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:

<table>
<thead>
<tr>
<th>USE action verbs such as:</th>
<th>AVOID non-specific verbs such as:</th>
</tr>
</thead>
<tbody>
<tr>
<td>To write</td>
<td>To recite</td>
</tr>
<tr>
<td>To list</td>
<td>To identify</td>
</tr>
<tr>
<td>To compare</td>
<td>To contrast</td>
</tr>
<tr>
<td>To construct</td>
<td>To match</td>
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<tr>
<td>To describe</td>
<td>To explain</td>
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<tr>
<td>To operate</td>
<td>To complete</td>
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<tr>
<td>To select</td>
<td>To choose</td>
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<tr>
<td>To differentiate</td>
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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.