CALL FOR MINI SESSION PROPOSALS
2018 AACP ANNUAL MEETING
DEADLINE: TUESDAY, OCTOBER 31, 2017 AT 11:59 P.M. (PST)

The next Annual Meeting of the American Association of Colleges of Pharmacy (AACP) will be held in July, 2018, in Boston, Massachusetts. The Annual Meeting provides opportunities for Academy Members to present and network during plenary sessions, special education sessions, roundtables, poster presentations and in the exhibit hall. AACP Members are invited to submit proposals for **Mini Sessions (30-minutes, maximum 2 speakers)** on topics broadly applicable to contemporary pharmacy education. Proposals including innovations developed at one school are appropriate for the 30-minute mini session. Perspectives from more than one institution are encouraged to submit for the 90-minute special sessions.

Only AACP members are eligible to submit a Mini Session proposal for the 2018 AACP Annual Meeting. Please submit a proposal on the programming submission site by **11:59 p.m. PST on Tuesday, October 31, 2017.** All mini session submissions must include a maximum of three learning objectives; programs seeking continuing education credit must also include an active learning component to be considered.

REMINDERS:

- ✓ All program submitters **must be** AACP members. Information on joining or renewing 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 2018 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 submission information 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 LaToya Casteel, Member Services Coordinator at lcasteel@aacp.org or 703.739.2330 ext. 1004.
- 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.
- 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 Tuesday, October 31, 2017.**
- 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 **Tuesday, October 31, 2017, 11:59 p.m. (PST).**

MINI SESSION SELECTION PROCESS:

AACP strives to include as many members' mini session proposals as possible; however, we receive approximately three proposals for each available programming spot. Members interested in submitting mini session proposals are encouraged to select no more than 3 (total) Section(s) or SIG(s) on the submission site to indicate which group(s) may be particularly interested in "adopting" the session as their own.

Proposals 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. Acceptance notification will be sent in early February.

Proposals that are not accepted but are of merit will be sent to the Sections and SIG leaders for review. If your mini 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 mini session, you will receive acceptance notification by mid-late February.

For questions or further information, please contact Dorothy Novilus at dnovilus@aacp.org.