

4. STEPS TO PREPARING A PROGRAM

Picking the Speakers

1. 6 ACVIM Specialty Programs
 - a. During the month of June, please be proactive in soliciting Speaker/Topic requests using your Specialty List-serve
 - b. Also use this month to develop topic ideas with your committee
 - c. SOTA speakers and Post-doctoral course lecturers are usually chosen by the Specialty Planning Committee and are not selected from the Speaker/Topic requests
 - d. Closing date for the Speaker/Topic Submissions is approximately July 1st
 - i. The list is categorized by Specialty and posted on the ACVIM web
 - ii. Be aware that some suggestions may apply to more than one Specialty, in which case they will be listed under more than one Specialty
 - iii. Contact speakers to ensure they are willing to speak and confirm availability—be sure to indicate which program you are associated with
 - e. Please use this list as much as possible to develop your program
2. Lecture Categories: see page 6 for descriptions
Research: Research Reports, Study Proposals, and State of the Art Speaker
Comprehensive Reviews: Fundamental Principles, Applied Medicine
Clinical Workshops: Case Discussions, Panel Discussions, Workshops, Year-in Review
Post Graduate Courses: 2, 3, or 4-hour sessions given by one lecturer with recognized expertise
All of these parts of your Preforum and Forum Programs are due on Sept 1 except Research Reports and Study Proposals which are not due until Dec 22

Putting the Program Together

1. When developing any program, look back through the previous several years to be certain that the topics are not redundant. This is especially important when selecting the topic and speaker for the Post-Graduate Courses (Formerly Short Courses).
2. As you select speakers, take a look at their qualifications. Be sure that they meet the speaker requirements for the category in which they are to speak. All speakers will be required to fill out a disclosure form (available on the web), but if you are aware of any potential conflicts of interest, please let the ACVIM forum program chair know. The information regarding the ACVIM's COI policy is available at: <http://www.acvimforum.org/websites/forum2010/index.php?p=423>.
3. As you develop your final program, evaluate the titles. The title of the talk should provide the reader a good idea of the lecture content. For example, a talk titled "Respiratory Diseases of Neonatal Kittens" is much too broad. An effective title should include the types of diseases and the aspect of medicine that the author will discuss. A title like "Serologic Identification and Treatment of Viral Respiratory Diseases in Kitten and Cats" is a much more informative title. In addition, please ask your speakers to avoid catchy titles, and to use the wording "in Cats" or "in Dogs" rather than "in the Cat" or "in the Dog". Titles should not exceed 75 characters. Sessions that have two titles in a 50-minute time period should not exceed 35 – 40 characters.