2027 ACVP Annual Meeting Session and Workshop Chair Guidelines

Session planning (Timeline)

- Deadlines: The planning of the Annual Meeting is facilitated by a series of deadlines for session and workshop information form submission, proposal acceptance, and session presenter notification for travel and meeting registration. The specific dates are determined each year, but the months are specific and are discussed in detail below.
- **February 15** – session and workshop proposals /information forms are due.
  Note: Groups and individuals interested in planning a workshop or Annual Meeting session are encouraged to reach out to the Program Chair and/or Workshops Chairs via education@acvp.org early in the planning year and in advance of submitting your final proposal to talk through the topic and top-level plans.
- Session and workshop chairs **specifically invited** by the Annual Meeting Program Chair to plan an Annual Meeting session and/or workshop are asked to complete and submit the Session Information Form by the 2/15/27 deadline. Information requested includes session title and description and proposed speakers. *Preliminary speaker selection should be completed *prior* to proposal submission so that any extraordinary travel funding requests can be disclosed by the mid-February deadline.
- Individuals **not specifically invited** to plan a session/workshop who wish to *propose* a session/workshop may do so by completing and submitting the Session Proposal Form by the mid-February deadline for consideration by the Annual Meeting Committee and ACVP Board of Directors. Planners are strongly encouraged to reach out to the Annual Meeting Committee via education@acvp.org as early as possible to share ideas and seek guidance.
- Submitting chairs will be notified of final session or workshop determination in early May.
  - **June 1** – invited speaker information provided to ACVP by session chairs
  - **August 1** – speaker information provided to ACVP by speakers
  - **November 6-9** – Chairs meet in session rooms 30 minutes before start time and serve as moderators

- **Important information on reimbursement, registration costs, etc.** Chairs may offer ACVP speaker support to up to **one speaker per 45 to 60 minutes of educational content** (or four speakers for a full morning or afternoon concurrent session or half-day workshop). Speaker support includes North American travel to/from the meeting, one night of hotel *when booked at the meeting hotel in the ACVP room block*, and reimbursement for meals (maximum of $65, with receipts) on the day of presentation. See below for information in regard to speakers from outside North America.
- **ACVP does not offer honorarium or speakers fees for any Annual Meeting or workshop presenters.**
- **All Annual Meeting speakers must register for the Annual Meeting.** Workshop speakers receive complimentary workshop registration. Non-member/non-Diplomate workshop and Annual Meeting speakers may be offered complimentary Annual Meeting registration. ACVP Diplomates (whether a current active member or not) and Allied Professionals and Trainee members speaking at the Annual Meeting are expected to pay for meeting registration. ACVP Diplomates who choose not to maintain active ACVP membership do not qualify for non-member complimentary registration and will need to register at non-member prices at their own expense.
- Session chairs (planners) are encouraged to consider presenters near to the meeting location for whom travel expenses (and environmental impact) may be reduced. Chairs wishing to invite a speaker from outside North America are asked to first consider if the same content may be presented by someone traveling from North America. If an international expert is uniquely critical to the session content, a request to the ACVP Board of Directors for international speaker support must be made **via information provided in the session proposal form.**
- Session planners are encouraged to plan education that covers a topic from both anatomic pathology and clinical pathology perspectives whenever possible.
- **Workshop and session chairs do not receive ACVP travel or meeting registration support** unless they present the equivalent of one invited speaker's content (approximately one hour) within the session.

Chair responsibilities

- Workshop and session chairs are expected to attend their sessions to serve as moderators. **Chairs must register** for and travel to the Annual Meeting (and/or workshop) at their own expense.

- Chairs will provide all requested *session* information to the Annual Meeting Committee by the **mid-February** deadline.
- Chairs will provide all requested *speaker* information to the Annual Meeting Committee and staff by the **June** deadline.
- **Based on information provided by chairs**, ACVP staff will set up invited speakers in a portal to facilitate the collection of speaker agreements, bios, photos, learning objectives, and optional handout materials. (Speaker qualifications and learning objectives will be used for RACE application. Speaker bios, photos, and handouts will be made available to registrants via the meeting mobile app.)
- ACVP staff will communicate speaker support details directly to the speakers, based on **contact information and support requests provided by the chairs** and in compliance with ACVP support policies.
- Chairs should work closely with staff and speakers to ensure the appropriate information is gathered, *as needed*.
- Should an invited speaker cancel at any point, the chairs will identify another qualified presenter to replace them, even if the cancellation is last-minute. Please note: The ACVP Annual Meeting is an in-person meeting. **All presentations must be made by speakers at the meeting. No accommodation will be provided for virtual or pre-recorded presentations.**

Pre-meeting preparation

- ACVP staff will monitor the submission of speaker information and will remind speakers to register themselves for the Meeting and instruct speakers to (1) comply with published speaker guidelines, (2) bring their presentation on the Annual Meeting PPT template to the Speaker Ready Room the day before presentation, and (3) meet in the session room 30 minutes before session start time.
- Immediately before the Annual Meeting, ACVP staff will provide session chairs a copy of speaker bios to be used for introductions during the session, along with speaker cell phone numbers in case needed for any onsite communication.
- **Session chairs must inform ACVP immediately of any potential changes to planned content or presenters.**

Onsite session management

- Chairs are asked to meet ACVP and AV staff and all session presenters in the session room **30 minutes before the published session start time** to go over AV set-up, presenter instructions, and session flow details.
- Chairs will be given cell phone numbers to contact ACVP or AV staff if needed for any concerns that may arise **during the session.** Chairs are encouraged to save the numbers on their phones *before starting the session* for easy access during presentations.
- Chairs serve as session moderators, introducing presenters and keeping the session flowing according to agreed-upon timing.
- **As a courtesy to attendees, all Chairs are expected to start and end sessions according to the published schedule, including stopping for morning and afternoon Education Breaks.**
- Chairs are asked to make the following housekeeping remarks at the beginning of the session, before introducing the first presenter:

  Meeting attendees are reminded that audio or video recording is not permitted during the Annual Meeting. Photography of educational content is not permitted without the consent of the speaker. Each presenter is asked to note at the beginning of their presentation if the audience may or may not photograph or record portions of their presentations.
- **ACVP education session chairs** may organize an appreciation meal with their presenters and submit a request for reimbursement (with receipt) for that meal, for up to 6 people at up to $50 per person, after the meeting. For reimbursement, (1) send a completed, signed reimbursement request form, with receipts attached, to education@acvp.org, and (2) upload a completed bank wire form (for direct payment to a bank account) to the secure portal within two weeks after the Annual Meeting.

ACVP greatly appreciates your time and significant contribution to the Annual Meeting!

Questions should be directed to education@acvp.org, copying the Program Chair.