

Plenary Sessions

Plenaries are the premier educational sessions of the meeting, presenting high interest topics in didactic format to all meeting delegates. These sessions are one and a half hours long and are led by a moderator with three 30-minute talks.

In addition to the general moderator expectations, Plenary moderators are responsible for making introductory announcements, introducing each speaker, and ensuring that the session stays on schedule.

Plenary moderators and speakers are asked to **arrive at the plenary hall at least 30 minutes prior to the start of the session to quickly walk through the respective slides and to test the microphone.**

***Please note:** Delegates expect that each plenary speaker will upload a handout. Submissions typically include bibliographies, outlines, JACI articles or PowerPoint slides.*

Interest Section Forums

Each Interest Section hosts a two- hour session on Sunday afternoon that includes education and Interest Section Business. These sessions begins with a 30-minute business meeting facilitated by the Interest Section Chair. There are then two 30-minute speaking segments which are facilitated by a moderator and feature high-profile topics. There is a five-minute question and answer segment after the business meeting and a 15-minute question and answer segment at the end of the session, taking questions from the audience.

Interest Sections are as follows:

- ADT (Asthma Diagnosis and Treatment)
- BCI (Basic and Clinical Immunology)
- EORD (Environmental and Occupational Respiratory Diseases)
- FADDA (Food allergy, Anaphylaxis, Dermatology and Drug Allergy)
- HEDQ (Health outcomes, Education, Delivery and Quality)
- IRSOC (Immunotherapy, Rhinitis, Sinusitis, Ocular diseases and Cough)
- MAAI (Mechanisms of Asthma and Allergic Inflammation)

Symposia

Symposia (including Allied Health Symposia) are didactic, lecture-based sessions, presenting general-interest topics. These sessions are facilitated by a moderator with three 20-minute talks followed by a 15-minute question and answer segment.

Pro/Con Debates

Pro/Con Debates are one-hour sessions in which two debaters provide opposing views and explanations on a controversial topic. The moderator gives a five-minute introduction to the topic, explaining why it is controversial. Each debater then has 15-minutes to present their view. The moderator then announces that each debater has a 5-minute rebuttal followed by 10-15 minutes for audience questions.

Courses

Courses (including Allied health Courses) are designed to introduce or refresh foundational knowledge about a topic in allergy and immunology. Course formats vary and are sometimes more interactive with small group discussion, hands-on instruction or question and answer segments.

Workshops

Workshops (including Allied Health Workshops) are interactive learning experiences which explore one or more specific aspects of a topic within allergy/immunology. Workshops are one hour 15 minutes long and should fit into one of these interactive formats:

Q&A: Q&A Workshops are facilitated by a moderator and include three speakers each giving a 15-minute didactic presentation. The moderator then leads a 30-minute question and answer segment with the audience.

Hands-On: Hands-on Workshops are interactive sessions, an hour and 15-minutes in length, that teach procedures and skills of interest. Participants have the opportunity to actively manipulate devices or practice procedures in a supervised setting.

Panel Discussion: Panel Discussion Workshops are an hour and 15-minutes long and are lead by a moderator who asks probing questions to a group of up to three expert panelists on a series of pre-defined topics. Once the panelists have addressed each question, the moderator will ask members of the audience to provide commentary. ***Audio Visual equipment will not be available for Panel Discussion Workshops.***

Case Discussion: Case Discussion Workshops are one hour, 15-minutes long and includes a moderator and one-two case presenters who each present a case for interactive small group discussion. This is followed by a short didactic presentation on the topic. A junior/senior pairing of case presenters is preferred. Moderators for these sessions must have previously received appropriate AAAAI adult learning training, which will be made available to invitees through the AAAAI. Completion of the training must take place by Monday, December 22 at 9:00am CST. Failure to do so may result in removal from the faculty schedule. Case material can be submitted to AAAAI staff for use during the session. ***Audio Visual equipment will be available for Case Discussion Workshops and is limited to presenting case information, facilitating audience interaction, or presenting any necessary multimedia material. Session faculty should not prepare a PowerPoint lecture for this session type.***

Year-in-Review: Year-in-Review Workshops are facilitated by a moderator and include up to three speakers each giving a 15-minute didactic presentation, reviewing the latest information published on specific topics. The moderator then leads a 30-minute question and answer segment with the audience.

Seminars

Seminars (including Allied Health Seminars) are highly interactive one-hour sessions in which two presenters lead a small group of participants in a discussion about a defined topic. A flipchart and markers are provided for seminars in lieu of audio visual equipment. At the start of the session, topics from the participants should be written on the flipchart paper and used as a session agenda. Faculty discussion should be limited to 10-15 minutes to allow ample time for group discussion. Seminars are limited to 28 participants. ***Audio visual equipment will not be available for seminars.*** *If you feel Audio Visual equipment is necessary to conduct learning for the topic in which you are leading, written justification needs to be submitted via e-mail to the AAAAI offices by Monday, December 22 at 9:00am CST. All requests must be approved by program committee leadership before equipment is secured for a seminar.*

Seminar: Two discussion leaders co-lead small group discussion on a defined topic. In addition to the general handout guidelines, each seminar leader can provide a one-page handout (1 side of the paper), such as an outline of topics, up to 6 PowerPoint slides, or a bibliography. Discussion leaders can also collaborate to provide a one-page double-sided handout. These handouts should be uploaded to the handout collection site and file names should clearly indicate that the file is intended to be the printed handout for the seminar. Copies of the handout will be delivered to your session room by staff prior to the start of the session.

If you have further questions, please contact the appropriate staff liaison below according to the type of session in which you are speaking.

Brian Balistreri at (414) 272-6071 or bbalistreri@aaaai.org

- Plenary Sessions
- Allied Health Sessions
- Seminars

Katy Tomczak at (414) 272-6071 or ktomczak@aaaai.org

- Keynote Sessions
- Interest Section Forums
- Courses

Gail Radecki at (414) 272-6071 or gradecki@aaaai.org

- Symposia
- Pro/Con Debates
- Workshops – all formats