SLEEP 2025

Seattle, WA | June 8 – 11

SESSION PROPOSAL SUBMISSION GUIDE

SLEEP 2025

YOU ARE INVITED TO SUBMIT A SESSION PROPOSAL FOR SLEEP 2025.

Session proposal details can be found in this submission guide or on the SLEEP 2025 website www.sleepmeeting.org.

APSS Program Committee

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QUESTIONS

Questions regarding SLEEP 2025 session proposal submissions should be directed to:

Associated Professional Sleep Societies, LLC
Attn: Meeting Department
Phone: (630) 737-9700
Email: **info@sleepmeeting.org**
www.sleepmeeting.org

The APSS is a joint initiative of the American Academy of Sleep Medicine (AASM) and the Sleep Research Society (SRS).

Important Dates and Deadlines for Session Proposals:

October 23, 2024
Online session proposal submission is available at www.sleepmeeting.org.

December 18, 2024
Deadline to submit postgraduate course, bench to bedside, clinical workshop, discussion group, rapid-fire symposia, and symposia session proposals is 11:59 p.m. EST.

Late January 2025
Acceptance notifications for postgraduate courses are sent via email.

Late February 2025
Acceptance notifications for bench to bedside, clinical workshop, discussion group, rapid-fire symposia, and symposia sessions are sent via email.

March 31, 2025
Deadline to edit session information.

May 14, 2025
Deadline for faculty of accepted postgraduate courses to submit presentation materials for inclusion in electronic course books.

SUBMISSION GUIDELINES

The Program Committee is soliciting one-hour and two-hour proposals for the following session types at SLEEP 2025:

- Bench to Bedside
- Clinical Workshops
- Discussion Groups
- Rapid-Fire Symposia
- Symposia
- Postgraduate Courses (four-hour or eight-hour only)

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

Hot Topics

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

- Integrated sleep and circadian interventions
- Machine learning, AI, and other emerging technologies in sleep medicine practice
- Management of mild OSA
- Metabolomics, genomics, and proteomic approaches towards an understanding of sleep
- Obesity management: new medications and mechanisms of action
- Orexin pharmacology
- Prescription medication and over-the-counter supplements in pediatric patients
- Sleep health in women
- Sleep, glymphatic system, and neurodegenerative disorders
- Social/structural determinants and sex/gender-related sleep health disparities

**Submission of a session proposal on these topics does not guarantee acceptance.*

Postgraduate Courses

Postgraduate courses provide intensive information and review on a single topic through a half-day or full-day session ahead of SLEEP general sessions.

A maximum of four speakers, including the chair, is allowed for half-day courses; a maximum of eight speakers, including the chair, is allowed for full-day postgraduate courses. A minimum of three speakers, including the chair, must be proposed for any postgraduate course. Co-chairs are only permitted for full-day postgraduate courses.

Breakout sessions or small workshops within a postgraduate course should not be proposed due to time and technological constraints.

It is mandatory that ALL postgraduate course speakers be recorded for SLEEP 2025 Postgraduate Course On-Demand Recordings.

All postgraduate courses should adhere to the following schedule:

TIME	LECTURE NUMBER
8:00 a.m.-8:15 a.m.	Introduction
8:15 a.m.-9:00 a.m.	Lecture 1
9:00 a.m.-9:45 a.m.	Lecture 2
9:45 a.m.-10:00 a.m.	***Refreshment Break***
10:00 a.m.-10:45 a.m.	Lecture 3
10:45 a.m.-11:30 a.m.	Lecture 4
11:30 a.m.-12:00 p.m.	Questions & Answers*
12:00 p.m.-1:00 p.m.	***Lunch***
1:00 p.m.-1:15 p.m.	Introduction & Recap**
1:15 p.m.-2:00 p.m.	Lecture 5
2:00 p.m.-2:45 p.m.	Lecture 6
2:45 p.m.-3:00 p.m.	***Refreshment Break***
3:00 p.m.-3:45 p.m.	Lecture 7
3:45 p.m.-4:30 p.m.	Lecture 8
4:30 p.m.-5:00 p.m.	Questions & Answers

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

REIMBURSEMENT GUIDELINES

Honoraria Guidelines for Postgraduate Course Speakers

The APSS offers an honorarium for all postgraduate course speakers. This policy is subject to change without notice, and the final honoraria guidelines for SLEEP 2025 will be provided to chairs and speakers for accepted proposals.

Please review the current guidelines 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.

- $250 per 45-minute presentation, up to a maximum of two presentations; and
- $250 for providing presentation slides for inclusion in the course materials by the due date of **May 14, 2025,** up to a maximum of two presentations. **There will be no exceptions to this deadline.**

A maximum of four speakers will be awarded an honorarium for half-day postgraduate courses. A maximum of eight 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 AASM and SRS members and nonmembers are eligible for the honoraria.

Reimbursement Guidelines for Postgraduate Speakers

This policy is subject to change without notice, and the final reimbursement guidelines for SLEEP 2025 will be provided to chairs and speakers for accepted proposals. Reimbursement is non-transferable and will only be paid to the individual speakers eligible for reimbursement. The APSS Meeting Department coordinates and manages all issues related to speaker reimbursements. No more than $3,000 will be available to cover a postgraduate course's reimbursement, regardless of the number of speakers eligible, and no exceptions will be made.

Meals: The APSS offers up to $40 for meals per speaker on the day of the postgraduate course. Original receipts must be submitted for all meals.

Registration: A complimentary meeting registration will be extended to each **nonmember** speaker. Registration for additional sessions such as postgraduate courses or lunch sessions are the responsibility of the speaker.

AIRFARE/GROUND TRANSPORTATION TO THE SLEEP MEETING

Members: Expenses for travel to and from the meeting are not reimbursable.

Nonmembers: Airfare, train fare, or bus fare will be reimbursed, provided reservations are made at least 21 days in advance for a base fare, nonrefundable, roundtrip ticket with coach seating on common carriers. **Airfare receipts must include a date of purchase to be reimbursable.** The individual assumes responsibility for the difference in price for tickets purchased outside these guidelines. If the nonmember speaker chooses to drive, reimbursement within a 300-mile radius will be at the current IRS mileage rate. If the destination is greater than 300 miles, the APSS will reimburse the lesser of mileage or the lowest airfare. Change or cancellation fees will be reimbursed one time up to a maximum of $100. Any difference in fare resulting from a flight change will be the responsibility of the speaker.

Transportation between home/airport and between the airport/site destinations should be via shuttle, rideshare service, or taxi as the situation warrants. Limousine or other car services, such as car rentals, should be avoided and will be reimbursed only if the cost is less than or equal to the cost of a taxi. Use of personal vehicle for transportation between home/airport will be reimbursed for mileage at the current IRS mileage rate along with airport parking, provided the total cost of reimbursement is less than or equal to the average cost of taxi fare.

Additional expenses for special arrangements made outside these guidelines will be the responsibility of the speaker unless prior authorization has been obtained from the APSS Meeting Department.

Hotel Lodging at the SLEEP Meeting: The APSS will reimburse postgraduate course speakers for a standard room based on membership status at the contracted rate that is part of the SLEEP 2025 hotel block. Postgraduate course speakers should make all attempts to stay at the contracted

REIMBURSEMENT GUIDELINES

hotels and are responsible for making their own reservations prior to the hotel block cut-off date. APSS will attempt to cover these nights such that they will not appear on your bill; however, you should review your bill carefully before submitting for reimbursement. If these charges are billed to the APSS master account so they do not appear on your bill, the amount covered will be subtracted from the session reimbursement cap. Speakers who stay at a hotel outside of the SLEEP 2025 hotel block or book a hotel reservation after the cut-off date will be reimbursed the lesser of their accommodations or the contracted rate at the SLEEP 2025 headquarter hotel. Expenses for special accommodations will be the responsibility of the speaker. The APSS does not reimburse personal expenses such as internet, in-room movies, etc.

Members: Will be allotted one night (Friday for Saturday courses and Saturday for Sunday courses) of reimbursement.

Nonmembers: Will be allotted two nights (Friday and Saturday for Saturday courses and Saturday and Sunday for Sunday courses) of reimbursement.

Reimbursement Guidelines for Speakers for Bench to Bedside, Clinical Workshops, Discussion Groups, Rapid-Fire Symposia, and Symposia

Bench to Bedside, Clinical Workshops, Discussion Groups, Rapid-Fire Symposia, and Symposia speakers are entitled to the following reimbursements. This policy is subject to change without notice, and the final reimbursement guidelines for SLEEP 2025 will be provided to chairs and speakers for accepted proposals.

Note: Nonmember speakers who have participated in a session at the SLEEP meeting within the previous two years are not eligible for reimbursement of expenses. Reimbursement is non-transferable and will only be paid to the individual speakers eligible for reimbursement. The APSS Meeting Department coordinates and manages all issues related to speaker reimbursements. No more than $3,000 will be available to cover a two-hour session's reimbursement and no more than $1,500 will be available to cover a one-hour session's reimbursement, regardless of the number of speakers eligible, and no exceptions will be made.

AASM and/or SRS Members: Members of the AASM and/or SRS are not entitled to reimbursement for travel, lodging, or personal expenses.

Meals: The APSS offers up to $40 for meals per nonmember speaker on the day of the presentation. Original receipts must be provided for all meals.

Registration: Nonmember speakers will receive a complimentary registration for SLEEP 2025. The APSS office will process a registration form on behalf of the nonmember speaker; nonmember speakers will receive confirmation via email by late March 2025. Any nonmember speaker who would like to attend additional sessions such as postgraduate courses, meet the professor sessions, or lunch debate sessions should contact the APSS Meeting Department at (630) 737-9700 for registration information or refer to the SLEEP 2025 Preliminary Program. Registration fees for additional sessions, continuing education credits, etc. are the responsibility of the individual.

REIMBURSEMENT GUIDELINES

AIRFARE/GROUND TRANSPORTATION TO THE SLEEP MEETING

Airfare, train fare, or bus fare will be reimbursed for nonmember speakers, provided reservations are made at least 21 days in advance for a base fare, nonrefundable, roundtrip ticket with coach seating on common carriers. **Airfare receipts must include a date of purchase to be reimbursable.** The individual assumes the responsibility for the difference in price for tickets purchased outside these guidelines. If the nonmember speaker chooses to drive, reimbursement within a 300-mile radius will be at the current IRS mileage rate. If the destination is greater than 300 miles, the APSS will reimburse the lesser of mileage or the lowest airfare. Change or cancellation fees will be reimbursed one time up to a maximum of $100. Any difference in fare resulting from a flight change will be the responsibility of the speaker.

Transportation between home/airport and between the airport/site destination should be via shuttle, rideshare service, or taxi as the situation warrants. Limousine or other car services, such as car rentals, should be avoided and will be reimbursed only if the cost is less than or equal to the cost of a taxi. Use of personal vehicle for transportation between home/airport will be reimbursed for mileage at the current IRS mileage rate along with airport parking, provided the total cost of reimbursement is less than or equal to the average cost of taxi fare.

Additional expenses for special arrangements made outside these guidelines will be the responsibility of the speaker unless prior authorization has been obtained from the APSS Meeting Department.

Hotel Lodging at the SLEEP Meeting: The APSS will reimburse **nonmember** speakers for a maximum of two nights' accommodations (the night prior to and the night of the scheduled presentation) for a standard room at the contracted rate at a hotel that is part of the SLEEP 2025 hotel block. Speakers should make all attempts to stay at the contracted hotels and are responsible for making their own reservations prior to the hotel block cut-off date. Speakers who stay at a hotel outside of the SLEEP 2025 hotel block or book a hotel reservation after the cut-off date will be reimbursed the lesser of their accommodations or the contracted rate at the SLEEP 2025 headquarter hotel. APSS will attempt to cover these nights such that they will not appear on your bill; however, you should review your bill carefully before submitting for reimbursement. If these charges are billed to the APSS master account so they do not appear on your bill, the amount covered will be subtracted from the session reimbursement cap. Expenses for special accommodations will be the responsibility of the speaker. The APSS does not reimburse personal expenses such as internet, in-room movies, etc.

GENERAL SESSION TYPES AND DESCRIPTIONS

The APSS encourages submissions that address sleep health disparities and incorporate perspectives related to diversity, equity and inclusion.

The APSS also encourages proposals that include the perspective of patients. Potential strategies for Clinical Sleep Science and Practice Track proposals include inviting a patient to be a speaker, showing video testimonials from patients, or sharing results from a survey of patients.

Sessions submitted with only one speaker will be automatically rejected.

If a session speaker is unable to fulfill his or her duties, then it is the responsibility of the speaker and the session chair to uphold the integrity of the session by coordinating a replacement speaker who is knowledgeable about the topic.

Bench to Bedside Sessions

Bench to bedside sessions present attendees with the latest advances in translational science and clinical care on a specific topic. These sessions are allotted a one-hour or two-hour time slot to present the latest data and discuss its applicability to patient care. Individual presentations, which should be approximately 20-30 minutes each including time for Q&A, should be integrated on the same topic. For one-hour sessions, a maximum of three speakers, including the chair, is allowed. For two-hour sessions, a maximum of four speakers, including the chair, is allowed.

Co-chairs are not permitted. For two-hour sessions, a fifth participant may be added if the chair intends only to give a brief introduction.

Clinical Workshops

Clinical workshops are forums for clinicians to review and discuss clinical challenges in sleep medicine within a one-hour or 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. For one-hour sessions, a maximum of three participants, including the chair, is allowed. For two-hour sessions, a maximum of six 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 of sleep medicine, 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. These sessions 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 are forums for a less formal presentation of a topic within a one-hour or two-hour time slot. For one-hour sessions, a maximum of four participants, including the chair, is allowed. For two-hour sessions, a maximum of eight participants, including the chair, is allowed. Co-chairs are not permitted.

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 to start the session. A discussion group proposal must be presented within the guidelines stated above. Proposals that are structured like a symposium will be considered as such and evaluated with the symposia proposals.

GENERAL SESSION TYPES AND DESCRIPTIONS

Symposia

Symposia sessions are allotted a one-hour or two-hour time slot to present the latest data and ideas on topics in sleep medicine, sleep health, and sleep and circadian research. Individual presentations, which should be approximately 20-30 minutes each including time for Q&A, should be integrated on the same topic. For one-hour sessions, a maximum of three speakers, including the chair, is allowed. For two-hour sessions, a maximum of four speakers, including the chair, is allowed. ***Symposia chairs are strongly encouraged to include at least one junior faculty member to participate in each session.*** 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 two invited presentations (symposia and one-hour invited lecture) per meeting to encourage a wide variety of speakers and promote diversity of content at the meeting. If a speaker exceeds this limit, the Program Committee reserves the right to request that the chair of an accepted symposium select a different speaker.

Rapid-Fire Symposia

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 toward a young cross-section of scientists (senior graduate students, postdocs, and junior faculty with a rank of assistant professor or below).

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 one-hour or two-hour time slot to present the latest data and ideas on topics in sleep medicine, sleep health, and sleep and circadian research. Individual presentations, which should be approximately 15-20 minutes each including time for Q&A, should be integrated on the same topic. For one-hour sessions, a maximum of four speakers, including the chair, is allowed. For two-hour sessions, a maximum of six speakers, including the chair, is allowed. For two-hour sessions, a seventh participant may be added if the chair intends only to give a brief introduction. Co-chairs are not permitted.

To promote diversity within the content of the meeting, research studies should not be submitted for both symposia or rapid-fire symposia, and oral abstract presentation.

SESSION PROPOSAL SUBMISSION PROCESS

Postgraduate Course and Session Proposals Deadline: December 18, 2024, by 11:59 p.m. EST

Submission Process

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

Speakers must 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 invite at least one junior faculty member to participate in their session.
- Speakers are responsible for the information included within their slides and are responsible for obtaining any necessary copyright permissions.
- Chairs for accepted sessions are responsible for providing a detailed agenda with engaging lecture titles and ensuring that each faculty member submits all required materials by the appropriate deadlines.

Submission Specifications

1. **Session Title***
   A session title should not exceed 115 characters and should be:
   - Interesting: The title should entice learners to want to know more about the session content.
   - Relevant: The title should be pertinent to the session content.
   - Focused: The title should describe the session content.

   **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 communicated to the session chair.*

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 for attendees.
4. **Track**
   - **Basic and Translational Sleep and Circadian Science**
     This track includes basic research on the fundamental aspects of sleep and circadian science from animal models to humans as well as translational research on fundamental mechanisms to understand disease and discover treatments.
   - **Clinical Sleep Science and Practice**
     This track focuses on clinical practice, policy, populations, or research with an immediate clinical or direct clinical application.
5. **Learning Objectives**
   Provide 3-4 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 2025 and why the annual meeting is the best venue for the presentation.
8. **Participants/Speakers**
   Below is the information that must be provided for each session participant:

- First name / last name
- Professional degree(s)
- Affiliation(s)
- Contact information including address, phone number and email address (email is REQUIRED for every speaker).
- Membership status (AASM, SRS, Dual AASM/SRS, or nonmember)
- Individual presentation title for each speaker (The title MUST be included at the time of submission). Presentation titles are not applicable to discussion group proposals.
- Disclosure of conflicts of interest is required for all session participants.

CONTINUING EDUCATION AND COI POLICY

Accreditation Statement

SLEEP 2025 meeting activities have been planned and implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of the American Academy of Sleep Medicine (AASM) and the Associated Professional Sleep Societies, LLC (APSS). The AASM is accredited by the ACCME to provide continuing medical education for physicians.

To comply with the mandatory ACCME guidelines to offer continuing education credits, all session speakers must comply with the APSS conflict of interest policy.

Conflict of Interest Policy

Prior to the activity, every speaker/presenting author must disclose to the APSS if they do or do not have financial relationship(s) with one or more ineligible companies. The following information must be submitted for each speaker/ presenting author:

- Their role in the educational event
- The name(s) of any ineligible companies with which the individual has a financial relationship(s) within the prior 24 months
- The nature of the relationship(s), and whether or not the relationship has ended

An **ineligible company** is any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. For specific examples of ineligible companies visit **accme.org/standards**.

The accredited provider is responsible for identifying relevant financial relationships between individuals in control of educational content and ineligible companies while managing these conflicts to ensure they do not introduce commercial bias into the education. Financial relationships of any dollar amount during the past 24 months are defined as **relevant** if the educational content is related to the business lines or products of the ineligible company.

The nature of the relationship(s) is defined as financial relationships in which the individual 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 on advisory committees or review panels, board membership, and other activities from which compensation is received or expected.

Additionally, speakers cannot promote any ineligible companies during their presentation. This includes displaying logos and/or advertising in their presentations. Speakers cannot promote any other educational programs or events during their presentation.

If a speaker/author does not comply with the APSS Conflict of Interest Policy, the individual 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 the topic of the session to ensure compliance with the requirements stated above.

To comply with some requirements, presentation slides may be requested from a speaker in advance of the meeting depending on their disclosed conflicts.

Speakers must disclose any financial relationships with ineligible companies during the submission process. Instructions on this will be provided during the submission process and information on disclosing these relationships during your presentation will be provided prior to the meeting.