

Annual Meeting SIG/Section Programming Process

To increase the Sections and Special Interest Groups' involvement in the annual meeting programming process, ensure consistency in the quality of annual meeting programming, and standardized the submission process for SIGs and Sections, the AACP COS and SIG Cabinet Administrative Boards have agreed to modify the submission process for the Annual Meeting.

The AACP Annual Meeting Program Committee will review all program submission proposals using the annual meeting programming rubric (please see below for criteria). SIG and Section leadership will be provided the program submission review reports for the 60-minute sessions and 30-minute sessions in early-mid January and asked to select programming for their groups by late January. The reports will include the full program information (including speaker and submitter data), as well as the scores and comments provided by the program committee reviewers.

SIGs and Sections are encouraged to consider the reviewer comments when making their selections. While each SIG will be allowed to select 1 sixty-minute session or 2 thirty-minute sessions, each Section will be able to select up to 2 sixty-minute sessions or up to 4 thirty-minute sessions. Programs selected by the SIGs and Sections will be designated as Section or SIG programming.

In addition to making their selections, SIG and Section leadership will be asked to rank the relevance of other programming proposals that align with their content areas. This feedback will be shared with the full Annual Meeting program committee to help guide the selection of programming that is relevant to the meeting's audiences.

The AACP Program Committee will then convene to select annual meeting programming from the remaining pool of submissions not selected by the SIGs/Sections.

Criteria

- Presenter bio(s) demonstrate relevant expertise or experience with the topic
- The problem or central question addressed in this presentation clearly aligns with a need in the academy OR the AACP Strategic Plan.
- The development process is described with enough detail, including how the proposal builds upon prior work.
- The objectives appropriately reflect the presentation's purpose.
- Audience takeaways are clearly aligned with the program's purpose.
- The topic is generalizable to other pharmacy programs, pharmacy education, or the profession
- Presentation structure and time breakdown are appropriately paced (for the session-type).
- Contributions of each presenter are appropriate for the type of presentation.
- The audience engagement plan is appropriate for the session type/length (for 60-minute sessions)
- Each element in the proposal is clearly written with sufficient detail