

ISHLT Annual Meeting Symposium Proposal Submission Guidelines

Instructions and suggestions:

- Pick a topic that will have broad appeal to the ISHLT membership.
- Spend some time on the title to catch people's attention.
- You are strongly encouraged to balance gender, international and junior faculty representation when selecting chairs and invited speakers
- Symposia involving other Councils are encouraged. Consider and reach out early.
- Proposed chairs and co-chairs must be ISHLT members.
- You are strongly encouraged to select current ISHLT members as speakers. Non-members may be replaced by the Program Committee if they believe there is an ISHLT member with comparable expertise. If a non-member speaker is suggested, justification must be provided.
- The final proposal must be submitted online through the OASIS system by **June 3 at 8am ET**.

Required proposal information:

- **Session Title:** 100-character limit, including spaces. Spend some time on the title to catch people's attention.
- **Session Duration:** 60-min (sunrise) or 105-min
- **Primary Professional Audience** – select one:
 - Basic Science and Translational Research
 - Chronic Thromboembolic Pulmonary Hypertension
 - Heart Failure/Transplantation
 - Infectious Diseases
 - Lung Failure/Transplantation
 - Mechanical Circulatory Support
 - Nursing, Health Sciences, Allied Health
 - Pathology
 - Pediatrics
 - Pharmacy and Pharmacology
 - Pulmonary Hypertension
 - Other (please specify)
- **Concise Session Summary** – Briefly describe the session in 500 characters or less (including spaces). Limit description to a single paragraph, no bullet points.
- **Educational Need for Session** – Briefly describe the educational need for this session in 750 characters or less (including spaces). Limit to a single paragraph, no bullet points.
- **International Engagement Committee (IEC) or Scientific Council Involvement** – indicate if the IEC or any of the Scientific Councils were consulted in the development of this proposal.
- **Co-chairs*** - 2 Co-chairs and 2 alternates are required for each symposium. **MUST** be ISHLT members (non-members will be replaced by the program committee).
- **Speakers*** - all talks are a minimum of 15 mins (except 5-min case presentations). Please allow time either for Q&A after each talk or a 10-15-minute panel discussion at the end of the session to keep the sessions interactive. An alternate speaker is required for each talk.

*A **People Lookup** button on the site will help you find and select an individual to auto-populate most of the required fields if they are already in the database; however, search results will include non-ISHLT members so be sure to confirm their membership using the ISHLTConnect Directory (access via the ishlt.org homepage).