



**OCTOBER
22-25, 2016**

*The Event Advancing
Transfusion and
Cellular Therapy*

**AABB
ANNUAL MEETING
SPEAKER INFORMATION PACKET
Orlando, FL
October 22-25, 2016**

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Introduction

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

This meeting provides attendees the following opportunities:

- Principles and applications they can utilize for their continued professional growth.
- Review of current medical practices and research to ensure they are able to provide the best patient care possible.
- Discussion of information on the latest research, products and services in the industry.
- Network and share information with colleagues.

Topics are divided into four learning tracks; Leadership Management, Quality/Education, Scientific and Technical/Clinical that 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 participate in generally fall into one of two categories: 90-minute sessions and 3½ hour sessions.

90-Minute Sessions are **90 minutes** in length and are intended as an update on a specific topic.

Please note: All faculty in 90-Minute Sessions 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.

Award Sessions may be **45 minutes to 90-minutes** in length. The awardees will receive a letter of invitation outlining their reimbursement policy and are expected to give a presentation on the topic of their choice.

Speaker Responsibilities and Guidelines for Online Information Submission

Noted below is a list of all the information we require you to submit by the stated deadlines. Because the information provided is used in promotional material, **your adherence to the stated deadlines is extremely important.**

Once you are in the submission site:

- Please review the session description, objectives, intended audience and event level to ensure that you are aware and agree with the focus of the event content.
- Verify and edit your contact information. This information, specifically your name and credentials, will be listed on the annual meeting website and final program, exactly as it appears in this site **(Deadline June 24th)**
- Upload a copy of your most recent curriculum vitae/resume. All faculty involved in an event are required to provide AABB with proof of knowledge to be in compliance with the ACCME* policies. **(Deadline June 24th)**
- Complete the consent for digital capture of slides/audio recording agreement and faculty disclosure sections. The disclosure section is a requirement for all persons involved in an event for compliance with ACCME* policies. Relationships will be disclosed to participants verbally by the session moderator and printed with the session handouts and final program. **(Deadline June 24th)**
- **Upload your** PowerPoint presentation and supplemental materials. All faculty members are expected to upload their PowerPoint presentation by September 16, 2016 to be used as handouts. These handouts will be available for all registered attendees to access pre- and post- meeting. Faculty members may also contribute additional supplemental materials. The guidelines in the document will guide you in the preparation of supplemental materials. [Attachment Formatting Guidelines for Presentation Programs and Microsoft documents here.](#) **(Deadline September 16th)**
- Schedule Changes/Cancellation of Programs: Program directors must be made aware of any scheduling conflicts or problems that may require changes or cancellations. The director would then the contact the AABB National Office. All communications concerning changes or cancellations will be communicated to faculty directly from the AABB Education and Professional Development Department.
- Legal Issues: Please inform the AABB Education and Professional Development Department, by email at professionaldevelopment@aabb.org of any legal situations or disputes that may be addressed or referenced during your presentation. The director must ensure that faculty members have obtained written permission to discuss the situation or dispute.

Your session status will remain incomplete until all required fields are completed. You will have access to the submission site until September 16, 2016 at 11:59pm ET, at which time your access will automatically expire; you must contact the AABB Education and Professional Development Department by email at professionaldevelopment@aabb.org for special access.

NOTE: MATERIALS WILL NOT BE ACCEPTED IF SENT VIA FAX, MAIL, OR EMAIL. If you plan on submitting previously published, copyrighted material you must obtain permission, in writing, from the publisher in advance of the deadlines. We will not include copyright-protected material in any AABB publication without written permission. The original, signed statement of permission must be included with your online submission.

**AABB is accredited by ACCME, the Accreditation Council for Continuing Medical Education. This accreditation allows AABB to grant physicians continuing medical education units for participation in AABB educational activities.*

Faculty Compensation Policy

Faculty fall under two categories: "reimbursable" or "non-reimbursable."

Faculty categories:

- **Reimbursable:** Defined as individuals worldwide who are not currently and who have not been AABB members in the last 5 years, who do not work in a blood or cord blood bank, in tissue service, in a blood center or in transfusion service, or who work in the transfusion medicine or cell therapy field but possess unique knowledge of a subject matter that is of interest to attendees.
- **Non reimbursable:** Defined as individuals worldwide 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, transfusion service or cellular therapy facility. Individuals who have been AABB 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. **All faculty that participate in 90-minute sessions fall under the non-reimbursable category.**

Registration:

As a speaker you will receive complimentary meeting registration for each day you are participating in an education session during the meeting. The complimentary day(s) of registration may not be exchanged for cash or merchandise and are nontransferable. Additional fee events such as the Run for Research, 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.	

Please Note: Oral and poster abstract presenters, roundtable monitors, assessors, grant recipients, and award winners are not covered by this policy and are not compensated using these guidelines.

Travel Policy for Reimbursable Faculty

AABB will cover the travel expenses noted below:

- **Coach Airfare:** Domestic and International reimbursable faculty **must** book their air reservations through MacNair Travel Management, AABB's contracted travel service. AABB will not reimburse faculty for tickets purchased through any outside travel service or directly from an airline without prior written approval from the AABB Education and Professional Development Department. 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 30, 2016**). If you are asked to speak within the three week time period, tickets must be purchased within 4 days of agreeing to speak. To secure your travel arrangements please contact MacNair Travel Management by phone at +1.866.906.0036 within the US or +1.202.496.1370 worldwide.
- **Ground Transportation:** Reasonable costs for taxi or shuttle transportation to and from the airport in the Annual Meeting city and residence city. **Rental car service, limousines and private car service will not be reimbursed.**
- **Parking:** At home airport based on days of participation.
- **Meals:** Based on days of participation. A maximum breakfast expense is \$20, a maximum lunch expense is \$25 and a maximum dinner expense is \$55. 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.**
- **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** from the AABB Education and Professional Development Department **based on days of participation.**
- **Mileage:** If a personal vehicle is used in lieu of travel via commercial carrier, reimbursement for mileage is at the rate of 56.5 cents per mile. Reimbursement must not exceed reasonable airfare expense.

AABB will not cover the following expenses:

- Slide (visual material) development and/or production
- Handouts (paper) development or production
- Limousine or private car service
- Rental cars
- Phone calls
- Internet service
- In-room movies
- Mini-bars
- Laundry
- Fitness center use

Anything not specifically covered in the approved list of expenses at the top of this page, without prior written approval.

Note: Receipts for all expenses and a signed reimbursement form are required for all reimbursements. This policy is firm. Requests for deviations may be submitted in writing to the AABB Education and Professional Development Department for consideration. This action does not imply or give consent in any way to any variation of this policy. **Questions:** Please contact: Education and Professional Development Department at professionaldevelopment@aabb.org.