

How to Create a Mini Session

Please go to the [program submission site](#) to enter a mini session (a 30-minute presentation with no more than 2 speakers). The username and password for the programming submission site **is** the same as your AACCP username and password. You will have access to the "Submitter Menu" page to input sessions. The **deadline** for submitting your programs is **Tuesday, October 31 at 11:59 p.m. PST.**

Instructions:

To add or edit a mini session program for the AACCP Annual Meeting, select **2018 Annual Meeting Submission Site** to get started.

Adding a program

- Select **Submit or Edit a Proposal** under the Submitter Menu
- Click on **Submit a Mini Session** to add a program
- Complete the following fields on the first screen:
 1. Session Title (word limit: 15, Initial Caps Only)
 2. Program Description (word limit: 75, Proof-read your entry, this is how it will display in the program)
 3. Program Design: Describe the basic outline of your proposed session (Ex: 15-minute presentation, 10-minute active learning exercise, 5-minute Q&A)
 4. Number of people anticipated: Best guess; think of the relevance and popularity of the topic; is it a broad or specialized topic of interest
 5. Program Purpose: Session presents an innovative topic or fulfills an unmet need? (CPD activities must be applicable, evidence-based, enhance participants competence and skills which reflect the 2013 CAPE Educational Outcomes and be the result of a needs analysis)
 6. Program Experience: (word limit: 250) Describe your overview experience & knowledge in the topic area
 7. Learning Objectives: The objectives are used in the evaluation process by the Program Committee; you must have a maximum of 3.
 8. Active Learning Exercise (required if requesting CPD; examples are case studies and discussions)
 9. Program Session category: Select the category which most closely reflects your submission
 10. CE Credit Request
 11. Comments/Special Requests
 12. Preferred Programming Day (cannot be guaranteed)
 13. Room Setup: Mini Sessions will be set in theater style with a head table for two
 14. Assessment: Describe the assessment tools that will be utilized for this session (CPD activities must include assessments which indicate clear achievement of the learning objectives)
 15. Session Level: AACCP encourages a mix of introductory and advanced sessions
 - a. Introductory: content appropriate for new faculty/staff or a faculty member with new responsibilities
 - b. Advanced: content appropriate beyond basic concept appropriate for an experienced faculty member
 16. Session Type: required for those seeking CE credits
 - a. Knowledge-based: Knowledge-based CPD programs focus upon the transfer of evidence-based information to attendees
 - b. Application-based: Application-based CPD programs involve activities involving attendee participation in discussion groups in which evidence-based information is presented and applied to real situations, such as case studies
 17. Intended Audience: If possible select up to 3 Sections and/or SIGs whose members would benefit from attending your session
 18. Has this program content been presented at AM to AACCP in the past?
 19. (If answer to the previous question is YES, what Annual Meeting Year was it presented?)
 20. If your programming is leadership related, and it is not selected to be presented at the Annual Meeting, would you be willing to be considered for the 2019 Interim Meeting?
- To advance to the next screen you must select **Accept and Continue** button on each Web page
- The second screen will ask for participant speakers (**Mini Sessions are limited to 2 speakers**).
 1. Type in the last name of the session speakers and click on **Search by Last Name**

- a. If they are AACP members, their name and contact information will appear under the "List of Potential Participants"
 - b. If they are not a member of AACP, complete step 1 and then click on **Add Unlisted Participant** (on the bottom left on the screen in green) to enter their name and contact information
 - c. If you are a speaker or moderator, in addition to the session organizer, you must add yourself
 - d. Please make sure speakers are in the order in which you would like them printed in the official meeting program. If you have two or more speakers the order can be changed by clicking on **Up** or **Down** in the Participant Order field
2. Select the speaker from the "Current Session Participants" by clicking on their role in the program. Most will serve as a speaker or moderator
- To advance to the next screen you must select **Accept and Continue**
 - The third screen is a request for audio-visual (A/V) equipment. Standard audiovisual equipment (LCD projector, screen and podium with microphone) will be provided at no charge. You may make special requests, such as for a laptop sound cord. Specially requested A/V equipment is not guaranteed. A/V pricing is for the AACP Sections and Special Interest Groups use only. AACP will not provide laptops or laser pointer.
 - The fourth screen is a summary of your session
 - Finally, to ensure your program has been submitted, please remember to select the **Accept and Continue** button on each Web page, including the summary page or your submission will not go through. An email to confirm your submission will be sent to you immediately.