notification: **January 15, 2019**
Registration deadline: **February 1, 2019**