

SESSION SUBMISSION TIPS

TITLE

Session titles should:

- Be concise and attractive.
- Not include abbreviations.
- Avoid words such as “varia” or “miscellaneous”.

AIMS

Aims should be:

- Participant centred. Describe what the participant will be able to do after active engagement in the session.
- Focused, specific and measurable. Use action verbs and avoid vague verbs:

USE action verbs such as:		AVOID non-specific verbs such as:	
To write	To recite	To know	To appreciate
To list	To identify	To understand	To grasp
To compare	To contrast	To realise	To concentrate
To construct	To match	To be aware of	To recognise
To describe	To explain	To be familiar with	
To operate	To complete		
To select	To choose		
To differentiate			

STRUCTURE

Structure the session programme according to the following guidelines:

- Start with general principles and introduce the subject
- Develop the specifics within the next talks
- Include controversial perspectives, panel discussions and interactivity as much as possible
- Include a basic/translational presentation where appropriate
- Take home messages

FACULTY

Include faculty members of different:

- ages
- gender
- geographic regions
- backgrounds
- specialties

In principle chairs cannot be speakers in the same session.