

VAM27 Education Session Proposals: Task Instructions

**For VAM27, we will be asking proposed sessions to have a full speaker and presentation list required to submit their proposals in addition to the previous submission fields.*

REQUIRED PROPOSAL TASKS (click on the task for a detailed outline of what is required and how to complete):

- [Title](#)
- [Proposal](#)
- [Authors](#) (Speakers List)
- [Outline](#)
- [Additional Information](#)
- [PGEC Co-Moderator Acknowledgement](#)

Title

1. Fill out the title for your proposed session and hit “submit” to go onto the next step:

Home | Log Out Conference Details | Technical Support

Home / New Submission

 **START A NEW SUBMISSION**

Title *
A submission must have a short, specific title (containing no abbreviations) that indicates the nature of the program.

VAM Education Session Proposal Test

35 characters (200 max)
5 words (50 max)

Submit

Proposal

2. You will be required to add the following information for your proposal in this first step:
 - a. **Title:** this will pull over from what you wrote in the first step.
 - b. **Classification:** select what category fits the proposal best.
 - c. **Purpose/Justification:** What is the educational need you are trying to address?
 - d. **Objectives:** What are the session goals?
 - e. **Summary:** 2-3 sentences describing your session (this will be used on the Online Planner/Mobile App).

Click “continue” to move on.

Enter the content of your proposal in the fields below. * indicates a required field

Title *
A submission must have a short, specific title (containing no abbreviations) that indicates the nature of the program.

VAM Education Session Proposal Test

35 characters (Max 200 characters)
5 words (Max 50 words)

Classification *

Select the subject area that best categorizes the proposal. (The options cover clinical and non-clinical topics, of which there are around 50 total.)

Education

Purpose/Justification *

What is the educational need you are trying to address?

Type the purpose/justification/educational need you are trying to address.

74 characters
9 words

Objectives *

What are the session goals?

Submit 3-5 objectives for this session:

By participating in this session, the learner will be able to:

1. Objective 1
2. Objective 2
3. Objective 3

149 characters
26 words

Summary *

2-3 sentences describing your session (this will be used on the Online Planner/Mobile App).

Write 2-3 sentences describing your session. This will be used for marketing purposes and showcased on the Online Planner/Mobile App.

134 characters
20 words

Continue

Authors (Speaker List)

You are required to enter all proposed speakers in this step. Ensure that you provide a speaker for each presentation planned for your session. If your session includes 5 presentations, you should include 5 proposed speakers here. In the next step, you will link each presentation to its respective speaker. The following information will be required for each proposed speaker:

- First Name
- Last Name
- Email
- Current status of SVS Membership

In accordance with ACCME standards, executives, owners or employees of ineligible companies are discouraged from serving as faculty.

3. Enter the first name, last name, and email address for your proposed speaker and select “add author”:



EDIT AUTHORS TASK FOR 'VAM EDUCATION SESSION PROPO...

Save Authors

Add all the proposed speakers for your sessions. You will only be able to add presentations in the next step that are tied to a speaker.

To complete your profile:

- Click on your name, and input the required information.
- A **green check mark** indicates a complete profile.
- Upon completion, click 'Save Author'.
- Please gauge the interest of the speakers you plan to invite in order to avoid inviting speakers who do not consider themselves an expert on the topic and/or if they do not plan to attend the VAM.

* indicates a required field

Add New Author

First Name *

Michelle

Last Name *

Majewski

Email *

vameducation@vascu

Add Author

4. The profile will be incomplete for your added speakers. To complete the profile (answer question about SVS membership), click on “edit profile”:

Author List

You must add at least 1 author and no more than 50.

1

Michelle Majewski

Society for Vascular Surgery

Profile incomplete ✕

Role: Author

Edit Michelle Majewski's Profile

Remove Michelle Majewski

Save Authors

5. Review the speaker information and hit “continue”:

Are You a SVS Member? *

Yes

Continue

6. Once all authors have been added, “save authors” to move on to the next step:



Add all the proposed speakers for your sessions. You will only be able to add presentations in the next step that are tied to a speaker.

To complete your profile:

- Click on your name, and input the required information.
- A **green check mark** indicates a complete profile.
- Upon completion, click 'Save Author'.
- Please gauge the interest of the speakers you plan to invite in order to avoid inviting speakers who do not consider themselves an expert on the topic and/or if they do not plan to attend the VAM.

* indicates a required field

Add New Author

First Name *

Last Name *

Email *

Add Author

Author List

You must add at least 1 author and no more than 50.

1

Michelle Majewski

Society for Vascular Surgery

Profile completed ✓

Role: Author

Edit Michelle Majewski's Profile

Remove Michelle Majewski

Save Authors

Outline

In this step you will add all the presentations for your proposed session. Additionally, you will be asked for at least one alternative speaker. Each speaker can only be assigned to two presentations throughout all 18-20 Education Sessions and Section Programming, so alternative speakers may be called upon often. (You may notify your speakers that they have been added as potential speakers for your session, but final assignments will be confirmed by SVS staff at the end of the year.)

7. Add presentation information by selecting "edit form" for each speaker you have listed:

Provide a detailed outline of the program content. Include specific topics and/or titles of each talk, the suggested speakers and alternative speakers.

In accordance with ACCME standards, executives, owners or employees of ineligible companies are discouraged from serving as faculty.

* indicates a required field

1

Michelle Majewski

Presentation incomplete ✗

Role(s): Author

Edit Michelle Majewski's Form

8. You will fill out the following in this step, click “continue” when finished:
- Title** of the presentation
 - Presentation description** (optional): A couple of sentences that showcase what the presentation will cover. Adding the time associated with the presentation can be added here.
 - Alternative Speaker**: at least one is required)

In accordance with ACCME standards, executives, owners or employees of ineligible companies are discouraged from serving as faculty.

Presentation *

The title must be brief and clearly indicate the nature of the presentation. Please use title case when entering your title; that is capitalize only the first letter of the first word of the title, the first word after a colon, and any proper nouns or abbreviations.

Presentation Title #1

21 characters
3 words

Presentation Description

Provide a brief description of the presentation as fits.

This is the description of what the presentation will cover and the duration of the presentation.

97 characters
16 words

Alternate Speaker(s) *

You must add at least one alternate speaker.

In accordance with ACCME standards, executives, owners or employees of ineligible companies are discouraged from serving as faculty.

Alternative Speaker #1

Alternative Speaker #2

45 characters
6 words

Continue

9. Repeat step 8 for all speakers listed.
10. Once all presentations have been added to each speaker, click “complete task” to move on to the last section:

1

Michelle Majewski

Presentation completed ✓

Role(s): Author

Edit Michelle Majewski's Form

Complete Task

Additional Information

11. You will be required to add the following information for your proposal in this first step:

- Proposed Format:** selection only the formats you would consider for the session.
- Target Audience:** select the demographic this session fits.
- Committee/Council/Other Volunteer Group Submission:** If this proposal is being submitted on behalf of a SVS committee, council or other volunteer group, enter the name here. ***Submitting on behalf of any groups indicated above does not guarantee acceptance. Your submission will be reviewed blindly with all submissions during the review period.***

Click “continue” to move on.

1

Proposed Format *

Choose the format(s) you would consider using in the program.

- ☒ Didactic lectures w/panel discussion
- ☐ Case studies
- ☒ Innovative Session-game/talk show
- ☐ Skills-based (ie hands-on)
- ☐ Competition
- ☒ Debate
- ☐ Other

2

Target Audience *

What demographic would this session appeal to? Select all that apply.

- ☐ Age: Trainee
- ☒ Age: Young surgeon (less than 40 years old/post-certification)
- ☒ Age: Mid-career surgeon (41-50 years old)
- ☐ Age: Later career surgeon (51-60 years old)
- ☐ Age: Entering retirement/Retired (60+ years old)
- ☒ Practice setting: Academic
- ☐ Practice setting: Private
- ☐ Practice setting: Hospital/system
- ☐ Practice setting: Other

3

Committee/Council/Other Volunteer Group Submission

If this proposal is being submitted on behalf of a SVS committee, council or other volunteer group, enter the name here. *NOTE: Submitting on behalf of any groups indicated above does not guarantee acceptance. Your submission will be reviewed blindly with all submissions during the review period.*

Postgraduate Education Committee (PGEC)

4

During the preparation of this work, the author used ChatGPT (OpenAI) to assist with drafting and language clarity. The author thoroughly reviewed and edited all content and takes full responsibility for this submission. *

True

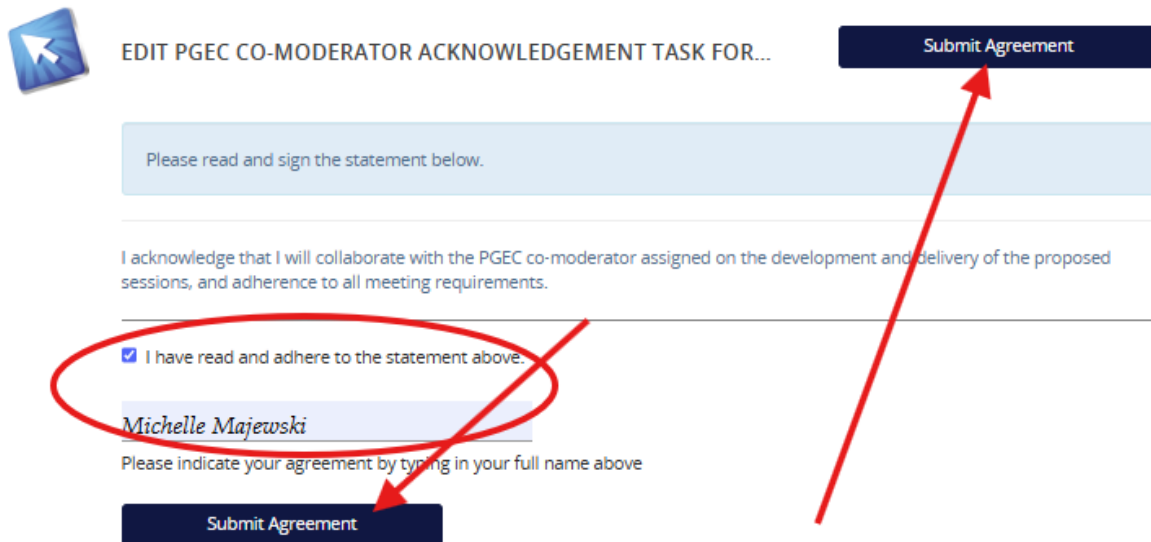
Continue

PGEC Co-Moderator Acknowledgement

In this step you will be asked to acknowledge that you will collaborate with the PGEC co-moderator assigned on the development and delivery of the proposed sessions, and adherence to all meeting requirements.

12. Check the box and sign your name.

Click “continue” to move on.



EDIT PGEC CO-MODERATOR ACKNOWLEDGEMENT TASK FOR...

Submit Agreement

Please read and sign the statement below.

I acknowledge that I will collaborate with the PGEC co-moderator assigned on the development and delivery of the proposed sessions, and adherence to all meeting requirements.

☒ I have read and adhere to the statement above.

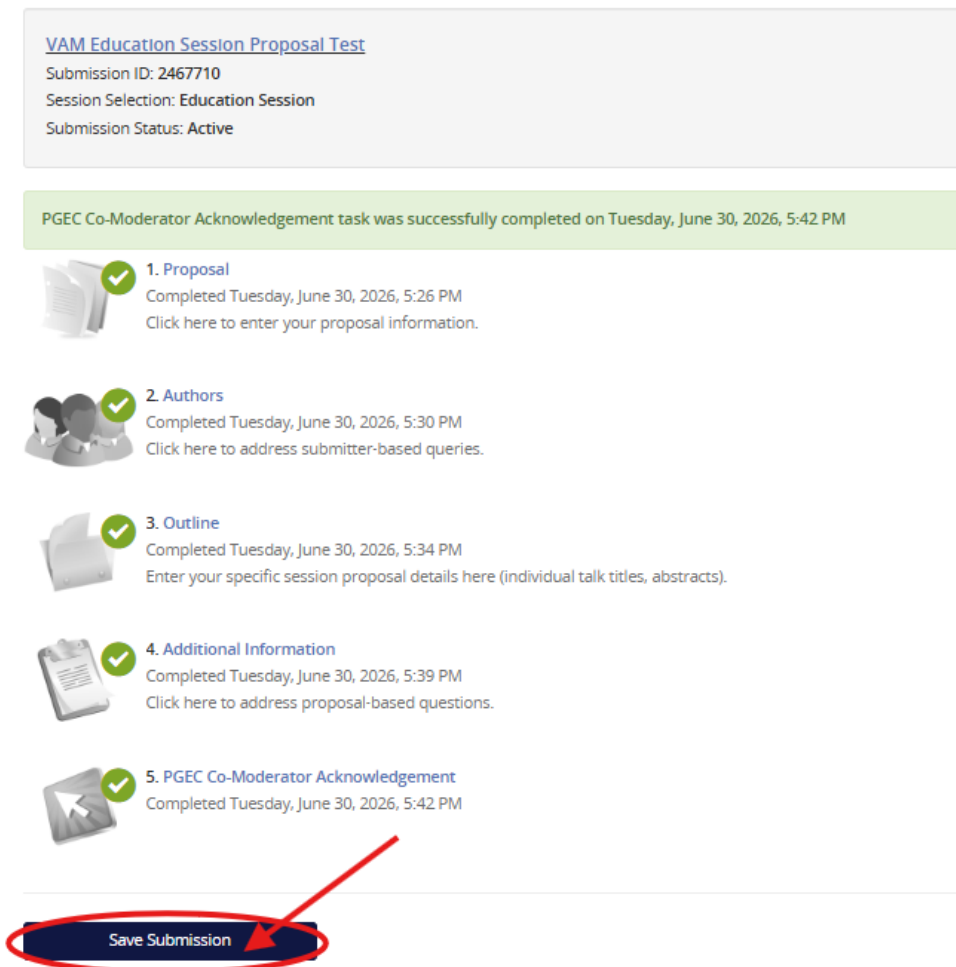
Michelle Majewski

Please indicate your agreement by typing in your full name above

Submit Agreement

Red arrows point to the checkbox, the signature, and the top 'Submit Agreement' button.

13. The final step to submit your proposal is from the task listing page is to hit “save submission” and then finally “submit”:



[VAM Education Session Proposal Test](#)
Submission ID: 2467710
Session Selection: Education Session
Submission Status: Active

PGEC Co-Moderator Acknowledgement task was successfully completed on Tuesday, June 30, 2026, 5:42 PM

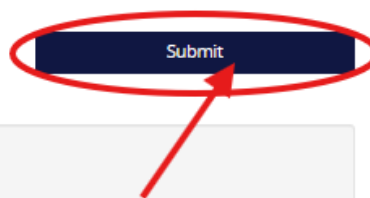
- 1. Proposal**
Completed Tuesday, June 30, 2026, 5:26 PM
Click here to enter your proposal information.
- 2. Authors**
Completed Tuesday, June 30, 2026, 5:30 PM
Click here to address submitter-based queries.
- 3. Outline**
Completed Tuesday, June 30, 2026, 5:34 PM
Enter your specific session proposal details here (individual talk titles, abstracts).
- 4. Additional Information**
Completed Tuesday, June 30, 2026, 5:39 PM
Click here to address proposal-based questions.
- 5. PGEC Co-Moderator Acknowledgement**
Completed Tuesday, June 30, 2026, 5:42 PM

Save Submission

Red circles highlight the 'Save Submission' button and the '5. PGEC Co-Moderator Acknowledgement' task.



SUBMISSION SUMMARY



[VAM Education Session Proposal Test](#)

Submission ID: 2467710

Session Selection: Education Session

Submission Status: Active

You have completed all the required tasks for this submission.
Use the "Submit" button to complete your submission.



1. Proposal

Completed - Tuesday, June 30, 2026, 5:26 PM



2. Authors

Completed - Tuesday, June 30, 2026, 5:30 PM



3. Outline

Completed - Tuesday, June 30, 2026, 5:34 PM



4. Additional Information

Completed - Tuesday, June 30, 2026, 5:39 PM



5. PGEC Co-Moderator Acknowledgement

Completed - Tuesday, June 30, 2026, 5:42 PM

[Click here for a preview of your submission.](#)



EVENT INFORMATION

2027 Vascular Annual Meeting (VAM)
June 2 – 5, 2027 (Wednesday – Saturday)
San Diego Convention Center
San Diego, California
United States

[Contact the Event Organizer](#)



YOUR PROFILE

Michelle Majewski
Affiliation: Society for Vascular...
Logins: 0 [Log Out](#)
 [View / Edit Your Profile](#)



SUBMIT FEEDBACK

We always welcome feedback,
and we want to hear what you
like and what can be improved.

[Feedback Form](#)

Submission successfully completed on Tuesday, June 30, 2026, 5:44 PM



SUBMISSION (You have 1 complete submission, 0 Incomplete submissions, and 0 withdrawn submissions)



[Click here to begin a new submission](#)



[VAM Education Session Proposal Test](#)

Status: Complete (Submitted 06/30/2026, 5:44 PM)

[Preview Submission](#)

[Resend Submission Confirmation Email](#)

*Thank you for completing your submission.
We would love to hear your feedback on
this system.*