



Call for Symposia

Submission deadline: December 1, 2016

World Sleep 2017, a joint congress of the World Sleep Federation (WSF) and the World Association of Sleep Medicine (WASM), will be held in Prague, Czech Republic from October 7-11, 2017 and hosted by the Czech Society for Sleep Research and Sleep Medicine. As the scientific centerpiece, symposia topics will have a strong impact on the success of the meeting. With the ***call for symposia***, we welcome all members of WSF and WASM to contribute to a high-level scientific program by proposing a symposium for World Sleep 2017.

Please refer to the following symposium guidelines:

Symposia submissions should be focused on a single topic that is relevant and scientifically excellent. Each individual symposium presentation should have an integrative nature, forming a whole that is much more than the mere combination of the individual oral presentations. Symposia proposals will be ranked by the 2017 Congress Program Committee according to the relevance of the topic, the timeliness of the research, and the broadness of the topic's appeal. Higher weight will be given to symposia with multi-national participation. Please note that all submissions **must follow the format of the symposium proposal form**. Incomplete or inaccurate forms will not be considered.

The standard time allocated per symposium is 90 minutes. There should be a chairperson and no more than 5 speakers to ensure that there is adequate time for a short introduction and a comprehensive final discussion. At least 20% of the total allotted time should be devoted to questions and answers, or to group interaction. At the time of your proposal submission, all speakers must have already agreed to participate in the symposium.

CME Conflicts of Interest (COI) disclosure forms are **mandatory** for each participant. Persons who fail to complete the form are not eligible to be involved. Please submit a signed COI form for each speaker at the time of your proposal submission **or no later than December 1, 2016**. COI forms are found [online](#) and in Appendix 2.

Please send your proposals to World Sleep Society by email to Angie Granum at granum@worldsleepsociety.org.

Symposia proposals will be accepted by email only and should arrive **no later than December 1, 2016**. All submissions will receive a confirmation email within 2 business days.



Symposium Proposal

Submission deadline: December 1, 2016

Title of Symposium:

Summary of symposium (max. 500 words):



Symposium Proposal

List 3-5 Learning Objectives: Please refer to this [list of verbs](#) (Appendix 3) to complete the following sentence: "Upon Completion of this CME activity, participants should be able to..."

Target Audience:

Chairperson:

Name:	
Country:	
E-mail	

Speaker 1:

Title of contribution:	
Name:	
Country:	
E-mail	



Symposium Proposal

Speaker 2:

Title of contribution:	
Name:	
Country:	
E-mail	

Speaker 3:

Title of contribution:	
Name:	
Country:	
E-mail	

Speaker 4:

Title of contribution:	
Name:	
Country:	
E-mail	

Speaker 5:

Title of contribution:	
Name:	
Country:	
E-mail	

Please be reminded to submit a Conflict of Interest disclosure form (found [online](#) and in Appendix 2) for each participant no later than December 1, 2016. Persons who fail to complete the form are NOT eligible to be involved.

Appendix 1: Symposium Submission Checklist



Symposium Submission Checklist

Please confirm that the following are true **before** you submit your proposal:

- All speakers have agreed to participate in the symposium
- Correct email address included for each participant
- Symposium content is complete (title, summary, learning objectives, and target audience)
- Speaker information is complete (title of contribution, first and last name, country, and email address)
- Conflict of interest forms will be complete for each participant by December 1, 2016
- Emailed proposal is being sent on or before December 1, 2016



Conflict of Interest Disclosure Form

Name:	Date of Activity: October 7-11, 2017
Title of CME Activity:	
Presentation Title(s) / Topic(s):	
<i>Note: Each talk needs a learning objective(s) disclosed as the second or third slide of the presentation.</i>	

Disclosure of Relevant Financial Relationships: Disclose only where the relationship is associated with the content of the activity. List the names of proprietary entities producing, marketing, re-selling, or distributing health care goods or services, consumed by, or used on patients. With the exemption of non-profit or government organizations, and with which you or your spouse/partner have, or have had, a **relevant financial relationship** within the past 12 months.

With respect to this CME activity, (check **one**):

- No**, I (nor my spouse/partner) do not have a relevant financial relationship.
- Yes**, I (and/or my spouse/partner) do have a relevant financial relationship. Describe below:

Nature of Relevant Financial Relationship (choose all that apply)	Name of Company(s)
<input type="checkbox"/> Consultant	
<input type="checkbox"/> Speaker's Bureau	
<input type="checkbox"/> Grant/Research Support (Secondary Investigators need not disclose)	
<input type="checkbox"/> Stock Shareholder (self-managed)	
<input type="checkbox"/> Honoraria	
<input type="checkbox"/> Full-time/Part-time Employee	
<input type="checkbox"/> Other (describe):	

Signature: _____ **Date:** _____

Appendix 3: List of verbs

LIST OF VERBS FOR FORMULATING EDUCATION OBJECTIVES

Learner-based objectives should complete the statement, “Upon completion of this CME activity, participants should be able to...”

The following verbs are effective in formulating educational objectives:

1. Those that impart skills

demonstrate	hold	massage	pass	write
diagnose	integrate	measure	percuss	
diagram	internalize	operate	project	
empathize	listen	palpate	record	
2. Those that communicate knowledge

<u>Information</u>				
cite	identify	point	recognize	state
count	list	quote	record	summarize
define	match	recall	repeat	tabulate
draw	name	recite	select	trace
<u>Comprehension</u>				
assess	conclude	estimate	interpret	review
associate	contrast	express	locate	translate
classify	demonstrate	extrapolate	predict	
compare	describe	give examples	report	
compute	differentiate	interpolate	restate	
<u>Application</u>				
apply	dramatize	match	relate	solve
calculate	employ	operate	report	translate
choose	examine	order	restate	treat
complete	illustrate	practice	schedule	use
demonstrate	interpret	predict	select	utilize
develop	locate	prescribe	sketch	
<u>Analysis</u>				
analyze	contrast	detect	examine	measure
appraises	criticize	diagram	experiment	question
categorize	debate	distinguish	inspect	separate
contract	deduce		inventory	summarize
<u>Synthesis</u>				
arrange	construct	formulate	plan	set up
assemble	create	generalize	prepare	specify
collect	design	integrate	prescribe	validate
combine	detect	manage	produce	
compose	document	organize	propose	
<u>Evaluation</u>				
appraise	critique	evaluate	rank	score
assess	decide	grade	rate	select
choose	determine	judge	recommend	test
compare	estimate	measure	revise	