



SPECIAL INTEREST GROUP MEETING WITH NO CE/CME INSTRUCTIONS

Submission Dates: July 16 - August 24, 2020

Before you begin the submission process, carefully read the following:

- These sessions are one (1) hour (60 minutes) long and **do not** offer CME/CE.
- SIGs interested in presenting an educational session that offers CME/CE in addition to their one (1) hour non-CME/CE SIG meeting are encouraged to submit an additional proposal for a 1½ hour (90 minutes) workshop session or a three (3) hour institute session. **Acceptance of a SIG Workshop or Institute is not guaranteed and is at the sole discretion of the committee. Please see submission information for a Workshop or Institute [here](#).**
- Only currently established SIGs are eligible to submit a proposal for the annual meeting. For a complete listing of existing SIGS, visit the [SAHM SIG webpage](#) for a listing of established SIGs as well as information on how to form a new SIG.
- The Program Committee strives to include as many SIGs as possible given the space constraints of the meeting locale. To ensure meeting space for your SIG at the annual meeting you must submit a proposal by the submission deadline (8/24/2020)
- All presenting organizers are required to register to attend the meeting at the standard rates based on training and membership status. No registration discounts or waivers will be given.
- Proofreading is the responsibility of the submitting organizer. Review and proofread your submissions carefully.
- From the summary page, you will be able to click "Edit" for any of the sections you wish to review/change
- Submissions can be edited until the deadline
- Click "FINALIZE" to close your summary page.
- Your proposal will not be considered for presentation unless all required fields are completed and your submission has been finalized

Once the submission site closes, edits will not be possible.

For questions regarding content, please contact:

Jennifer Lanphere, Administrative Director

ilanphere@adolescenthealth.org

SIG SUBMISSION INFORMATION REQUIREMENTS:

Your SIG submission must include all of the following:

- **Contact information for each session leader:** Full name, degrees/licensures/certifications, professional title, institution, address, telephone, and e-mail address. Leaders will be listed on the AM21 website and the meeting app in the same order in which they are entered in this section. The primary leader (name listed first) will serve as the designated contact for all correspondence.
- **SIG Name**
- **A short descriptive title for the session** (optional).
- **SIG Meeting description:** (500 words or less). In this description include how the session will be organized. (e.g. potential topics of discussion, how the attendees will be engaged, any work products or action plans to be produced during the session)
- **Presenter Agreements/Attestations** – Where indicated, read each statement and check the “I agree to the above statements” checkbox on the Instructions and Proposal tabs of the submission forms.