

HOPA Annual Conference Session Proposal FAQ

1. What are the different session types that can be submitted?

- a. **General sessions** cover topics applicable to a broader heme/onc pharmacy audience, are ACPE-accredited, and usually 60-75 minutes in length. Interactive sessions, such as panels, debates, roundtables, etc., are encouraged. There is a limit of up to 4 speakers per session. General sessions can be either knowledge- or application-based.
- b. **BCOP (Board Certified Oncology Pharmacy)-accredited sessions** cover more advanced topics and are usually 60-75 minutes in length. Interactive sessions, such as panels, debates, roundtables, etc., are encouraged. There is a limit of up to 4 speakers per session. BCOP sessions are generally application-based.
- c. **Micro-learning: Breakout sessions or Clinical Pearl sessions** cover more specific topics and are ACPE-accredited. Breakout sessions are 30 minutes in length, and Pearl sessions are 15 minutes in length. There is a limit of 1 speaker per session. Micro sessions should be knowledge-based.
- d. **Workshop sessions** are up to 4 hours in length, application-based, and interactive. There is a limit of up to 4 speakers per session.

2. What are the requirements to be an author?

- a. BCOP speakers must be board-certified by the Board of Pharmaceutical Specialties (BPS), have clinical experience in the subject, and have national or regional speaking experience.
- b. ACPE speakers are encouraged to have national or regional speaking experience and have clinical experience in the subject.

3. What do I need to have prepared to submit a session proposal?

- a. All session types will be required to submit:
 - Session Title
 - Session Description
 - Learning objectives (1 per 15 minutes of proposed session duration)
 - List of References (may be a draft)
 - BCOP Sessions only: Session Outline

4. What content is required for the session if accepted?*

- a. All session types will be required to submit:
 - ACPE Pre/Post Questions (1 per learning objective)
 - Slide Deck with ARS (Audience Response System) Questions
- b. In addition to above, BCOP Sessions will also be required to submit:
 - Session Outline
 - Copies of Reference Articles
 - BCOP Recertification Questions (2 per learning objective and 2 additional)

**This list is not complete. There may be additional forms and materials required throughout the process*

5. Is there a general timeline for content development and peer review?

- a. Yes, please see the document [LINKED here](#). In general, the content development and review process begins in September and concludes in February/March. This may vary by year, depending on the dates of the conference.