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Workshop Submission Guidelines

The Canadian Cardiovascular Congress (CCC) is the largest gathering of cardiovascular health professionals and researchers in Canada, drawing participants from across the country and around the globe. The CCC is a unique opportunity for updating and maintaining scientific knowledge through accredited education opportunities, while also providing an ideal forum for networking and research advancement. We are currently seeking submissions for Workshops for CCC 2020, with interactive and innovative approaches to learning.

Technical Support:

If you have any questions concerning the online submission program or have any difficulties submitting your workshop, please contact:

Email: abstracts@ccs.ca

Phone: 613-569-3407 Ext: 445

Toll free: 877-569-3407 Ext: 445

Fee

There is no fee for submitting a workshop for CCC.

Submission Deadline:

Workshop submissions must be received electronically through the online submission system by:

~~April 1 Noon~~ **May 4 Noon (EDT).**

Following the ever-changing realities that we are facing with COVID-19, the Scientific Program Committee Executive have made the decision to extend the deadline for Workshop submissions for CCC 2020 until Monday, May 4.

Faxed, mailed or emailed workshop submissions will not be accepted.

The online submission system will identify your workshop as complete or incomplete. If incomplete, the system will flag the one or more tasks that require attention and completion. Incomplete submissions will not be accepted. The submitter has until the deadline to complete the workshop submission without exception.

Workshop submissions are for CCS and CCCN Members only.

Designing Your Workshop:

Workshop sessions are 1 hour (60 minutes) in duration. In the online submission system, you will be required to identify the workshop presenters, up to two chairs/co-chairs, as well as the planning committee members, which must be entered without duplications. For example, if the Chair is on the Planning Committee, select "Chair" as the only role for that particular individual. The individual submitting

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the workshop does not need to be identified as the Chair or as one of the Co-chairs. When developing your workshop, please ensure the content is targeted at a general cardiovascular audience, as part of the Scientific Program Committee's (SPC) commitment to offer multidisciplinary and inclusive content. Submission of a workshop constitutes a commitment by the workshop planning committee to present at CCC.

As part of the CCC's effort to embrace and present multi-disciplinary practices, Review Grading criteria has been updated. When preparing a workshop, please consider the following:

- Planning committee members should consist of a community-based colleague and either a trainee or an individual early in their career, if appropriate. There is no limit to the number of planning committee members per workshop;
- The panel of presenters should be limited to what is appropriate for the format of that session, keeping in mind the workshop is only 60 minutes in length and that too many presenters could make the program objectives more difficult to achieve;
- Appropriate representation of women as presenters is required, and will be monitored by the Workshop Committee. The Scientific Program Committee and the Workshop Committee aspires to 50%. A rigorous explanation should be provided if not close to this target;
- Workshops that include occupational diversity and individuals from education partner groups including CCCN, CSCT, CACPR, CACPT as well as ACQ, may be graded more favourably if appropriate. A full list of CCS partnerships is available at www.cardiocongress.org;
- Perceived and unperceived educational needs of the target audience need to be a principle consideration in the workshop design; and
- Learning objectives are observable, measurable and should promote a change in knowledge, skills and attitudes of the learner at the end of the program.

If you require more information on planning your workshop, or would like more resources for planning committee members, feel free to contact cpd@ccs.ca.

[Click here for a list of the approved workshops for the past 4 years](#)

[Click here for a list of the types of workshops](#)

Interactive and Engagement

Describe the ways in which you plan to engage and promote interaction with your workshop participants. At least 40% of the total education time must be devoted to interactive learning strategies and distributed throughout the session.

The development of the educational format should be designed to best present the proposed content. For example, for controversial material, a debate may be an appropriate format. For skills development, simulation or performance assessment activities may be appropriate.

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Interactive learning and participant engagement must be a component of approved educational activities, whether they are face-to-face or asynchronous, using technologies such as an Audience Response System (ARS) tool.

Live event interactive strategies can include:

- Q&A period (potentially using the ARS, offered by the CCC and integrated in the event app)
- Live polling between presenters and audience using ARS
- Panel discussions
- Small breakout groups
- Think, Pair, Share: opportunities to reflect and discuss content with a nearby colleague
- Debate

Participant engagement and interactivity will be included as a question in the post-workshop evaluation.

New this year: The CCC team encourages workshop participants to promote their session on social media to increase reach, engagement and participation. Nominate your workshop twitter ambassador in the submission site when you submit your workshop. If your workshop is accepted in to the CCC program, your twitter ambassador can participate by promoting your workshop before and during the session.

Learning Objectives:

Learning objectives are derived from the needs assessment data collected by the Overall Conference Evaluation. They allow participants to decide whether a specific session meets their learning needs. Provide three (3) learning objectives that are clear, measurable, and achievable.

Learning objectives must address the learning needs of your target audience and will be included in the CCC App as part of the workshop description. Be sure to submit content exactly how it should appear in program materials.

Strong learning objectives should:

- complete this sentence – “At the conclusion of this session, participants will be able to...”;
- clearly outline the focus of the content, and the expected outcomes for all parties involved;
- be linked to the identified needs;
- learner-centered; and
- describe through action verbs the specific knowledge, behavior, skill, attitude or learning outcomes that participants can anticipate from attending educational events.

Example:

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

- identify atypical forms of aortic stenosis (e.g. low gradient, preserved ejection fraction);

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Words to AVOID as they are not easily measured and open to many interpretations:

- understand
- appreciate
- have faith in
- know
- believe
- learn

For more information on how to effectively write objectives [click here](#).

Conflict of Interest Disclosures:

- Conflict of interest forms identifying commercial relationships must be completed online by the planning committee and all other faculty members. The person submitting can complete the disclosure on behalf of all planning committee and faculty members but must be done so in consultation with each individual listed. By disclosing any direct or indirect conflicts of interest, the submitter authorizes the Canadian Cardiovascular Society to disclose the conflict.
- All disclosure information and off-label drug use for accepted workshops will be made available upon request and must also be disclosed on the second slide of the presentations. Conflicts of interest forms and slide templates are available on the www.cardiocongress.org site, on the Presenter Resources page, once the notice of acceptances have been sent.
- Please ensure that all faculty presentations are consistent in their use of either generic names, trade names or both generic and trade names during the presentation.

Grading and Selection of Workshops:

Workshop submissions will undergo a blinded review process by the Workshop Committee, a sub-committee appointed by the CCS Scientific Program Committee. Each workshop will be reviewed by a minimum of three reviewers and graded on the following criteria:

- The workshop must demonstrate innovation in terms of educational format, delivery and new ground in science;
- The workshop must be collaborative by demonstrating the following:
 - a focus on participant engagement and interactivity;
 - an effort to include more than one CCS Educational Partner and/or Affiliate (if applicable);
 - the inclusion of a trainee and a community-based professional on the planning committee; and
 - present a multi-disciplinary approach and practices;
- Panel is composed of a minimum of 50% female presenters, unless otherwise explained;
- Panel is composed of members of different career phases, including early career, unless otherwise explained;
- Panel is composed of diversity in occupation, specialty or subspecialty, unless otherwise explained;
- The topic and content is timely, relevant, has high scientific merit and is balanced and objective;

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- The workshop is free of industry involvement and support;
- The workshop has novel information – new developments in ongoing topics of interest – items that have not had recent major media attention, results that have not been presented elsewhere;
- The content is a hot topic that links current news or topics that typically spike media interest; and
- The workshops incorporate news you can use including information that is directly relevant to the public and/or health professionals and/or multi-disciplinary teams that will change surgical or clinical practice, and prevention strategies, etc.

Workshop Evaluations:

If selected for presentation at the Canadian Cardiovascular Congress, your workshop will be evaluated by participants using the CCC App. All workshop chairs are required to allocate five minutes at the end of their workshop to remind and allow participants the opportunity to complete the session evaluation. Following CCC, workshop chairs can request the evaluation summaries to review the success of their workshop. If you have any questions, please contact abstracts@ccs.ca.

Information for Presenters:

Please review the following documents to ensure that your presentation is complete and meets all of the workshop requirements:

- [Handbook for Planning Committees Developing Educational Programs](#)
- [Faculty Presentation Checklist](#)
- [Roles and Responsibilities of Planning Committee Chairs](#)

All presenters **must** register for CCC and are responsible for their own accommodations and travel expenses at the CCC. Registration will be open in June at www.cardiocongress.org.

Registration is NOT complimentary.

Notice of Status of Workshop:

All submitted workshops must adhere to the aforementioned guidelines to be considered for acceptance. Notification of acceptance or rejection of workshops will be sent by email in July. Please add abstracts@ccs.ca to your safe senders list to be sure you receive all notifications. Only the submitter will receive the notification, which should be shared with all other contributing and participating parties.

Submissions on similar topics may be joined together into a collaborative 90-minute session, and will be expected to work together equally.

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