

**AABB
ANNUAL MEETING
DIRECTOR INFORMATION PACKET
Baltimore, Maryland
October 9 - 12, 2010**

Table of Contents

<u>Topic</u>	<u>Page</u>
Introduction	3
Director Responsibilities	4
Director Guidelines for Online Information Submission	5
Event Description: Guidelines	6
Criteria for Selection of Faculty	7
Faculty Compensation Policies	8

Introduction

This packet of information will guide you through the process of directing an educational event at the AABB Annual Meeting. The Annual Meeting attracts approximately 6,000 attendees and represents all aspects of blood banking, transfusion medicine and cellular therapies.

At this meeting, attendees will:

- Learn principles and applications to use for continued growth in their profession.
- Review current medical practices and research to ensure they provide the best patient care possible.
- Hear information on the latest research, products and services in the industry.
- Network and share information with colleagues.

Educational event topics are divided into four learning tracks; Technical/Clinical, Scientific, Quality/Education, and Leadership Management and cover a range of expertise, from basic to advanced levels. Educational events may consist of a single faculty member or multiple faculty members. The types of events you may coordinate generally fall into one of two categories: 90- minute sessions and 3 ½ hour sessions.

If you have any questions, please contact the AABB Programs Manager, Be'Ledda T. Dixon at (301) 215-6580 or bdixon@aabb.org.

Director Responsibilities

If you accept an Annual Meeting Event Directorship, you must be able to:

- 1) Access the Internet to complete the assigned tasks and have a working e-mail address that will allow you to receive links and attachments.
- 2) Develop the event description, learning objectives, teaching level and intended audience for the event(s) assigned by the deadline of **February 26, 2010**.
- 3) Select and contact the event faculty while adhering to AABB faculty reimbursement guidelines to secure their commitment to speak and to discuss the content areas to be covered during their presentation.
- 4) Input faculty names, credentials, and contact information including e-mail addresses via the online session builder so the appropriate correspondence and guidelines may be sent to the faculty.
- 5) Input the event information via the online session builder by **February 26, 2010** and ensure that the event description and objectives are circulated to the event faculty.
- 6) Complete the event outline information via the online session builder and ensure that speakers know the time allotted for their presentation and the order in which they are to speak. We strongly encourage you to have at least one conference call with all the sessions' faculty to discuss who is covering what topic and to make sure there is no overlap among presentations.
- 7) Moderate the event or find an AABB member to moderate. Please input the moderator name in the alternate moderator box of the session builder. If no moderator is specified, the director will automatically become the default moderator. **There should only be one moderator per session.**
- 8) Legal Issues: If event directors are aware or become aware of any legal situations or disputes that may be addressed or referenced during an educational event, the director must ensure that faculty members have obtained written permission to discuss the situation or dispute.
- 9) Schedule Changes/Cancellation of Programs: Directors aware of any scheduling conflicts or problems that may require changes or cancellations should contact the AABB Programs Manager (Be'Ledda Dixon) immediately. All communications concerning changes or cancellations will be communicated to faculty directly from the Education Department.

**** AABB Event Director's are not reimbursed for these duties and cannot offer or negotiate compensation for a prospective faculty member on behalf of the AABB.**

Director Guidelines for Online Information Submission

Below please find a summary of the items that must be completed in order for the director packet to be complete. The deadline for completing this information is **February 26, 2010**.

1) Directorship Acceptance

Before beginning to input session data, you must first agree to be the session director. To accept this responsibility, please select “Yes” in the “**Proposed Session Information Box**”.

2) Verify & Update

Once you are in the site, verify and edit your personal data information from our database. This information, specifically your name, credentials and city and state, will be listed on the annual meeting website and final programs, **exactly as they appear on this site**.

3) Learning Objectives

Objectives describe what a successful learner is able to do at the end of the session. This information is printed in all program materials.

4) Event Description

The event description should be a short paragraph outlining what will take place during the session. It should not be a repeat of the objectives. This information is printed in all program materials.

5) Disclosure Information

The disclosure section must be completed by all persons involved in an educational event. This places AABB in compliance with the ACCME rules, which allow AABB to issue continuing education credits for each event. Relationships will be disclosed to participants verbally by the session moderators, printed in the session handouts and final program.

6) CV (Curriculum Vitae)

Upload your CV as an attachment in the CV Upload area. All persons involved in an educational event must provide us with proof of knowledge to be in compliance with the ACCME rules.

7) Session Moderator

Select a moderator, either yourself or an alternate. All moderators must be AABB members. **There should only be one moderator per session.**

8) Speaker Selection

The speaker selection section requires the names, addresses, phone numbers and e-mail addresses of your suggested faculty in order to confirm their participation and generate the required speaker packets. **All speakers should be confirmed before being entered into the submission site.**

9) Event Outline

The event outline and the speaking order and time allotted for each speaker’s presentation.

10) Session Status

Your session status will remain incomplete until all required fields are completed. You will have complete access to the session builder until **February 26th**. After this date your access will automatically expire.

Event Description: Guidelines for Writing Objectives and Selecting Education Level

Your Responsibility

As a director, you must complete the event description and objectives section in the on-line session builder. Please develop the description and objectives with your faculty so the education level can be met during the course of the event. The information provided is used in the preliminary and final programs to help participants decide whether or not to attend an event.

Objectives

Objectives describe what a successful learner is able to do at the end of the instruction.

- The performance or outcome is a component of a good objective. (The performance or outcome must be measurable).
- When determining session objectives, please think of each as beginning, “At the conclusion of this session, participants will be able to....”
- Three objectives are more than enough for every educational session, no matter what the length.
- Please click [here](#) for additional in-depth material about writing objectives.

One additional tip in developing objectives is that “**action**” words do a much better job of defining objectives than “**being**” words. “**Being**” words tend to be more vague, therefore more difficult to measure as **specific outcomes**.

Examples of “Action” Words

compare
construct
write/list
solve

Examples of “Being” Words

know
understand
learn
enjoy

Please click [here](#) for additional examples of good objective action verbs.

Identified Audience

Each educational session should specifically state for whom the instruction is intended. For heterogeneous or very similar audiences, general rather than specific descriptors are acceptable.

Ask yourself:

- Who is expected to attend? Possibilities: Physicians, Technologists, Managers/Supervisors, CEOs, CFOs, Scientists, Nurses, Perfusionists, Medical Directors, Students/Fellows.
- What level of skill or knowledge is necessary for full participation in and comprehension of the educational event? Possibilities: Beginner, Intermediate, Advanced. Please click [here](#) for definitions of each.

Event Description

The event description should be a short paragraph outlining what will take place during the session. It should not be a repeat of the objectives. For example, it can highlight that case studies will be used to present the topic, that the speaker is an expert in the field, etc.

Criteria for Selection of Faculty

General Requirements for All Faculty:

To serve as a faculty member for an Annual Meeting education event, the individual **must**:

- Possess the education and/or experience to speak on the topic selection.
- Meet all deadlines.
- Have Internet access, as well as a working email account, with the ability to send and receive attached documents and links.
- Be able to create an educational presentation.

Director Limitations:

An individual is limited to directing and/or moderating up to two sessions for the annual meeting.

Faculty Categories:

Reimbursable: Defined as domestic or international individuals who are not currently and who have not been AABB members in the last 5 years, who do not work in a blood bank, in tissue service, at a blood center or in transfusion service, or who work in the transfusion medicine cell therapy field but possess unique knowledge of a subject matter that is of interest to attendees.

Non reimbursable: Defined as domestic or international individuals who are currently or have been AABB members in the last 5 years, or individuals who work at an AABB Institutional Member organization, blood bank, tissue service, blood center or transfusion service. Individuals who have been individual members in the past and/or remain working in the transfusion medicine/cell therapy field, but who have voluntarily dropped their membership will be treated as non-reimbursable faculty.

Maximum Number of Faculty per Event:

90-Minute Sessions are **90 minutes** in length and are intended as an update on a specific topic. A maximum of **three** speakers is permitted in a 90-minute session, and all speakers must fall under the non-reimbursable category.

3 ½ Hour Sessions are **three and one-half hour presentations** (with one 30 minute break included) and are intended to provide a more in-depth discussion of a specific topic and/or related topics. A maximum of **four** speakers is permitted. **One** speaker per program may be from the reimbursable category, and the remainder must fall in the nonreimbursable category.

Note: The faculty selection guidelines are firm. Any deviations from the stated guidelines must be submitted to the Education Department in writing for consideration for approval. Faculty members that do not receive pre-approval will not be reimbursed.

Requests for Professional Contract Speakers:

Professional contract speakers are individuals who are not involved in the blood banking or transfusion industry and normally receive both an appearance fee and travel expenses for speaking at professional meetings. All contract speakers must be pre-approved in writing by the Education Department. There must be a signed contractual agreement between AABB and the contract speaker. To be in compliance with the ACCME guidelines, all speaker fees and expenses must be paid by AABB.

Note: Under current AABB business rules, only the Chief Executive Officer has the authority to enter into contractual agreements on behalf of the association. Event directors who enter into private contractual agreements with a professional contract speaker bear sole financial responsibility for such actions.

Requests for Speakers from the FDA or Other Governmental Agencies:

Senior personnel from the Food and Drug Administration and other governmental agencies are always in demand as speakers. The FDA has instituted a strict policy concerning requests for speakers at professional association meetings. Each association is required to have a single designated contact for handling requests for speakers from the FDA. The individual at AABB who is responsible for handling requests for speakers from the FDA is our Director of Regulatory Affairs, Allene Carr-Greer, MT(ASCP)SBB. All requests for speakers from the FDA or from any other federal government agency must go through her department. The attached FDA speaker request form must be completed and submitted to Be'Ledda Dixon by the February 26th deadline. You can contact Be'Ledda by phone at (301) 215-6580 or by email at bdixon@aabb.org. Click [here](#) for the FDA Request form.

The FDA has final approval on all requests for faculty. Approval notifications are not usually given until close to the meeting; thus all requests should be made as early as possible in order to secure your first choice. No communication should be made with any FDA personnel before approval is received.

Note: These faculty guidelines are firm. Requests for deviations may be submitted in writing to the Chair of the AABB Annual Meeting Education Program Unit (Art Bracey) and the AABB Program Manager (Be'Ledda Dixon) for consideration. This action does not imply or give consent in any way to any variation of this policy. Click [here](#) for the Faculty Compensation Policy.

Faculty Compensation Policy

Director Responsibilities:

As a director, you are only responsible for informing faculty of the general compensation policies. Specific questions regarding special circumstances should be referred to the AABB National Office. Please do not confirm any compensation policies in writing. All compensation verifications and authorization will come from the AABB National Office and will supercede any and all other notifications.

AABB Responsibilities:

The AABB National Office will confirm all faculty members, including the compensation arrangements. Letters of confirmation from the National Office supercede all other correspondence, both verbal and written. The AABB National Office will assume responsibility for ensuring that faculty members participating in multiple events receive the appropriate information.

Compensation Policy:

Faculty fall under two classifications “reimbursable” or “nonreimbursable.”

- **Nonreimbursable** faculty are defined as domestic or international individuals who are currently or have been AABB members in the last 5 years, or individuals who work at an AABB Institutional Member organization, blood bank, tissue service, blood center or transfusion service. Individuals who have been individual members in the past and/or remain working in the transfusion medicine/cell therapy field, but who have voluntarily dropped their membership will be treated as non-reimbursable faculty domestic and international.
- **Reimbursable** faculty are defined as domestic or international individuals who are not currently and who have not been AABB members in the last 5 years, who do not work in a blood bank, in tissue service, in a blood center or in transfusion service, or who work in the transfusion medicine cell therapy field but possess unique knowledge of a subject matter that is of interest to attendees.

Registration:

All directors, moderators, speakers, award winners, and grant recipients receive complimentary meeting registration for the day of the event in which they participate. Complimentary registrations may not be exchanged for cash or merchandise and are nontransferable. Additional fee events such as the Fun Run, golf tournament, etc. are not included with the complimentary registration. Examples of complimentary registration are as follows:

Participation	Complimentary Registration *
1 event	1 Day
2 events, same day	1 Day
2 events on different days	2 Days
3 events, all on different days	3 Days
3 events, 2 on one day, 1 different day	2 Days
4 events, 2 on one day, 2 on another	2 Days
4 events, 2 on two different days, 2 on one day	3 Days
4 events, one each day	4 Days
* Includes basic registration fee only and excludes any additional fee events, such as the National Blood Foundation events.	

Compensation Guidelines for Reimbursable Faculty Only:

Travel: The AABB will cover the travel expenses noted below:

1. Coach Airfare - Domestic and Canadian reimbursable faculty **must** book their air reservations through the AABB's contracted travel service (MacNair Travel Management). AABB will not reimburse faculty for tickets purchased through any outside travel service without prior written approval. International reimbursable faculty may secure the most economical ticket option through their own travel agent but **must obtain an airfare quote from AABB's contracted travel service (MacNair Travel Management) and prior written approval from AABB** for any airfare over \$600 per round trip ticket. All faculty tickets should be purchased at least 3 weeks out from the meeting (**September 17, 2010**). If you are asked to speak within the three week time period, tickets must be purchased within 4 days of agreeing to speak.

2. Ground Transportation - Reasonable cost for taxi or shuttle transportation to and from the airport in the Annual Meeting city and at home. **Rental cars and Limousines will not be reimbursed.**

3. Parking - At home airport based on days of participation.

4. Meals - Based on days of participation. A maximum dinner expense is \$55, a maximum lunch expense is \$25 and a maximum breakfast expense is \$20. This is in no means to be interpreted as a per diem, i.e. that one meal may cost eighty dollars. **All receipts must be submitted in order to receive reimbursement.**

5. Lodging – one night, at any hotel listed on the Annual Meeting housing form, reimbursed at the AABB Annual Meeting rate for a single room. **Additional nights need prior approval based on days speaking.**

6. Mileage - If a personal vehicle is used in lieu of travel via commercial carrier, reimbursement for mileage is at the rate of \$55 cents per mile. Reimbursement must not exceed reasonable airfare expense.

Note: Receipts for all expenses and a signed reimbursement form are required for all reimbursements.

AABB will not cover the following expenses:

- Slide (visual material) development and/or production
- Handouts (paper) development or production
- Limousine service
- Rental cars
- Phone calls
- In-room movies
- Mini-bars
- Laundry
- **Anything not specifically covered in the approved list of expenses at the top of this page, without prior written approval.**

If you have any questions, please contact the AABB Programs Manager, Be'Ledda T. Dixon at (301) 215-6580 or bdixon@aabb.org.