



# Accredited Symposia Information Guide

## Accredited Symposia

This information guide outlines the processes and guidelines to co-developing an Accredited Symposium at the CAR 2019 Annual Scientific Meeting, the largest educational and scientific conference for radiologists in Canada. All Accredited Symposia presented at CAR 2019 are co-developed and accredited for Royal College Maintenance of Certification (MOC) Program Section 1 Credits for Group Learning Activities and American Medical Association Physicians Recognition Award (PRA) Category 1 Credits. The content presented is managed by the Canadian Association of Radiologists to ensure that it is valid, objective, balanced and clinically relevant for cardiovascular health care workers as well as free from commercial bias.

The accredited symposia are an important element of the conference and ensure the highest level of corporate visibility, recognition, networking and promotional advantage. These co-developed sessions are an opportunity to work with the CAR and present to the rapt audience of delegates, increase the knowledge and competencies of radiologists, radiology residents and fellows across the imaging spectrum. Since these symposia are accredited for Royal College of Physicians and Surgeons of Canada (RCPSC) Maintenance of Certification (MOC) credits, they promote best practices in radiology and position your organization as a strategic supporter of the CAR. All content presented is reviewed to ensure that it is valid, objective, balanced and clinically relevant (as applicable).

## Top Reasons to Host an Accredited Symposium

1. Educate a national audience of medical imaging professionals
2. Transfer knowledge from research to practice
3. Highlight thought leaders
4. Reach clinical decision makers

## Time Slots & Pricing

All Accredited Symposia Time Slots are \$15,000 (includes applicable taxes).

All registered delegates are eligible to attend any Accredited Symposium.

Friday April 12	07:00 – 08:00
Friday April 12	12:15 – 13:00
Saturday April 13	12:15 – 13:00
<i>*Time slots are not guaranteed to run unopposed</i>	



## Application Process

### 1. Submit Accredited Symposium Request Forms

- Accredited Symposium Request Forms must be received before **Wednesday, October 31**.
- Accredited Symposia Request Forms submitted with incomplete mandatory requirements will be returned to the applicant. This may impact the preferred time slot and topic choice.
- Any significant changes to topics and/or sponsors after the submission of these application materials may result in a change of time slot allocation and accreditation status.
- Applicants will be notified in writing of acceptance of the Accredited Program Letter of Proposal, with confirmation of assigned date and time by **Monday, November 5**.

### 2. Co-Develop Session Content

- Once the Letter of Proposal has been reviewed and accepted, the CAR will identify a CAR representative and an individual to serve as Scientific Program Chair and form the Scientific Planning Committee.
- The Scientific Planning Committee will be responsible for developing the session content
- Content development must not be started prior to the assignment of a CAR Representative.
- Accreditation application forms must be submitted by **Friday November 23**.
- Presentation slides must be provided to the CAR for review by **Friday March 15, 2019**

### 3. Submit Accredited Symposium Fee Payment

- Full payment of the Accredited Symposium Fee must be made by **Friday November 23**.

## Developing Accredited Content

As of January 1, 2018, the Royal College National Standard for Support of Accredited CPD Activities will apply to all accredited CPD activities where financial and in-kind support contributes to the development, delivery and/or evaluation of said activities.

In accordance with the National Standard, representatives of a sponsor or any organization hired by a sponsor cannot participate in decisions related to program elements including needs, target audience, learning objectives, educational format, content, and faculty.

## Important Notes

The CAR must retain complete oversight for program development and delivery. All funds received through Accredited Symposia must be in the form of an educational grant, payable to the CAR. The CAR is responsible for the overall accounting of program costs including fees associated with content development, lodging, travel, honoraria, and any other third-party out of pocket expenses. The CAR will be responsible for ensuring fulfillment of agreed upon outcomes and deliverables as defined by the Scientific Planning Committee.

All content developed in conjunction with accredited symposia must be reviewed by the CAR. All promotional pieces must also be reviewed prior to distribution. No attendance incentives (i.e. free registration, transportation, or accommodation) may be provided to conference delegates.



# Promotion & Program Information

## Preliminary Program Content for Website

The CAR maintains a website to promote the conference ([www.car-asm.ca](http://www.car-asm.ca)). The CAR will include the date/time/topic information on Accredited Symposia, as found on the Request Form and Program Letter of Proposal.

## Listing in Final Program

The Final Program will include the following:

- Title of the Accredited Symposium
- Time, date, location
- Co-development statement
- Learning objectives
- List of speakers

*Changes to symposium content will not be permitted following Royal College Section 1 accreditation*

## Promotion

Prior to CAR2019, Accredited Symposia will be highlighted as part of CAR marketing strategies for the conference. Content for this digital promotion (social media, eBlasts, eNewsletter) will be developed by the CAR and submitted to the contact person at the sponsor organization for approval prior to dissemination.

## Signage

Accredited Symposia developers may display signs before the session begins. One sign (30" w x 36" h) is permitted in a location to be determined by the CAR. Signs may be displayed up to 24 hours prior to and must be removed immediately after the completion of the Accredited Symposium.

Accredited Symposia sponsors who purchase exhibit space may display one sign in their booth promoting the Accredited Symposium. The sign should not be larger than (30" w x 36" h).

## Re-Use of Content from Accredited Symposia

The CAR has the ability to extend your content beyond CAR2019 via RAD Academy, the CAR's e-Institute for CPD. Please contact the CAR CPD Office at 613-860-3111 ext. 203, or email: [cpd@car.ca](mailto:cpd@car.ca) for more information.

## Cancellation Policy

All supporter fees are non-refundable once a CAR representative, Program Chair, and the Scientific Planning Committee have been invited.



## Accredited Symposium Request Form

### COMPANY CONTACT INFORMATION

Contact Name:

Contact Title:

Sponsor Name:

Mailing Address:

City:

Province:

Postal/Zip  
Code

Country:

Telephone:

Email:

### SYMPOSIUM INFORMATION

Session Title: \_\_\_\_\_

Time Slot Preference:

Date	Time	X
Friday April 12	07:00 – 08:00	<input type="checkbox"/>
Friday April 12	12:15 – 13:00	<input type="checkbox"/>
Saturday April 13	12:15 – 13:00	<input type="checkbox"/>

### FEES

Accredited Symposium Fee \$15,000 (including taxes)

This fee is payable to the CAR no later than Friday November 2, 2018. Fees are non-refundable once a CAR representative has been assigned to the Accredited Symposium.

### AUTHORIZATION

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Date

Please retain a copy for your records



# Proposed Educational Program Information

## Type of Credits

Section 1 Group Learning Activities (Group learning activities such as conferences, workshops and seminars; this applies to all face-to-face group learning activities, as well as web-based group learning activities)

Section 3 SAP (Self-assessment programs are tools that enable physicians to assess aspects of their knowledge or practice and to identify opportunities to enhance their competence through further learning activities.)

Proposed title of the educational activity:

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List all sponsors supporting this educational activity:

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## PROPOSED EDUCATIONAL PROGRAM INFORMATION

Who comprises the target audience for this activity? Indicate specific specialties, and if applicable, other allied health professionals for whom the educational activity is intended. Each member of the target audience must be represented on the Scientific Planning Committee.  Radiologists  MRTs  Residents/Fellows

Please indicate the proposed Scientific Planning Committee members:

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Please provide a brief description of the program format:

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Please describe the educational needs that the activity addresses:

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Please provide a minimum of two learning objectives that this activity will achieve:

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Please list all commercial drug(s) or product(s) that will be discussed in your educational activity:

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CAR  
2019

EXPERIENCE THE FUTURE OF RADIOLOGY  
VIVEZ L'AVENIR DE LA RADIOLOGIE  
APRIL 11-14 AVRIL 2019 | MONTRÉAL, QC



Canadian Association of Radiologists  
L'Association canadienne des radiologistes



### *Why Use Learning Objectives?*

*The purpose of writing a learning objective is to communicate the intent of the learning experience. For a learning objective to be useful it has to effectively communicate the desired result of the learning so that the learners, and any other person involved understands the intention of the learning, in the same way.*

*In simple terms, the learning objectives should be written in learner-centric terms that clearly state what the learner (reader) would be able to do as a result of reading the article. They are statements describing the intended outcome in terms of the learner experience / performance. Finally, include an action verb describing what the intended outcome in terms of the learner experience / performance. Avoid using words like appreciate, have faith in, know, learn, understand and believe as they are subjective and open to interpretation.*

#### *Example:*

*At the end of this session, participants will be able to:*

- identify skills related to the creation and use of knowledge that is relevant and important to them;*
- describe the knowledge transfer/translation process when dealing with information; and*
- apply methods that will allow for the creation, gathering, distribution and use of knowledge and information.*