



Society for Simulation in Healthcare

Meetings Oversight Policy

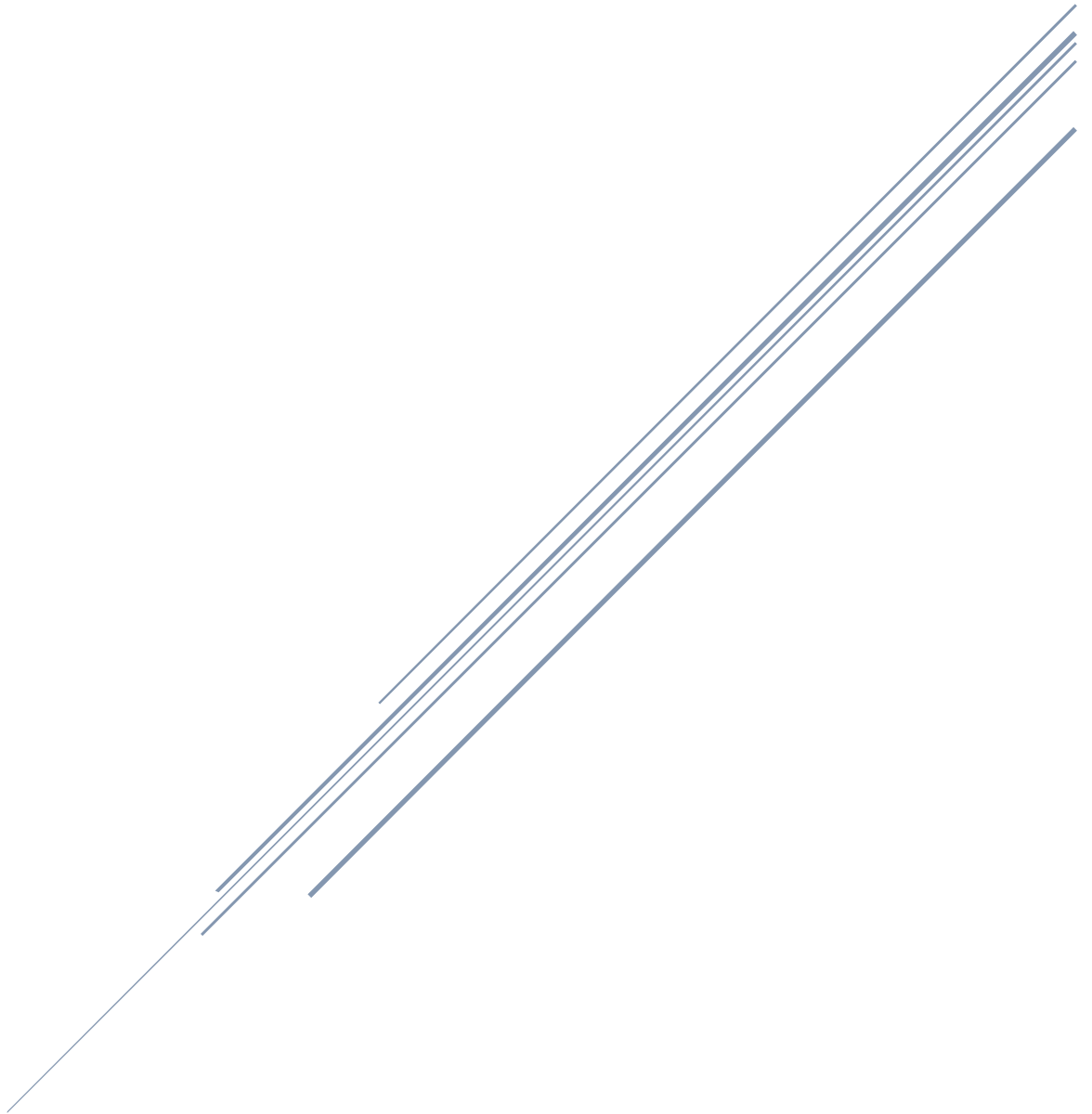


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	CREATION DATE 2019.9	DATE REVISED 2023.02
	POLICY AREA / CATEGORY MOC IMSH	DATE APPROVED / EFFECTIVE DATE 2023.03.27
POLICY TITLE IMSH Planning Chairs Selection Policy	VERSION 2	DATE REVIEWED 2023.02.24


1. Summary of Purpose
 - 1.1. The purpose of this policy is to define the process for the selection of the IMSH Planning Team Co-Chairs.

2. Scope
 - 2.1. The Meetings Oversight Commission is responsible for the oversight of this policy.
 - 2.2. The Board of Directors is responsible for the approval of this policy.

3. Definitions
 - 3.1. None

4. Policy Details:
 - 4.1. Planning Team Co-Chairs selection process:
 - 4.1.1. The Meetings Oversight Commission (MOC) is responsible for recommending Planning Team Co-Chairs to the Board of Directors for approval.
 - 4.1.2. There shall be three (3) Co-Chairs for each IMSH unless approved by the Board of Directors.
 - 4.1.3. Eligibility requirements for the Planning Team Co-Chairs will be verified by the MOC.
 - 4.1.4. The MOC will make a call for applications from the membership for the Planning Team Co-Chair positions.
 - 4.1.5. All individuals shall submit an application and associated materials if they desire to be considered for an IMSH Co-Chair position.
 - 4.1.6. In the event that suitable applicants are not received, the MOC may select individuals for recommendation.
 - 4.2. Replacement of a Co-Chair:
 - 4.2.1. If a co-chair must be replaced for any reason, the MOC will select and recommend a replacement to the Board of Directors.
 - 4.2.2. The replacement shall be a current or former member of the MOC, or a previous IMSH co-chair, unless waived by a vote of the Board of Directors.

5. Procedures for Ensuring Compliance
 - 5.1. Call for Applications:

	CREATION DATE 2019.9	DATE REVISED 2023.02
	POLICY AREA / CATEGORY MOC IMSH	DATE APPROVED / EFFECTIVE DATE 2023.03.27
POLICY TITLE IMSH Planning Chairs Selection Policy	VERSION 2	DATE REVIEWED 2023.02.24

5.1.1. The call for applications will be posted to the SSH website and sent through the SSH e-mail, SimConnect and any other available communication (i.e. Journal/newsletter).

5.1.2. Highly qualified individuals may be solicited to apply by the MOC, SSH Board, or other.

5.1.3. The evaluation tool and description of its use by the MOC will be available on the website.

5.2. Review of applications

5.2.1. The MOC will strive for a balanced representation of membership and shall be inclusive and representative of the community of interest.

5.2.2. The MOC will take into account the academic excellence, engagement, and commitment of each applicant, as well as demographic, geographic and professional diversity to ensure the fulfillment of the SSH mission, purpose, and strategic plan.

5.2.3. In addition to reviewing CV and personal statements, the MOC will also consider prior service to SSH, suitability for the position and special skills that the nominated individual possesses.

5.2.4. The MOC will review all criteria, roles, and responsibilities with the applicants prior to formalizing the recommendation to ensure that applicants understand the commitment to SSH if appointed.

5.3. Applications Suggested Timeline:

5.3.1. **May 1:** Deadline for the MOC to review and update position descriptions for the Planning Team Co-Chairs

5.3.2. **May 15:** Call for Applications opens on the SSH website and is announced to the membership

5.3.3. **June 15:** Deadline for applications


5.3.4. **June 15 – August 15:** MOC reviews applications

5.3.5. **August 15:** Recommendation sent to the Board of Directors for approval.

6. Appendices / Attachments

6.1. IMSH Co-Chair Position Description

6.2. Nomination Form

	<small>CREATION DATE</small> 2022.10	<small>DATE REVISED</small> 2023.02.22
	<small>POLICY AREA / CATEGORY</small> Education IMSH	<small>DATE APPROVED / EFFECTIVE DATE</small> 2022.11.22
<small>POLICY TITLE</small> IMSH Theme Development Policy	<small>VERSION</small> 1	<small>DATE REVIEWED</small> 2022.11.22

1. Summary of Purpose
 - 1.1. The purpose of this policy is to define the process for the development and approval of the Theme for the International Meeting on Simulation in Healthcare (IMSH).


2. Scope
 - 2.1. The Meetings Oversight Commission (MOC) is responsible for the oversight of this policy.
 - 2.2. The Board of Directors is responsible for the approval of this policy.

3. Definitions
 - 3.1. IMSH Theme:
 - 3.1.1. The event theme provides unique character and definition to IMSH and can be a powerful component of addressing strategic initiatives for the Society.


4. Policy Details
 - 4.1. IMSH Theme:
 - 4.1.1. The IMSH Theme is developed by the Planning Team Co-Chairs with input from the Board of Directors.
 - 4.1.2. The IMSH Theme must be approved by the MOC by the preceding IMSH start date.
 - 4.1.3. IMSH Theme and graphics must be prepared and approved in time to be presented at the preceding IMSH.

5. Procedures for Ensuring Compliance
 - 5.1. The target for IMSH Theme approval is the November MOC meeting.

6. Appendices / Attachments
 - 6.1. None

	CREATION DATE 2022.06	DATE REVISED 2022.06
	POLICY AREA / CATEGORY Meetings Oversight Commission	DATE APPROVED / EFFECTIVE DATE 2022.08.05
POLICY TITLE IMSH Keynote Speakers Approval Policy	VERSION 1	DATE REVIEWED 2022.08.05


1. Summary of Purpose
 - 1.1. To establish a process for the selection of keynote speakers for the International Meeting on Simulation in Healthcare (IMSH).
2. Scope
 - 2.1. The Meetings Oversight Commission is responsible for the oversight of this policy.
 - 2.2. The Board of Directors is responsible for the approval of this policy.
3. Definitions
 - 3.1. See glossary for:
 - 3.1.1. Keynote Speaker
 - 3.1.2. Plenary Presenter
 - 3.1.3. Plenary Session
4. Policy Details
 - 4.1. Keynote speakers are selected by the IMSH Planning Team Co-Chairs and recommended for approval to the Meetings Oversight Commission.
 - 4.1.1. Speaker selection shall be in alignment with the terms of the endowment.
 - 4.2. The Meetings Oversight Commission is responsible for the approval of the keynote speakers for IMSH.
 - 4.3. The Executive Director will stipulate the budget limit for keynote speakers fees and expenses prior to the selection process.
 - 4.4. Contracts with keynote speakers cannot be signed until the SSH Board of Directors approves the fiscal year IMSH budget, unless approved by Executive Director.
 - 4.5. Keynote speaker contracts must be signed no later than August 1st of the preceding calendar year.
 - 4.6. Notification of the keynote speakers selected for IMSH named or endowed lectureships will be made to the appropriate party, after contracts are final.
5. Procedures for Ensuring Compliance

	<small>CREATION DATE</small> 2022.06	<small>DATE REVISED</small> 2022.06
	<small>POLICY AREA / CATEGORY</small> Meetings Oversight Commission	<small>DATE APPROVED / EFFECTIVE DATE</small> 2022.08.05
<small>POLICY TITLE</small> IMSH Keynote Speakers Approval Policy	<small>VERSION</small> 1	<small>DATE REVIEWED</small> 2022.08.05


5.1. Suggestions for keynote speakers may be collected from the SSH membership. Suggestions for keynote speakers should be sent to the SSH Education office.

6. Appendices / Attachments

6.1. Named/Endowed Lectures & Awards Policy

	CREATION DATE 2022.4	DATE REVISED 2022.04
	POLICY AREA / CATEGORY	DATE APPROVED / EFFECTIVE DATE 2023.01.19
POLICY TITLE Substitute Keynote Speakers from the SSH Fellows	VERSION 1	DATE REVIEWED 2023.01.19

1. Summary of Purpose
 - 1.1. To establish a process for the selection of substitute keynote speakers for the International Meeting on Simulation in Healthcare (IMSH).
2. Scope
 - 2.1. The Meetings Oversight Commission is responsible for the oversight of this policy.
 - 2.2. The Board of Directors is responsible for the approval of this policy.
3. Definitions
 - 3.1. See glossary for:
 - 3.1.1. Keynote Speaker
 - 3.1.2. Substitute Keynote Speaker
 - 3.1.3. Plenary Presenter
 - 3.1.4. Plenary Session
4. Policy Details:
 - 4.1. Substitute keynote speakers will be selected for each IMSH conference in the event that contracted speakers are unable present.
 - 4.2. The IMSH Planning Team will utilize the speakers bureaus and agents up until the point where it would not be feasible.
 - 4.2.1. Feasibility is determined on a case-by-case basis.
 - 4.3. Substitute Keynote speakers will be selected from active members of the SSH Academy of Fellows who submit interest.
 - 4.4. Selected substitute keynote speakers must commit to registering for and attending IMSH.
 - 4.5. Up to four (4) substitute speakers will be selected by the IMSH Planning Team.
 - 4.5.1. They will present their top four (4) selections in ranked order to the Meetings Oversight Commission.
 - 4.6. No honorarium will be provided to the substitute keynote speaker.
 - 4.6.1. If utilized, the substitute keynote speaker may have the following reimbursed:
 - 4.6.1.1. IMSH registration fee
 - 4.6.1.2. Transportation
 - 4.6.1.3. Lodging (up to 4 nights)
 - 4.6.1.4. Dues for the SSH Academy for one (1) year.
 - 4.7. If selected, a contract will be executed between SSH and the speaker.


	<small>CREATION DATE</small> 2022.4	<small>DATE REVISED</small> 2022.04
	<small>POLICY AREA / CATEGORY</small>	<small>DATE APPROVED / EFFECTIVE DATE</small> 2023.01.19
<small>POLICY TITLE</small> Substitute Keynote Speakers from the SSH Fellows	<small>VERSION</small> 1	<small>DATE REVIEWED</small> 2023.01.19

5. Procedures for Ensuring Compliance

- 5.1. A call for substitute keynote presentations will be distributed annually to the SSH Academy of Fellows.
- 5.2. Members of the SSH Fellows Academy will submit proposals based on the meeting theme of that year.
- 5.3. The IMSH Planning Team Co-Chairs will review the presentation proposals and make a recommendation to The Meetings Oversight Commission (MOC) for approval by October of the year preceding the meeting.

6. Appendices / Attachments

- 6.1. None

	<small>CREATION DATE</small> 2019.6	<small>DATE REVISED</small> 2023.02
	<small>POLICY AREA / CATEGORY</small> Education IMSH	<small>DATE APPROVED / EFFECTIVE DATE</small> 2023.03.27
<small>POLICY TITLE</small> IMSH Content Structure Policy	<small>VERSION</small> 2	<small>DATE REVIEWED</small> 2023.02.24

1. Summary of Purpose
 - 1.1. This policy provides direction for the IMSH Planning Team during the Content Development phase of IMSH.


2. Scope
 - 2.1. The Meetings Oversight Commission is responsible for the oversight of this policy.
 - 2.2. The Board of Directors is responsible for the approval of this policy.

3. Definitions
 - 3.1.1. None

4. Policy Details
 - 4.1. All IMSH submissions must select one Content Category to identify the intended audience for their presentation.
 - 4.1.1. The Content Categories must be 1 of the 5 roles in simulation: Administrator, Educator, Innovator, Operations Specialist, and Researcher.

 - 4.2. In-person Content Delivery Formats shall Include:
 - 4.2.1. Plenary Sessions
 - 4.2.2. General Session Courses
 - 4.2.3. Immersive Courses (these courses require an additional fee outside of general registration)
 - 4.2.4. SimVentor Showcases
 - 4.2.5. Research Content
 - 4.2.6. Conference Proceedings
 - 4.2.7. Learning Labs

 - 4.3. Virtual Content Delivery formats shall include:
 - 4.3.1. Live Streamed Content from the in-person meeting
 - 4.3.2. Pre-recorded Educational Content that may include:
 - 4.3.2.1. SimVentor Showcases
 - 4.3.2.2. Research Content
 - 4.3.2.3. Conference Proceedings
 - 4.3.2.4. Learning Labs


	<small>CREATION DATE</small> 2019.6	<small>DATE REVISED</small> 2023.02
	<small>POLICY AREA / CATEGORY</small> Education IMSH	<small>DATE APPROVED / EFFECTIVE DATE</small> 2023.03.27
<small>POLICY TITLE</small> IMSH Content Structure Policy	<small>VERSION</small> 2	<small>DATE REVIEWED</small> 2023.02.24

5. Procedures for Ensuring Compliance


5.1. Included above.

6. Appendices / Attachments

6.1. None

	CREATION DATE 2019.9	DATE REVISED 2023.02
	POLICY AREA / CATEGORY MOC IMSH	DATE APPROVED / EFFECTIVE DATE 2023.03.27
POLICY TITLE IMSH Content Planning Team Selection Policy	VERSION 1	DATE REVIEWED 2023.03.27

1. Summary of Purpose
 - 1.1. The purpose of this policy is to define the process for the selection of the IMSH Content Planning Teams.
2. Scope
 - 2.1. The Meetings Oversight Commission is responsible for the oversight of this policy.
 - 2.2. The Board of Directors is responsible for the approval of this policy.
3. Definitions
 - 3.1. None
4. Policy Details:
 - 4.1. Content Team Chair and Vice Chair selection process:
 - 4.1.1. The IMSH Planning Team Co-chairs will select and appoint the Content Team Chairs and Vice Chairs.
 - 4.1.2. Content Team Chairs and Vice Chairs must be finalized by March 01.
 - 4.1.3. No more than 3 Content Team Chairs will be appointed for a single Content Category.
 - 4.1.4. Content Team Chairs and Vice Chairs must be SSH members in good standing for the duration of their term.
 - 4.1.5. Content Team Chairs may be eligible for an IMSH registration discount.
 - 4.2. Replacement of a Content Team Chair:
 - 4.2.1. If a Content Team Chair is unable to serve their full term, the IMSH Planning Team Co-Chairs will appoint a Vice Chair to take their place for the remainder of their term, when possible.
 - 4.3. Content Review Teams:
 - 4.3.1. The Content Team Chairs and Vice Chairs will work with the SSH Education Department to distribute a call to service for Content Reviewers.
 - 4.3.2. Content Team Chairs and Vice Chairs are responsible for reviewing the responses to the call for service and selecting the Content Reviewers.

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	<small>POLICY AREA / CATEGORY</small> MOC IMSH	<small>DATE APPROVED / EFFECTIVE DATE</small> 2023.03.27
<small>POLICY TITLE</small> IMSH Content Planning Team Selection Policy	<small>VERSION</small> 1	<small>DATE REVIEWED</small> 2023.03.27

4.3.3. Content Reviewers must be members in good standing for the duration of their term unless approved by the Meetings Oversight Commission.


5. Procedures for Ensuring Compliance

5.1. Call for Content Reviewers:

5.1.1. Call for reviewers will be posted to the SSH website and annual calls will be sent through the SSH e-mail, SimConnect and any other available communication.

6. Appendices / Attachments

6.1. None

	CREATION DATE 2019.6	DATE REVISED 2023.02
	POLICY AREA / CATEGORY Education IMSH	DATE APPROVED / EFFECTIVE DATE 2023.03.27
POLICY TITLE IMSH Content Submission Policy	VERSION 1	DATE REVIEWED 2023.03.27

1. Summary of Purpose
 - 1.1. The purpose of this policy is to define the submission process for all submitted content to be presented at IMSH.


2. Scope
 - 2.1. This policy provides direction for the IMSH Planning Team during the content development and submission phases of IMSH.
 - 2.2. The Meetings Oversight Commission is responsible for the review and oversight of this policy.
 - 2.3. The Board of Directors is responsible for the approval of this policy.

3. Definitions
 - 3.1. Refer to the IMSH Glossary

4. Policy Details
 - 4.1. All content presented at IMSH must be submitted into the SSH developed submission platform.
 - 4.2. The Call for Content will be distributed to all SSH contacts no later than the first Tuesday of April, each year.
 - 4.3. The Content submissions will close the second Wednesday of June, each year.
 - 4.4. No exceptions will be made to the submission deadline unless approved by a majority vote of the Meetings Oversight Commission.
 - 4.5. Incomplete content will not be considered for review.
 - 4.5.1. Submissions that do not have all the required fields completed and submitted by the deadline, will be considered incomplete.
 - 4.6. SSH staff may not submit content on a presenter's behalf. This is exclusive of SSH Presents content.
 - 4.7. SSH staff may not alter content, title, learning objectives, or any other criteria on a presenter's behalf prior to or during the review and selection process.
 - 4.8. Content Descriptions:
 - 4.8.1. The submitted descriptions will be used to describe the depth and breadth of content in one of two ways:
 - 4.8.1.1. This content is a general overview of the topic.
 - 4.8.1.2. This content is an in-depth exploration of the topic.

5. Procedures for Ensuring Compliance:
 - 5.1. Listed above

6. Appendices / Attachments
 - 6.1. IMSH Content Structure Policy


	CREATION DATE 2019.6	DATE REVISED 2023.05
	POLICY AREA / CATEGORY Education IMSH	DATE APPROVED / EFFECTIVE DATE 2019.11
POLICY TITLE IMSH Content Review and Selection Policy	VERSION 1	DATE REVIEWED 2023.05.13

1. Summary of Purpose
 - 1.1. This policy provides direction for the IMSH Planning Team during the content review and selection phases of IMSH.
 - 1.2. This policy provides the guidelines and process for the review and selection of submitted content for IMSH in accordance with accrediting agency guidelines for provision of continuing education credit to conference attendees.


2. Scope
 - 2.1. The Meetings Oversight Commission is responsible for the review and oversight of this policy.
 - 2.2. The Board of Directors is responsible for the approval of this policy.

3. Definitions
 - 3.1. None

4. Policy Details
 - 4.1. Review:
 - 4.1.1. All content submitted will be peer reviewed under the purview of the selected content team leads.
 - 4.1.2. Submitted content will be reviewed by at least three Reviewers during the first round of content review.
 - 4.1.3. There will be two rounds of content reviews:
 - 4.1.3.1. The first round of reviews is performed by the Content Reviewers.
 - 4.1.3.2. The first round of reviews is blinded. No identifying submitter or presenter information is visible to the Content Reviewers.
 - 4.1.3.3. The second round of reviews is performed by the Content Team Leads and Co-Leads.
 - 4.1.3.4. The second round of reviews is blinded. No identifying submitter or presenter information is visible to the Content Teams Leads and Co-Leads.
 - 4.1.3.5. If applicable, past course evaluation data will be made available in the second round.
 - 4.1.3.6. Immersive Course submissions will be fast-tracked for review.
 - 4.2. Selection:

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	POLICY AREA / CATEGORY Education IMSH	DATE APPROVED / EFFECTIVE DATE 2019.11
POLICY TITLE IMSH Content Review and Selection Policy	VERSION 1	DATE REVIEWED 2023.05.13

- 4.2.1. Final content decisions will be made by the Planning Team Co-chairs.
 - 4.2.1.1. The final review by the Planning Team Co-Chairs is not blinded. Identifying submitter or presenter information is visible to the Planning Team Chairs.
 - 4.2.1.2. Immersive Course selection shall be fast-tracked for selection.
- 4.2.2. The Meetings Oversight Commission Chairs will be final arbiter of disputes about content selection.
 - 4.2.2.1. In the instance of a split decision, the Meetings Oversight Commission will rule by majority vote.
- 4.2.3. All submitted content will result in a final decision of accept or decline.
 - 4.2.3.1. Conditional notifications for resubmission will not be issued.
- 4.2.4. Course review data will be available to submitters after notifications are issued.
- 4.3. Content notification letters are approved by the Planning Team Co-chairs and Meetings Oversight Chairs.
- 4.4. All content notifications are distributed on the same day unless approved by the Executive Director.
 - 4.4.1. Immersive Course notifications shall be made before main conference notifications to support the contracting process as required.
- 4.5. Any deviations from this policy require approval from the Meetings Oversight Commission.
- 5. Procedures for Ensuring Compliance:
 - 5.1. Suggested timeline:
 - 5.1.1. After the close of submissions Reviewers are assigned a minimum of 15 reviews in their selected submission type and content category, when applicable.
 - 5.1.2. Reviewers are given a minimum of 2 weeks to complete their reviews.
 - 5.1.3. Review data is provided to the Content Team Leads.
 - 5.1.4. Content teams conduct the second round of reviews.
 - 5.1.5. Content Team Leads send the accept and decline recommendations to Planning Team Co-Chairs for their review and final decision.

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<small>POLICY TITLE</small> IMSH Content Review and Selection Policy	<small>VERSION</small> 1	<small>DATE REVIEWED</small> 2023.05.13

5.1.6. All content notifications are finalized by the Planning Team Co-Chairs.

5.1.7. Immersive Course selections shall be made by early July to support completion of contract work and subsequent posting of Immersive Course registration when conference registration opens (early September).

5.1.8. Notifications for all content are distributed.

6. Appendices / Attachments

6.1. Accept and Decline letters:

6.1.1. Abstract, Acceptance letter

6.1.2. Course Proposal, Acceptance Letter

6.1.3. SimVentors, Acceptance Letter

6.1.4. Interest Group, Acceptance Letter

6.1.5. All Submission Type, Decline Letter

6.1.1. Abstract Acceptance Letter:

DATE

Dear «AuthorFirstName»:

Submission ID: #«PresentationID»

Title: «PresentationTitle»


Abstract Type:

Delivery Format:

Congratulations, on behalf of the Planning Team for the *20th International Meeting on Simulation in Healthcare (IMSH 2020)*. Your submission has been ACCEPTED.

CONFIRMATION REQUIRED no later than Monday, September 16, 2019

- Log into your submission with this link: **PUT LINK HERE**
- Select ACCEPT under the “Presenter Acceptance” tab.
OR
- Select DECLINE under the “Presenter Acceptance” tab if you are unable to attend.

	CREATION DATE 2019.6	DATE REVISED 2023.05
	POLICY AREA / CATEGORY Education IMSH	DATE APPROVED / EFFECTIVE DATE 2019.11
POLICY TITLE IMSH Content Review and Selection Policy	VERSION 1	DATE REVIEWED 2023.05.13

The deadline to confirm your acceptance of this opportunity is Monday, September 16, 2019. ANY PRESENTATION NOT CONFIRMED BY THIS DATE WILL BE CANCELED

PRESENTATION SCHEDULE

Your submission has been scheduled as follows:

Presentation date:

Time:

PRESENTER INSTRUCTIONS AND INFORMATION

We have launched the IMSH Presenter Center webpage. The online Presenter Center will be your source for new and updated information leading up to IMSH 2020. Click here for updates and presenter information:

<https://www.ssih.org/Home/Presenter-Center>

CONFERENCE REGISTRATION

ALL PRESENTERS/FACULTY at IMSH 2020 are required to register for the IMSH General Session. Registration will open for the meeting in mid-September, 2019. Early Bird rates expire on October 24, 2019 5:00PM EST USA.

PRESENTATION CHANGES AND UPDATES


We are unable to reschedule presentations to different times or days. Final presenter roster will be published prior to the meeting and evaluations will be based on this roster, therefore any changes to your presenter roster must be communicated to the Department of Continuing Education before October 1, 2019.

Minor edits to both the title and objectives may be made to all presentations to ensure that they are consistent and meet accreditation requirements. Titles and objectives will be published on the SSH Events app and online after October 1, 2019. Please incorporate these edits into your final presentation.

PRECONFERENCES AND IMMERSIVES

SSH reserves the right to cancel a preconference or immersive course if enrollment does not meet or exceed 12 registrants by December 15, 2019.

Thank you for contributing this excellent content to the meeting. We look forward

	<small>CREATION DATE</small> 2019.6	<small>DATE REVISED</small> 2023.05
	<small>POLICY AREA / CATEGORY</small> Education IMSH	<small>DATE APPROVED / EFFECTIVE DATE</small> 2019.11
<small>POLICY TITLE</small> IMSH Content Review and Selection Policy	<small>VERSION</small> 1	<small>DATE REVIEWED</small> 2023.05.13

to working with you in the months ahead!

Sincerely,

IMSH 2020 Planning Team Co-chairs
education@ssih.org

6.1.2 Course Proposal Acceptance Letter:

DATE

Dear «AuthorFirstName»:

Submission ID: #«PresentationID»

Title: «PresentationTitle»


Delivery Format:

Congratulations, on behalf of the Planning Team for the *20th International Meeting on Simulation in Healthcare (IMSH 2020)*. Your submission has been ACCEPTED.

CONFIRMATION REQUIRED no later than Monday, September 16, 2019

- Log into your submission with this link: **PUT LINK HERE**
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- OR
- Select DECLINE under the “Presenter Acceptance” tab if you are unable to attend.

The deadline to confirm your acceptance of this opportunity is Monday,

	<small>CREATION DATE</small> 2019.6	<small>DATE REVISED</small> 2023.05
	<small>POLICY AREA / CATEGORY</small> Education IMSH	<small>DATE APPROVED / EFFECTIVE DATE</small> 2019.11
<small>POLICY TITLE</small> IMSH Content Review and Selection Policy	<small>VERSION</small> 1	<small>DATE REVIEWED</small> 2023.05.13

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PRESENTATION SCHEDULE

Your submission has been scheduled as follows:

Presentation Date:

Time:

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	<small>POLICY AREA / CATEGORY</small> Education IMSH	<small>DATE APPROVED / EFFECTIVE DATE</small> 2019.11
<small>POLICY TITLE</small> IMSH Content Review and Selection Policy	<small>VERSION</small> 1	<small>DATE REVIEWED</small> 2023.05.13

Sincerely,

IMSH 2020 Planning Team Co-chairs
education@ssih.org

6.1.3. SimVentors Acceptance Letter:

DATE

Dear «AuthorFirstName»:

Submission ID: #«PresentationID»

Title: «PresentationTitle»


Congratulations, on behalf of the Planning Team for the *20th International Meeting on Simulation in Healthcare (IMSH 2020)*. Your submission for the SimVentor Showcase has been ACCEPTED.

CONFIRMATION REQUIRED no later than Monday, September 16, 2019

- Log into your submission with this link: **PUT LINK HERE**
 - Select ACCEPT under the “Presenter Acceptance” tab.
- OR
- Select DECLINE under the “Presenter Acceptance” tab if you are unable to attend.

The deadline to confirm your acceptance of this opportunity is Monday, September 16, 2019. ANY PRESENTATION NOT CONFIRMED BY THIS DATE WILL BE CANCELED

PRESENTATION SCHEDULE

	CREATION DATE 2019.6	DATE REVISED 2023.05
	POLICY AREA / CATEGORY Education IMSH	DATE APPROVED / EFFECTIVE DATE 2019.11
POLICY TITLE IMSH Content Review and Selection Policy	VERSION 1	DATE REVIEWED 2023.05.13

Your submission has been scheduled as follows:

Presentation Date:

Time:

PRESENTER INSTRUCTIONS AND INFORMATION

We have launched the IMSH Presenter Center webpage. The online Presenter Center will be your source for new and updated information leading up to IMSH 2020. Click here for updates and presenter information:

<https://www.ssih.org/Home/Presenter-Center>

CONFERENCE REGISTRATION

ALL PRESENTERS/FACULTY at IMSH 2020 are required to register for the IMSH General Session. Registration will open for the meeting in mid-September, 2019. Early Bird rates expire on October 24, 2019 5:00PM EST USA.

PRESENTATION CHANGES AND UPDATES

We are unable to reschedule presentations to different times or days. Final presenter roster will be published prior to the meeting and evaluations will be based on this roster, therefore any changes to your presenter roster must be communicated to the Department of Continuing Education before October 1, 2019.


Minor edits to both the title and objectives may be made to all presentations to ensure that they are consistent and meet accreditation requirements. Titles and objectives will be published on the SSH Events app and online after October 1, 2019. Please incorporate these edits into your final presentation.

Thank you for contributing this excellent content to the meeting. We look forward to working with you in the months ahead!

Sincerely,

IMSH 2020 Planning Team Co-chairs

education@ssih.org

	<small>CREATION DATE</small> 2019.6	<small>DATE REVISED</small> 2023.05
	<small>POLICY AREA / CATEGORY</small> Education IMSH	<small>DATE APPROVED / EFFECTIVE DATE</small> 2019.11
<small>POLICY TITLE</small> IMSH Content Review and Selection Policy	<small>VERSION</small> 1	<small>DATE REVIEWED</small> 2023.05.13

6.1.4 Interest Groups Acceptance Letter:

DATE

Dear «AuthorFirstName»:

Submission ID: #«PresentationID»

Title: «PresentationTitle»

Delivery Format: TBD


Congratulations, on behalf of the Planning Team for the *20th International Meeting on Simulation in Healthcare (IMSH 2020)*. Your submission has been ACCEPTED.

CONFIRMATION REQUIRED no later than Monday, September 16, 2019

- Log into your submission with this link: **PUT LINK HERE**
 - Select ACCEPT under the “Presenter Acceptance” tab.
- OR
- Select DECLINE under the “Presenter Acceptance” tab if you are unable to attend.

The deadline to confirm your acceptance of this opportunity is Monday, September 16, 2019. ANY PRESENTATION NOT CONFIRMED BY THIS DATE WILL BE CANCELED.

PRESENTATION SCHEDULE

	CREATION DATE 2019.6	DATE REVISED 2023.05
	POLICY AREA / CATEGORY Education IMSH	DATE APPROVED / EFFECTIVE DATE 2019.11
POLICY TITLE IMSH Content Review and Selection Policy	VERSION 1	DATE REVIEWED 2023.05.13

Your submission will be scheduled with the Membership Department at a later date.

PRESENTER INSTRUCTIONS AND INFORMATION

We have launched the IMSH Presenter Center webpage. The online Presenter Center will be your source for new and updated information leading up to IMSH 2020. Click here for updates and presenter information:
<https://www.ssih.org/Home/Presenter-Center>

CONFERENCE REGISTRATION

ALL PRESENTERS/FACULTY at IMSH 2020 are required to register for the IMSH General Session. Registration will open for the meeting in mid-September, 2019. Early Bird rates expire on October 24, 2019 5:00PM EST USA.

PRESENTATION CHANGES AND UPDATES

We are unable to reschedule presentations to different times or days. Final presenter roster will be published prior to the meeting and evaluations will be based on this roster, therefore any changes to your presenter roster must be communicated to the Department of Continuing Education before October 1, 2019.

Minor edits to both the title and objectives may be made to all presentations to ensure that they are consistent and meet accreditation requirements. Titles and objectives will be published on the SSH Events app and online after October 1, 2019. Please incorporate these edits into your final presentation.


PRECONFERENCES AND IMMERSIVES

SSH reserves the right to cancel a preconference or immersive course if enrollment does not meet or exceed 12 registrants by December 15, 2019.

Thank you for contributing this excellent content to the meeting. We look forward to working with you in the months ahead!

Sincerely,

IMSH 2020 Planning Team Co-chairs
education@ssih.org

	<small>CREATION DATE</small> 2019.6	<small>DATE REVISED</small> 2023.05
	<small>POLICY AREA / CATEGORY</small> Education IMSH	<small>DATE APPROVED / EFFECTIVE DATE</small> 2019.11
<small>POLICY TITLE</small> IMSH Content Review and Selection Policy	<small>VERSION</small> 1	<small>DATE REVIEWED</small> 2023.05.13

6.1.5 All Course Types Declined Letter

DATE

Dear «AuthorFirstName»:

Submission ID: #«PresentationID»

Title: «PresentationTitle»

Thank you for your submission to the *20th International Meeting on Simulation in Healthcare (IMSH 2020)*.


We regret to inform you that your submission was not accepted into the final program.


The Planning Team appreciates the time you took to submit content for IMSH 2020. Due to the large number of proposals, we were unable to accept every submission.

We look forward to celebrating the 20th Anniversary of IMSH with you in San Diego!


Sincerely,

IMSH 2020 Planning Team Co-chairs
education@ssih.org

	<small>CREATION DATE</small> 2019.6	<small>DATE REVISED</small> 2023.05
	<small>POLICY AREA / CATEGORY</small> Education IMSH	<small>DATE APPROVED / EFFECTIVE DATE</small> 2019.11
<small>POLICY TITLE</small> IMSH Content Review and Selection Policy	<small>VERSION</small> 1	<small>DATE REVIEWED</small> 2023.05.13

	CREATION DATE 2022.03.10	DATE REVISED
	POLICY AREA / CATEGORY MOC	DATE APPROVED /EFFECTIVE DATE 2022.05
POLICY TITLE SimOps Host Site Selection Policy	VERSION 1	DATE REVIEWED

1. Summary of Purpose
 - 1.1. The purpose of this policy is to define the process for the selection of SimOps Conference Host Site.
2. Scope
 - 2.1. The Meetings Oversight Commission (MOC) is responsible for the oversight of this policy.
 - 2.2. The Board of Directors (BoD) is responsible for the approval of this policy.
3. Definitions
 - 3.1. SimOps Conference Host Site (link to glossary)
4. Policy Details:
 - 4.1. The SSH Staff is responsible for recommending SimOps Conference Host Sites to the MOC.
 - 4.2. The MOC will present the recommendation to the BoD for approval.
 - 4.3. The SSH Staff will make an open call for SimOps Conference Host Site applications to all simulation programs contained in the SSH contact database. The Call may specify desired geographic regions.
 - 4.3.1. All applicants will be reviewed by the SSH Staff.
 - 4.3.2. The SSH Staff may invite a host site in the following instances:
 - 4.3.2.1. No applications are received
 - 4.3.2.2. Applications received represent sites with inadequate meeting space or facilities
 - 4.3.2.3. Applications received represent sites located in proximity and time frame to recently held and/or upcoming SSH-sponsored educational activities
 - 4.3.2.4. Applications received represent sites located in proximity and time frame to recently held and/or upcoming meetings which may be seen as competitors to SimOps
 - 4.4. SSH Staff will make a recommendation to the SSH MOC no later than May 1 of the preceding calendar meeting year.
5. Procedures for Ensuring Compliance:
 - 5.1. A general call for applications will be posted on the SSH website.
 - 5.2. Applicants must meet the requirements outlined in the SimOps Conference Host Site Request for Proposal (RFP).
 - 5.3. Suggested timeline for application and review process:
 - January: SimOps Conference Host Site Call for Applicants posted.
 - March 1: Deadline for applications.
 - April 1: Recommendation sent to the MOC for approval
 - May / June: BoD will be sent the host site recommendation from the MOC for the annual May / June meeting.
6. Appendices / Attachments
 - 6.1. SimOps Conference Host Site Request for Proposal (RFP)

	CREATION DATE 2022.03.10	DATE REVISED 2022.05
	POLICY AREA / CATEGORY MOC	DATE APPROVED / EFFECTIVE DATE
POLICY TITLE SimOps Host Site Selection Policy	VERSION 1	DATE REVIEWED


1. Summary of Purpose
 - 1.1. The purpose of this policy is to define the process for the selection of SimOps Conference Host Site.

2. Scope
 - 2.1. The Meetings Oversight Commission (MOC) is responsible for the oversight of this policy.
 - 2.2. The Board of Directors (BoD) is responsible for the approval of this policy.

3. Definitions
 - 3.1. SimOps Conference Host Site (link to glossary)


4. Policy Details:
 - 4.1. The SSH Staff is responsible for recommending SimOps Conference Host Sites to the MOC.
 - 4.2. The MOC will present the recommendation to the BoD for approval.
 - 4.3. The SSH Staff will make an open call for SimOps Conference Host Site applications to all simulation programs contained in the SSH contact database. The Call may specify desired geographic regions.
 - 4.3.1. All applicants will be reviewed by the SSH Staff.
 - 4.3.2. The SSH Staff may invite a host site in the following instances:
 - 4.3.2.1. No applications are received
 - 4.3.2.2. Applications received represent sites with inadequate meeting space or facilities
 - 4.3.2.3. Applications received represent sites located in proximity and time frame to recently held and/or upcoming SSH-sponsored educational activities
 - 4.3.2.4. Applications received represent sites located in proximity and time frame to recently held and/or upcoming meetings which may be seen as competitors to SimOps
 - 4.4. SSH Staff will make a recommendation to the SSH MOC no later than May 1 of the preceding calendar meeting year.

5. Procedures for Ensuring Compliance:
 - 5.1. A general call for applications will be posted on the SSH website.
 - 5.2. Applicants must meet the requirements outlined in the SimOps Conference Host Site Request for Proposal (RFP).
 - 5.3. Suggested timeline for application and review process:
 - January: SimOps Conference Host Site Call for Applicants posted.
 - March 1: Deadline for applications.
 - April 1: Recommendation sent to the MOC for approval


	<small>CREATION DATE</small> 2022.03.10	<small>DATE REVISED</small> 2022.05
	<small>POLICY AREA / CATEGORY</small> MOC	<small>DATE APPROVED / EFFECTIVE DATE</small>
<small>POLICY TITLE</small> SimOps Host Site Selection Policy	<small>VERSION</small> 1	<small>DATE REVIEWED</small>

May / June: BoD will be sent the host site recommendation from the MOC for the annual May / June meeting.

- 6. Appendices / Attachments
 - 6.1. SimOps Conference Host Site Request for Proposal (RFP)

	CREATION DATE 2022.03.10	DATE REVISED 2022.05
	POLICY AREA / CATEGORY MOC	DATE APPROVED / EFFECTIVE DATE
POLICY TITLE SimOps Conference Planning Team Co-Chairs Selection Policy	VERSION 1	DATE REVIEWED

1. Summary of Purpose
 - 1.1. The purpose of this policy is to define the process for the selection of the SimOps Conference Planning Team Co-Chairs.
2. Scope
 - 2.1. The Meetings Oversight Commission (MOC) is responsible for the oversight of this policy.
 - 2.2. The Board of Directors (BoD) is responsible for the approval of this policy.
3. Definitions
 - 3.1. SimOps Conference Planning Team Co-Chair (link to glossary)
4. Policy Details
 - 4.1. The MOC is responsible for recommending Planning Team Co-Chairs to the SSH BoD for approval.
 - 4.2. There shall be no more than three (3) Co-Chairs for each SimOps Conference Planning Team unless approved by the BoD.
 - 4.3. The MOC will make a call for applications from the SSH membership.
 - 4.3.1. One (1) of the Co-Chairs will be recommended by the SimOps Conference Host Site.
 - 4.3.2. All applicants will be reviewed by the MOC.
 - 4.3.3. All Co-Chairs must agree to meet the requirements of the position (e.g. SSH membership, meeting attendance, etc).
 - 4.4. SimOps Conference Planning Team Co-Chair nominees will be recommended for approval by the MOC to the SSH BoD.
 - 4.4.1. Two alternates, listed in rank order, shall be included in the recommendation.
 - 4.4.2. The SimOps Planning Team Co-Chairs will be approved by the SSH BoD prior to the previous year's SimOps Conference.
 - 4.5. If a Co-Chair must be replaced for any reason, the MOC will recommend a replacement to the SSH BoD.
 - 4.6. No exceptions will be made to this policy unless approved by a majority vote of the Meetings Oversight Commission or approved in writing by the SSH Executive Director.
5. Procedures for Ensuring Compliance
 - 5.1. A general call for applications will be posted on the SSH website and publicized to various SSH stakeholder groups.
 - 5.2. Applicants must meet the requirements outlined in the SimOps Conference Planning Team Co-Chair position description.
 - 5.2.1. All candidates must maintain SSH membership in good standing during their time of service.

	CREATION DATE 2022.03.10	DATE REVISED 2022.05
	POLICY AREA / CATEGORY MOC	DATE APPROVED / EFFECTIVE DATE
POLICY TITLE SimOps Conference Planning Team Co-Chairs Selection Policy	VERSION 1	DATE REVIEWED

- 5.2.2. Eligibility requirements, as outlined in the SimOps Conference Planning Team Co-Chair Position Description, will be verified and updated as needed by the MOC.
 - 5.3. The review tool and description of its use for applicant review may be shared on the SSH website.
 - 5.4. The MOC will strive for a balanced representation of membership and shall be inclusive and representative of the community of interest.
 - 5.4.1. The MOC will take into account the academic excellence, engagement, and commitment of each applicant, as well as demographic, geographic and professional diversity to ensure the fulfillment of the SSH mission, purpose, and strategic plan.
 - 5.4.2. In addition to reviewing CV and personal statements, the MOC will also consider prior service to SSH, suitability for the position and special skills that the nominated individual possesses.
 - 5.5. The MOC will review all criteria, roles, and responsibilities with the applicants prior to formalizing the recommendation to ensure that applicants understand the commitment to SSH if appointed.
 - 5.6. MOC reserves the right to nominate an eligible candidate if suitable candidates are not found through the Call for Service process.
 - 5.7. If a replacement Co-Chair is needed for any reason, it is preferred that the replacement shall be a current or former member of the MOC, previous SimOps Co-Chair, or a Simulation Operations Technology Section (SOTS) Chair or Co-Chair.
 - 5.8. Suggested timeline for application and review process:
 - November: Deadline for the MOC to review and update position descriptions for the SimOps Conference Planning Team Co-Chairs
 - Early January of preceding meeting year: Call for Applications opens on the SSH website and is announced to the membership.
 - March 1: Deadline for applications
 - March – May: MOC review of applicants
 - May 1: Recommendation sent to the Board of Directors for approval at the annual May/June Board Meeting.
6. Appendices / Attachments
- 6.1. SimOps Planning Team Co-Chair Position Description
 - 6.2. SimOps Conference Planning Team Selection Standard Operating Procedures