



Please review the submission guidelines and complete the form below. If more space is needed, you may submit up to one additional page (two (2) total pages). The completed application must be submitted electronically to John Landry at JLandry@saem.org by Friday, January 31, 2020.

Applicants Information

Title of Proposed Session: _____

Primary Contact Name: _____ Title: _____

Address Line 1: _____

Address Line 2: _____

City, State: _____ Zip: _____

E-mail: _____ Phone: _____ Fax: _____

Presentation Information

Provide Educational Goals and Objectives for Meeting Attendees

Course Description

Proposed Length of Session: _____

Desired Day/Time of Session (Please give two choices)

First Choice

Date: _____ Start Time: _____ End Time: _____

Second Choice

Date: _____ Start Time: _____ End Time: _____

Proposed Speakers' Qualifications (Please attach copies of all speakers' CVs)

Speaker Disclosures and Conflicts of Interest (Please list each speaker and any potential conflicts)

Intended Audience (Check all that apply)

Senior Faculty Residents Other
Junior Faculty Medical Students

Estimated Number of Attendees (needed for space assignment): _____

Session Sponsor(s): _____