Call for Abstracts & Session Proposals

31st Annual Meeting of the Associated Professional Sleep Societies, LLC at the Hynes Convention Center.

A joint meeting of the American Academy and the Sleep Research Society®
You are invited to submit an abstract or session proposal for SLEEP 2017, held June 3 – 7, 2017, at the Hynes Convention Center in Boston, Massachusetts. Abstract and session guidelines details can be found in this Call for Abstracts and Session Proposals or on the SLEEP 2017 website, at sleepmeeting.org.

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APSS PROGRAM COMMITTEE

Glen Greenough, MD, Chair, Dartmouth-Hitchcock Medical Center, Lebanon, NH
Ravi Allada, MD, Northwestern University, Evanston, IL
Anne Germain, PhD, University of Pittsburgh, Pittsburgh, PA
Robert Greene, MD, PhD, University of Texas Southwestern Medical Center, Dallas, TX
Shalini Paruthi, MD, St. Luke’s Hospital, St. Louis, MO
Kathleen Sarmiento, MD, VA San Diego Healthcare System, San Diego, CA
Frank Scheer, PhD, Brigham & Women’s Hospital, Boston, MA
Christine Won, MD, Yale University, New Haven, CT
Jason Ong, PhD, Psychologist Reviewer, Northwestern University, Chicago, IL
Jerome Barrett, Executive Director

QUESTIONS

Questions regarding SLEEP 2017 abstract or session proposal submissions should be directed to:
Associated Professional Sleep Societies, LLC
Attn: Meeting Department
Phone: (630) 737-9700
Fax: (630) 737-9790
Email: sleepmeeting@apss.org
sleepmeeting.org
## Important Dates and Deadlines for Abstracts

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>October 28, 2016</td>
<td>Online abstract submission site opens at sleepmeeting.org</td>
</tr>
<tr>
<td>December 15, 2016</td>
<td>Deadline to submit abstracts</td>
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<tr>
<td>February 1, 2017</td>
<td>Deadline to withdraw an abstract</td>
</tr>
<tr>
<td>Late February 2017</td>
<td>Acceptance notification for abstracts are sent via email</td>
</tr>
<tr>
<td>March 1, 2017</td>
<td>Deadline for authors of accepted oral presentations to submit conflict of interest forms (see page 15).</td>
</tr>
</tbody>
</table>

Abstracts will be accepted for presentations as either an oral presentation format and/or poster presentation format.

**Oral Presentations** are scheduled beginning at 1:00pm on Sunday, June 4 through Wednesday, June 7 and involve a 10-minute presentation followed by 5 minutes for questions. For any abstracts not selected for an oral presentation, the Program Committee reserves the right to reassign as a poster presentation. All submissions selected for an oral presentation will be given the option to also present a poster.

**Poster presentations** involve display of a poster for **one assigned day**, June 4, 5 or 6. The presenting author of the poster abstract will be assigned a time slot during which he/she is expected to be physically present at the poster display to answer questions. Selection of "Poster Presentation" at the time of submission indicates that you are only interested in presenting your work in this format. The Program Committee will **not** designate any abstract submitted for poster presentation as an oral presentation.

**Both Oral and Poster Presentation** provides authors the opportunity to present both an oral presentation and poster presentation, based on the times and qualifications listed above. By selecting "Both Oral and Poster Presentation," the author agrees to give both an oral presentation and a poster presentation of the same work. To be considered for an oral presentation or a poster presentation but not both, select "Oral Presentation."

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**To highlight the exciting science in the field of sleep and circadian rhythms, SLEEP 2017 will have poster hall receptions on Sunday, Monday, and Tuesday evenings!**

Abstract presentations are scheduled at the sole discretion of the APSS Program Committee. **Submission of an abstract constitutes the commitment of at least one author to present the abstract as accepted, regardless of presentation type or day/time assigned.**

Expenses associated with the preparation, submission and presentation of an abstract are the responsibility of the author/presenter. **Abstract presenters must register for the meeting.** Instructions for registering for the meeting will be included with the notice of acceptance.

To submit an abstract of investigative work, carefully review all abstract submission information noted within this document.
Copyright
Authors are required to write an original abstract that fulfills accepted criteria for copyright purposes. Accepted abstracts will be published and copyrighted in a special issue of SLEEP. By submitting an abstract, all authors attest that the abstract submitted has not been previously published elsewhere and transfers, assigns, or otherwise conveys all copyright ownership, including any and all rights incidental thereto, exclusively to the Sleep Research Society as publisher of SLEEP.

If an author chooses to submit information from an abstract that has previously been presented and/or published, all data must be updated, current, and rewritten in a manner that does not infringe on copyright laws. Authors are responsible for obtaining permission to include any copyrighted material in their abstract presentations. All authors will be required to agree to a copyright assignment statement when submitting an abstract.

REMINDER
The Program Committee will give priority to research that has not been presented elsewhere or published prior to SLEEP 2017.

Submission Guidelines
Deadline: December 15, 2016

Abstracts that do not meet all of the specifications listed below will be automatically rejected:

» An individual may be the first author on a maximum of two abstracts.
» There can be no more than fifteen (15) authors per abstract.
» Abstracts must conform to the following outline. Abstract sections may not be substituted with different terminology:
  » Title
  » Authors and Institutions
  » Introduction
  » Methods
  » Results
  » Conclusion
  » Support (if any)
» The abstract body (including the introduction, methods, results and conclusion) is limited to 300 words.
» Brand names may not be used in abstract titles and are limited to one reference within the body.
» References, tables, figures or any other graphics are not permitted.

Case reports are not appropriate and will not be considered. (See page 4 for details on case report submissions for individuals in clinical training.) Abstracts will not be accepted for presentation if they fail to reflect acceptable scientific methodology, if the data or statistical analyses do not justify the conclusions, if they lack sufficient scientific or clinical merit or if no data are included. All abstracts are peer-reviewed; notice of acceptance will be sent to the contact author via email in late February 2017.

Additionally, to comply with continuing education credit guidelines, authors of accepted oral presentations will be required to disclose and resolve any relevant relationships with commercial interests by March 1, 2017. See page 15 for further details. Authors of accepted poster presentations are not required to provide this information.

Submission Process
All abstracts must be submitted electronically via the SLEEP 2017 website at sleepmeeting.org. Online submission will open October 28, 2016. A nonrefundable abstract review fee of $50.00 per submission must be paid at the time of submission. The final deadline to submit is December 15, 2016; the deadline will not be extended under any circumstances.
Authors are encouraged to submit abstracts early. You will be able to revise, edit and preview your abstract until the close date of December 15, 2016. Please review your work for accuracy; abstracts will be printed exactly as submitted. Due to the high number of abstracts anticipated, copyediting of your abstract will not be permitted. In order to withdraw an abstract, the author of the abstract must provide written notification to the APSS Meeting Department by February 1, 2017. Review fees are non-refundable for withdrawn abstracts.

The American Academy of Sleep Medicine and the Sleep Research Society offer the following awards:

» AASM Young Investigator Award
» SRS Young Investigator Award
» SRS Trainee Merit Award

Further details about these awards and opportunities will be available on the submission website.

SLEEP 2017 ABSTRACT CATEGORIES

Authors are required to select whether the abstract relates to basic sleep science or clinical sleep science, and then choose an appropriate subcategory.

NOTE: Authors are required to select an abstract category when submitting their abstracts; the APSS Program Committee reserves the right to move abstracts between categories as it sees fit.

A. Basic Sleep Science
1. Molecular Biology and Genetics
2. Development
3. Physiology
4. Neural Circuits
5. Arousal and Behavior
6. Learning, Memory, Cognition
7. Aging and Neurodegeneration

B. Clinical Sleep Science
1. Insomnia
   A. Pathophysiology
   B. Epidemiology/Diagnosis
   C. Treatment
   D. Other
2. Sleep-Related Breathing Disorders
   A. Pathophysiology
   B. Epidemiology/Diagnosis
   C. PAP Treatment
   D. Non-PAP Treatment
   E. Other
3. Hypersomnia
4. Circadian Rhythm Sleep-Wake Disorders
5. RLS, Sleep-Related Movement Disorders and Parasomnias
6. Normal Sleep, Sleep and Aging, Sleep and Gender
7. Pediatrics
   A. Sleep-Related Breathing Disorders
   B. Insomnia
   C. Other
8. Sleep and Medical Disorders
9. Sleep and Psychiatric Disorders
   A. PTSD
   B. Mood Disorders
   C. Other
10. Sleep and Neurologic Disorders
11. Healthcare Delivery and Education

Tracks
Authors will also be asked to select a track for presentation:
» Clinical Practice
» Clinical and Translational Research
» Basic Research
» Human Research
TWO OPPORTUNITIES FOR TRAINEES

Case Reports Accepted from Clinical Trainees

Deadline: December 15, 2016

The APSS Program Committee encourages individuals in clinical training to submit case reports for SLEEP 2017. Case reports present unique, unusual or important clinical observations of interest to clinical sleep medicine practitioners. The deadline to submit a case report is December 15, 2016.

Case reports submitted by clinical trainees will:

» ONLY be accepted from individuals in a clinical training program
» ONLY be accepted for poster presentations
» BE INCLUDED in the SLEEP abstract supplement; and
» NOT be categorized and will be in a separate “Case Reports” section of the poster hall.

Individuals must be in clinical training to submit a case report for SLEEP 2017. Training Directors are required to verify that the authors are in clinical training. If the Training Director does not verify that authors are in clinical training, the case report will automatically be rejected.

Submission Guidelines:

1. Case Reports must be submitted in a Microsoft Word document.

2. Case Reports must conform to the following outline:
   A. Title
   B. Authors and Institutions
   C. Introduction
   D. Report of Case(s)
   E. Conclusion
   F. Support (if any)

3. The case report body (including the introduction, report of cases and conclusion) is limited to 300 words.

4. Brand names may not be used in case report titles and are limited to one reference within the body.

5. There can be no more than fifteen (15) authors per case report.

6. An individual may be first author on a maximum of two case reports.

7. Each author must agree to the copyright assignment statement.

The submission process for case reports is different than for abstracts. You must follow these steps to submit your case report:

1. Complete the Case Reports for Clinical Trainees Submission Request Form which is available on the SLEEP 2017 website at sleepmeeting.org and submit it along with the case report via email to presentations@sleepmeeting.org by Thursday, December 15*. The form and case report must be submitted by December 15; no exceptions will be made to this deadline. SUBMISSIONS WILL ONLY BE ACCEPTED VIA EMAIL.

2. A nonrefundable review fee of $50.00 per submission must be paid at the time the Case Reports for Clinical Trainees Submission Request Form is submitted. This fee will not be refunded if a case report is not accepted.

3. Notification of whether or not your case report is accepted will be sent via email in February 2017.

* You will receive confirmation of submission within three business days. If you do not receive confirmation that your case report was received within three business days, contact the APSS Meeting Department at 630-737-9700.
Extended Submission Dates for Individuals in Their First Year of Training

**Deadline to Submit Extended Abstract Submission Deadline Request Form:**
*December 15, 2016*

**Deadline for Extended Abstract Submission:** *March 13, 2017*

The APSS Program Committee recognizes that many individuals in their first year of training are unable to complete enough research to submit an abstract by the December 15 deadline. In an effort to include this important science in the SLEEP 2017 meeting, the APSS Program Committee will accept abstracts for *poster presentation* from individuals in their *first year of training* from December 16, 2016 through March 13, 2017.

Although we will have this extended submission period, you are encouraged to submit your abstract, if at all possible, by the December 15 deadline.

**Abstracts submitted from December 16-March 13 will:**

» ONLY be accepted for poster presentation;

» NOT be categorized and will be in a separate “Trainee Abstract” section of the poster hall; and

» NOT be included in the SLEEP abstract supplement.

Individuals will only be permitted to submit their abstracts between December 16 and March 13 if they are in their first year of graduate training, postgraduate training or a clinical sleep medicine fellowship. Training Directors are required to verify that the authors are in their first year of training. If the Training Director does not verify that authors are in their first year of training, the abstract will automatically be rejected.

**Submission Guidelines**

» Abstracts must be submitted in a Microsoft Word document.

» Abstracts must conform to the guidelines outlined on page 3.

» Case reports will not be considered for extended deadline submission.

The submission process for the abstracts submitted during the extended deadline is different than for abstracts submitted by December 15. **You must follow these steps to submit your Extended Deadline Abstract:**

1. Complete the *Extended Abstract Submission Deadline Request Form* which is available on the SLEEP 2017 website at sleepmeeting.org and submit it via email to presentations@sleepmeeting.org by Thursday, December 15. This form must be submitted by December 15; no exceptions will be made to this deadline. SUBMISSIONS WILL ONLY BE ACCEPTED VIA EMAIL.

2. A nonrefundable abstract review fee of $50.00 per submission must be paid at the time the Extended Abstract Submission Deadline Request Form is submitted. This fee will not be refunded if an abstract is not submitted by the March 13 deadline.

3. Submit your abstract via email to presentations@sleepmeeting.org between December 16, 2016 and March 13, 2017.*

4. Notification of whether or not your abstract is accepted will be sent via email by April 24, 2017.

* You will receive confirmation of submission within three business days. If you do not receive confirmation that your abstract was received within three business days, contact the APSS Meeting Department at 630-737-9700.
Submit a Challenging Case for the Brown Bag Report Sessions
Deadline: January 6, 2017

During these sessions, an expert panel will review and discuss challenging cases submitted in advance by SLEEP 2017 attendees. The sessions are held over the lunch break on Monday, June 5-Wednesday, June 7. The cases will be selected by the Program Committee, and individuals will be notified of whether or not their case is accepted for presentation in March 2017.

If your case is accepted, you will be responsible for presenting a 5-minute synopsis of the case using the Brown Bag Report Template. Submission of a case constitutes the commitment to present the case, regardless of day/time assigned. Expenses associated with the preparation, submission and presentation of the case are the responsibility of the presenter. Case presenters must register for the meeting. Case presenters do not receive complimentary registration. Instructions for registering for the meeting will be included with the notice of acceptance.

Cases must be submitted using the Brown Bag Report Template available at sleepmeeting.org and must include the following information:

A. Patient History and Physical Findings
B. Supplemental Data (e.g., Sleep Study Data, PAP Downloads, Actigraphy, etc.) (optional)
C. Discussion of the Differential Diagnosis

The submission process for the Brown Bag Report Sessions is different than for session proposals.

You must follow these steps to submit your case:

1. Complete the Brown Bag Report Form, Brown Bag Report Template, and Conflict of Interest Form which are available on the SLEEP 2017 website at sleepmeeting.org and submit them via email to presentations@sleepmeeting.org by Friday, January 6, 2017*. The form and case template must be submitted by January 6; no exceptions will be made to this deadline.

2. Notifications of whether or not your case is accepted will be sent via email in March 2017.

* You will receive confirmation of submission within three business days. If you do not receive confirmation that your case was received within three business days, contact the APSS Meeting Department at 630-737-9700.
Overview

The Program Committee is soliciting proposals for the following sessions at SLEEP 2017:

» Postgraduate Courses  
» Bench to Bedside sessions  
» Clinical Workshops  
» Discussion Groups  
» Symposia  
» Rapid-Fire Symposia

Sessions should focus on a wide variety of topics including clinical practice, basic research, and other aspects of sleep medicine and sleep research.

SLEEP 2017 HOT TOPICS AND AREAS OF INTEREST

The Program Committee encourages proposals on all relevant topics, but in an effort to include sessions on certain topics, the Program Committee is requesting session proposals on the following topics*:

» Biomarkers/Metabolomics  
» Evolving Practice of Sleep Medicine: Collaboration, Innovation, and New Regulations  
» Hypnotic Medications - Safety vs. Efficacy  
» Implementation and Dissemination Research  
» Neurodegeneration and Sleep Disturbance  
» New Mechanisms of Sleep Regulation  
» Sleep Disordered Breathing and Perioperative Risk  
» Sleep and Alertness Dysfunction in Hospitalized Patients  
» Sleep and School Performance  
» Translational Impact of Circadian Science on Health

*Submission of a session proposal on these topics in no way guarantees acceptance.
## Important Dates and Deadlines for Session Proposals

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>October 28, 2016</td>
<td>Online session proposal submission site available at sleepmeeting.org</td>
</tr>
<tr>
<td>December 1, 2016</td>
<td>Deadline to submit session proposals</td>
</tr>
<tr>
<td>Late December 2016</td>
<td>Acceptance notifications for Postgraduate Courses are sent via email</td>
</tr>
<tr>
<td>February 2017</td>
<td>Acceptance notifications for Bench to Bedside, Clinical Workshop, Discussion Group, Symposia and Rapid-Fire Symposia sessions are sent via email</td>
</tr>
<tr>
<td>February 17, 2017</td>
<td>Deadline to edit session information for final program</td>
</tr>
<tr>
<td>March 1, 2017</td>
<td>Deadline for faculty of accepted sessions to submit biographical information and Conflict of Interest Form (see page 15)</td>
</tr>
<tr>
<td>May 1, 2017</td>
<td>Deadline for faculty of accepted Postgraduate Courses to submit presentation materials for inclusion in electronic course books</td>
</tr>
</tbody>
</table>
Postgraduate Courses

Postgraduate Courses provide intensive information and review on a single topic through a half-day or full-day session on Saturday, June 3 or Sunday, June 4, 2017.

A maximum of 4 speakers, including the chair, is allowed for half-day courses; a maximum of 8 speakers, including the chair, is allowed for full-day Postgraduate Courses. Co-chairs are only permitted for full-day courses. One additional participant may be added if the chair intends only to give a brief introduction.

Breakout sessions or small workshops within a Postgraduate Course should not be proposed due to time and room constraints.

All Postgraduate Course proposals must adhere to the following schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Lecture Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM – 8:15 AM</td>
<td>Introduction</td>
</tr>
<tr>
<td>8:15 AM – 9:00 AM</td>
<td>Lecture 1</td>
</tr>
<tr>
<td>9:00 AM – 9:45 AM</td>
<td>Lecture 2</td>
</tr>
<tr>
<td>9:45 AM – 10:00 AM</td>
<td>Break</td>
</tr>
<tr>
<td>10:00 AM – 10:45 AM</td>
<td>Lecture 3</td>
</tr>
<tr>
<td>10:45 AM – 11:30 AM</td>
<td>Lecture 4</td>
</tr>
<tr>
<td>11:30 AM – 12:00 PM</td>
<td>Questions and Answers*</td>
</tr>
<tr>
<td>12:00 PM – 1:00 PM</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:00 PM – 1:15 PM</td>
<td>Introduction &amp; Recap**</td>
</tr>
<tr>
<td>1:15 PM – 2:00 PM</td>
<td>Lecture 5</td>
</tr>
<tr>
<td>2:00 PM – 2:45 PM</td>
<td>Lecture 6</td>
</tr>
<tr>
<td>2:45 PM – 3:00 PM</td>
<td>Break</td>
</tr>
<tr>
<td>3:00 PM – 3:45 PM</td>
<td>Lecture 7</td>
</tr>
<tr>
<td>3:45 PM – 4:30 PM</td>
<td>Lecture 8</td>
</tr>
<tr>
<td>4:30 PM – 5:00 PM</td>
<td>Questions and Answers</td>
</tr>
</tbody>
</table>

* End of morning ½-day courses
** Beginning of afternoon ½-day courses

The APSS offers an honorarium for all Postgraduate Course speakers. Please review the guidelines below regarding the APSS honorarium policy:

» Speakers may receive a $500 honorarium for up to two Postgraduate Course presentations that are at least 45 minutes in length for a maximum of $1,000 per speaker.

» To qualify for an honorarium, the speaker must submit course book materials consisting of PowerPoint slides by May 1, 2017. There will be no exceptions to this deadline.

» A maximum of four (4) speakers will be awarded an honorarium for half-day Postgraduate Courses.

» A maximum of eight (8) speakers will be awarded an honorarium for full-day Postgraduate Courses.

» Course chairs are eligible only if they provide a 45-minute presentation and meet the requirements listed above.

» Both members and nonmembers are eligible for the honoraria.
**Bench to Bedside Sessions**

Bench to Bedside sessions will be offered beginning at 1:00pm on Sunday, June 4 through Wednesday, June 7, 2017. Bench to Bedside sessions are intended to present attendees with the latest advances in translational science and clinical applications on a specific topic. These sessions are allotted a two-hour time slot to present the latest data and discuss its applicability to treating patients. Individual presentations, which should be approximately 30 minutes each including questions, should be integrated on the same topic. A maximum of 4 speakers, including the chair, is allowed. Co-chairs are not permitted. A fifth participant may be added if the chair intends only to give a brief introduction.

**Clinical Workshops**

Clinical Workshops will be scheduled beginning at 1:00pm on Sunday, June 4 through Wednesday, June 7, 2017. Clinical Workshops are forums for clinicians to review and discuss clinical challenges in sleep medicine within a two-hour time slot. These sessions should focus on either business aspects of sleep centers or the care of patients. These sessions are appropriate for the presentation and discussion of controversial clinical topics or difficult clinical situations that demonstrate the critical thinking process in clinical sleep medicine. A maximum of 6 participants, including the chair, is allowed. Co-chairs are not permitted.

**Business-related Clinical Workshops**

The topics covered in these Clinical Workshops should focus on the business aspects, including economic, legal, political and social aspects of running a sleep center. These sessions are appropriate for addressing business challenges that clinicians face in their daily practices.

**Patient-related Clinical Workshops**

The topics covered in these Clinical Workshops should have a substantial scientific and clinical basis. Clinical Workshops may utilize a variety of formats, such as case discussions or review of polysomnograms with a panel of “master” clinicians or lecturers reviewing a clinical topic followed by group discussion. If case discussions are used, the chair is responsible for ensuring that the cases are of high quality, and that appropriate data are available for discussion.

**Discussion Groups**

Discussion Groups will be scheduled beginning at 1:00pm on Sunday, June 4 through Wednesday, June 7, 2017. Co-chairs are not permitted. Discussion Groups are forums for a less formal presentation of a topic within a two-hour time slot. Audience polling will be available for discussion groups through the SLEEP 2017 mobile app. A maximum of 8 participants, including the chair, is allowed. Discussion group chairs will be given the option of providing up to five questions by May 1, 2017. Further details will be provided with discussion group acceptance notifications.

The APSS encourages conversations on controversial subjects and pro/con discussions or presentations. These sessions should stimulate interest and discussion with the audience without extensive data presentation or use of audiovisual equipment and without necessarily reaching a conclusion. A question or series of questions should be introduced by the panel of discussants to start the session. A Discussion Group proposal must be presented within the guidelines stated. Proposals that are structured similar to a Symposium will be considered as such and evaluated with the Symposia proposals.

**Symposia**

Symposia will be offered beginning at 1:00pm on Sunday, June 4 through Wednesday, June 7, 2017. Symposia sessions are allotted a two-hour time slot to present the latest data and ideas on topics in sleep medicine and sleep research. Individual presentations, which should be approximately 30 minutes each including questions, should be integrated on the same topic. A maximum of 4 speakers, including the chair, is allowed. A fifth participant may be added if the chair intends only to give a brief introduction. Co-chairs are not permitted.

**Symposia chairs should be aware that individuals are limited to one invited presentation (Symposia or one-hour Invited Lecture) per meeting in order to encourage a wide variety of speakers and promote diversity of content at the meeting.** In the event that a speaker exceeds this limit, the Program Committee reserves the right to request chairs of accepted Symposia to select a different speaker. To promote diversity within the content of the meeting, research studies should not be submitted for both Symposia and oral abstract presentations.
Rapid-Fire Symposia

In an effort to increase opportunities for junior investigators, the APSS Program Committee created the Rapid-Fire Symposia to allow junior investigators to present exciting and cutting-edge science. These symposia are geared towards a young cross-section of scientists (senior graduate students, postdocs, and junior faculty with a rank of Assistant Professor or below).

Rapid-Fire Symposia will be offered beginning at 1:00pm on Sunday, June 4 through Wednesday, June 7, 2017. A maximum of 6 speakers, including the chair, is allowed. A seventh participant may be added if the chair intends only to give a brief introduction. Co-chairs are not permitted. Rapid-Fire Symposia sessions should be presented by young scientists (Assistant Professor and below), but up to two senior investigators are allowed. Rapid-Fire Symposia are allotted a two-hour time slot to present the latest data and ideas on topics in sleep medicine and sleep research. Individual presentations, which should be approximately 20 minutes each including questions, should be integrated on the same topic.

To promote diversity within the content of the meeting, research studies should not be submitted for both Rapid-Fire Symposia and abstracts.

Deadline: December 1, 2016

Speakers should be confirmed prior to submitting a session proposal!

» Those speakers who have been confirmed for an accepted session must be the people who actually deliver the presentations; changes in sessions must be reviewed and approved by the APSS Program Committee.

» In an effort to promote mentorship, session chairs should consider inviting junior faculty members to participate in their sessions.

» Speakers are responsible for the information included within their slides and are responsible for obtaining copyright permissions. Speakers will be required to agree to a copyright assignment statement when submitting a session proposal.

Speakers will be required to disclose and resolve relationships with commercial interests. Additionally, a CV must be submitted by March 1, 2017. See page 15 for further details.

Chairs for accepted sessions are responsible for providing a detailed agenda and ensuring that faculty submits all required materials by the appropriate deadlines.
Submission Process

All session proposals must be submitted online via sleepmeeting.org and require the information specified below. The information provided within the proposal will be used to highlight accepted sessions in the preliminary and final programs. The online submission site provides additional directions and prompts submitters to enter the required information.

1. **Session Title**
   The APSS reserves the right to edit the session title in its effort to market the session to attendees. Notifications of title changes will be included in the acceptance letter.

2. **Target Audience**
   Provide a description of the audience for which the presentation is intended.

3. **Brief Overview of Session**
   Provide a 2-3 sentence overview of the session to be used for marketing to attendees.

4. **Track**
   Clinical practice, clinical and translational research, basic research, or human research.

5. **Learning Objectives**
   Provide 2-3 measurable learning objectives for the session. Complete the phrase, “Upon completion of this session, attendees will be able to...”

6. **Content**
   Within a 500-word limit, describe the educational content of the session. The description will be used for evaluation purposes and should explain the background, purpose and significance of the proposed topic. All sessions except Discussion Groups should include a detailed agenda of the session.

7. **Need**
   Explain how the session will contribute positively to SLEEP 2017 and why this format is the best venue for the presentation.

8. **Audiovisual Request**
   The standard audiovisual equipment that is provided for each session includes: LCD projector, laser pointer and microphones. Special requests will not be granted. The use of personal laptops is prohibited. Internet connections are not provided in session rooms; requests for internet in session rooms will not be approved. Polling is only available for Discussion Groups; requests for polling in other sessions will not be approved.

9. **Participants/Speakers**
   Below is the information that must be provided for each session participant.

   1. First Name / Last Name
   2. Professional Degree
   3. Affiliation(s)
   4. Contact information including address, phone number, and email address (email is REQUIRED for every speaker)
   5. Membership Status (AASM, SRS, Dual AASM/SRS member or nonmember)
   6. If nonmember, indicate the approximate amount of reimbursement that will be requested by the speaker if eligible. Please see guidelines on page 13.
   7. Presentation Title (The title MUST be included at the time of submission). Presentation titles are not applicable to Discussion Group proposals.
   8. Disclosure of conflicts of interest and submission of CV is required by March 1, 2017 (see page 15).

The contact author is able to submit all required information (with the exception of 8 above) on behalf of the speakers.
REIMBURSEMENT GUIDELINES FOR SESSION SPEAKERS

These guidelines do not apply to abstract presenters.

The following guidelines for speaker reimbursements must be adhered to when proposing a session. Session chairs are responsible for ensuring speakers are aware of these guidelines. The APSS encourages chairs to select AASM and SRS members to present at the meeting. These guidelines were created to help offset the expenses associated with nonmembers presenting at SLEEP 2017. A maximum of $2,500 is available for reimbursement expenses for a session regardless of the number of eligible speakers; no exceptions will be made. The APSS meeting department coordinates and manages all issues related to speaker reimbursements.

Note: Nonmember speakers that have participated in a session at the SLEEP meeting within the previous two (2) years are not eligible for reimbursement of expenses.

By submitting a session proposal, session chairs agree to adhere to the reimbursement guidelines set forth in this document.

Postgraduate Courses

The honorarium for Postgraduate Course speakers is not included in the $2,500 available for reimbursement expenses for Postgraduate Courses.

AASM/SRS Members

» Hotel accommodations will only be provided for AASM and/or SRS members speaking in a Postgraduate Course scheduled for Saturday. Friday night’s accommodations will be reimbursed for a standard room at the contracted rate at a hotel that is part of the SLEEP 2017 hotel block.

» All AASM and/or SRS member speakers in Postgraduate course are eligible for reimbursement up to $40 for meals on the day of the presentation.

» Registration and all travel expenses are the responsibility of the AASM/SRS member speaker.

Nonmembers

» A complimentary registration for SLEEP 2017 will be processed for each nonmember speaker.

» Lodging is reimbursed for a maximum of two nights’ accommodations for a standard room at the contracted rate at a hotel that is part of the SLEEP 2017 hotel block.

» Airfare is reimbursed provided reservations are purchased 21 days in advance (May 14, 2017) for economy (coach) seating on common carriers. Airfare receipts must include a date of purchase to be reimbursable.

» Ground transportation to and from the speaker’s home, the airport and the hotel will be reimbursed. The APSS will reimburse taxi and shuttle fares; the use of the use of limousines and sedans is not reimbursable unless the price is comparable or less than taxi fare.

» If an individual elects to drive to the meeting in a private automobile rather than fly, he/she will be reimbursed at the current IRS mileage rate within a 300-mile radius.

» Meals up to $40 will be reimbursed on the day of the presentation with required receipts.

» Personal expenses such as phone calls, internet, in-room expenses, etc. are the responsibility of the speaker.
Bench to Bedside, Clinical Workshops, Discussion Groups and Symposia

AASM/SRS Members

» Registration and all travel expenses are the responsibility of the AASM/SRS member speaker.

Nonmembers

» A complimentary registration for SLEEP 2017 will be processed for each nonmember speaker.

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CONTINUING EDUCATION INFORMATION

Sessions and Oral Abstract Presentations

This activity is being planned and implemented in accordance with the accreditation requirements and policies of the ACCME through the joint providership of the American Academy of Sleep Medicine (AASM) and the Associated Professional Sleep Societies (APSS). The American Academy of Sleep Medicine (AASM) is accredited by the ACCME to provide continuing medical education for physicians.

The Accreditation Council for Continuing Medical Education (ACCME) accreditation requirements and policies require that all speakers/planners/authors disclose all relevant financial relationships with any commercial interest to the provider. The ACCME defines “relevant” financial relationships as financial relationships of any amount occurring within the past 12 months that create a conflict of interest. Should the speaker have an existing conflict of interest, it is required that each speaker resolves all conflicts of interest prior to the educational activity by submitting 2-3 citations referencing the best available evidence in support of the topic. Upon notification of acceptance, the speakers will be required to disclose and resolve any relevant relationships with commercial interests per the ACCME’s accreditation requirements and policy and submit a CV. This must be completed by March 1, 2017.

Conflict of Interest Policy

Prior to the activity, each speaker/author must verbally disclose to his/her audience that the individual and his/her spouse (if applicable) have no relevant financial relationship(s) with a commercial interest OR have any relevant financial relations with a commercial interest. The following information must be submitted for each speaker/author:

» The name(s) of any commercial interest(s) with which the individual and his/her spouse has relevant financial relationship(s) and the nature of the relationship(s);

» A maximum of three (3) citations that reference the best available evidence in support of the topic; and

» A curriculum vitae.

Conflict of Interest disclosures for speakers in Postgraduate Courses, Bench to Bedside, Clinical Workshops, Discussion Groups, Symposia and Rapid-Fire Symposia, and authors of accepted oral presentations must be provided by March 1, 2017.

Instructions for submission will be provided upon receipt of notification of acceptance.

Commercial interest(s) is defined as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients, with the exemption of non-profit, government organizations and non-health care related companies.

Relevant financial relationship(s) is defined as relationships in any amount occurring within the past 12 months that create a conflict of interest.

The nature of the relationship(s) is defined as financial relationships in which the individual or his/her spouse benefits by receiving income, salary, royalty, intellectual property rights, consulting fees, honoraria, or other financial benefits. Financial benefits are typically associated with roles such as employment, consulting, investigational or contract research, speaking/teaching, membership or advisory committees or review panels, board membership, and other activities from which compensation is received or expected.

Additionally, speakers cannot promote any commercial interests during their presentation. This includes, but may not be limited to, displaying logos and/or advertising in their presentations. Please keep in mind that commercial interests include educational events and materials from which an individual receives honoraria, travel reimbursement or royalties.

If a speaker/author does not comply with the APSS Conflict of Interest Policy, the speaker will not be permitted to participate in the program and may be banned from participating in future meetings. The APSS Program Committee will review the disclosures of financial relationships and citations to ensure compliance with the requirements stated above.

In order to comply with some requirements, a presentation outline may be requested from a speaker in advance of the meeting depending on his/her potential conflicts.

Speakers/authors will be required to disclose any relevant financial relationships with commercial interest verbally during their sessions. Further information and instructions will be provided to speakers/authors in advance of the meeting.