



Session Planning Worksheet
ASTRO 2025 Annual Meeting Education Submission

Track

Please select **ONE** Primary Track for which this session best fits:

Optional: You may select up to ONE secondary track

- | | |
|---|--|
| <input type="checkbox"/> Breast Cancer | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> Central Nervous System | <input type="checkbox"/> Nonmalignant Disease |
| <input type="checkbox"/> Digital Health Innovation and Informatics | <input type="checkbox"/> Nursing and Supportive Care |
| <input type="checkbox"/> Diversity, Equity and Inclusion in Health Care | <input type="checkbox"/> Palliative Care |
| <input type="checkbox"/> Gastrointestinal Cancer | <input type="checkbox"/> Patient Reported Outcomes/QoL/Survivorship |
| <input type="checkbox"/> Genitourinary Cancer | <input type="checkbox"/> Patient Safety and Quality |
| <input type="checkbox"/> Global Oncology/International | <input type="checkbox"/> Pediatric Cancer |
| <input type="checkbox"/> Gynecological Cancer | <input type="checkbox"/> Practical Radiation Oncology |
| <input type="checkbox"/> Head and Neck Cancer | <input type="checkbox"/> Professional Development/Medical
Education/History |
| <input type="checkbox"/> Health Policy | <input type="checkbox"/> Radiation and Cancer Biology |
| <input type="checkbox"/> Health Services Research | <input type="checkbox"/> Radiation and Cancer Physics |
| <input type="checkbox"/> Hematologic Malignancies | <input type="checkbox"/> Sarcoma and Cutaneous Tumors |
| <input type="checkbox"/> Immunotherapy | |
| <input type="checkbox"/> Lung Cancer/Thoracic Malignancies | |

Submitted By

Name:
 Email:
 Date:
 Institution/Practice Name:
 Institution/Practice Location:
 Institution/Practice Type:

Session Title

Title:

Session Format:

Your proposal may be considered for a special format such as an extended education session or a storytelling session. Would you like your proposal to be considered for a specialty session? Please review the descriptions below.

Extended Education Session: Sessions designed to provide a deep dive into a particular topic that requires extended time for presentation, interaction or discussion than a traditional education session. These sessions are typically ninety minutes. **Yes/No**

Program Planning Worksheet

ASTRO Annual Meeting Session Submission

Storytelling Session: Sessions designed to highlight those affected by cancer and experts in the field of treating cancer to reflect on their experiences through the art of storytelling. Attendees will listen to interesting and compelling stories that are not traditionally covered. The program will include stories that touch on policy, engagement, adverse experiences, triumph and diversity and inclusion. **Yes/No**

Annual Meeting Theme (Optional Response)

Each year the ASTRO President selects a theme that resonates throughout the meeting program. The 2025 theme is *Rediscovering Radiation Medicine and Exploring New Indications*. Does your proposal directly address aspects of the meeting theme? This is completely optional and not a requirement for a proposal submission. **Yes/No**

Session Description

Please write a short 100-250 word description in paragraph form, no bullets please.

I am interested in this session using the polling feature of the Audience Response System (ARS): **Yes/No**

Program Objectives

Describe what a learner is expected to do differently after the activity, keeping in mind the practice gaps, needs and expected results you identified above. Outcomes should be grounded in real expertise (what are the best performers deciding/doing?). Also, if possible, please provide guidance on what evidence will show that a learner has achieved the outcome. The best way to communicate learning objectives effectively is to use specific action verbs (such as explain, implement, discuss, analyze, determine, identify, etc.); avoid using words like “understand,” “know” and “learn.”

Upon completion of this live activity, attendees should be able to do the following:

- 1.
- 2.
- 3.

Potential Challenges/Barriers to Change

Identify potential challenges/barriers that may prevent or limit desired changes in participants' current practice/research setting. For example, some challenges/barriers to change may be a lack of resources (staff, financial, etc.), insurance reimbursement (lack of coverage or approval), lack of knowledge/expertise to implement, etc.

- 1.
- 2.
- 3.

Suggested Speakers/Individual Topic

Proposed Faculty: All proposed moderators and speakers should be notified that they are being suggested as faculty for a session proposal you are submitting. Please make sure that speakers understand that your session has not yet been accepted for inclusion in the program.

****Please Note**** After the session proposals are selected and submitters are notified in late March 2025, individual speakers that are accepted for multiple education session speaking roles will be asked to select one session to speak at.* Please keep this in mind when submitting your session proposal. This ensures broader speaker engagement and enhances diversity across the Annual Meeting (*Excluding ASTRO designated sessions).

I have invited or otherwise informed the moderator(s) and/or speakers of this session proposal. **Yes/No**

Moderator(s): Please identify the moderator for the session. Please include name, institution and email.

****Please Note**** All education sessions should have one moderator. Session submitters will be involved in session planning if the session is accepted for inclusion in the program, so you do not have to give yourself a speaking role unless you want to be involved as a moderator or speaker. Of note, submitters are not considered faculty and do not receive benefits to attend the meeting. Only those included as moderator or speakers will receive benefits.

Moderator
Name: Institution: City/State: Email:

Speakers: Please identify suggested speakers for the session as well as their individual topic and length of presentation. Education Sessions are either 60 or 75 minutes in length. Most sessions, except for extended sessions and the PRO Program sessions will be 60 minutes. Please plan for a 60-minute session and if your session is slotted for 75 minutes we will work with you to adjust the session. This means that sessions should have on average, one moderator and three speakers. The moderator does not have to have a speaking role beyond doing introductions but can give a presentation in addition to moderating if wanted.

Order	Length (in minutes)	Topic	Speaker Name, Institution, Email
1			
2			
3			

Commitment to Equity, Diversity and Inclusion

Please verify that you have reviewed the criteria as Diversity, Equity, Inclusion and Anti-Racism in Continuing Education* will be the basis for session proposal evaluations.

I have reviewed the DEI criteria and incorporated elements into the development of this proposal: **Yes/No**

When completing this submission please ensure the following considerations have been addressed regarding the proposed session content and delivery:

- 1) Is the proposed session content culturally sensitive, accurate, balanced and evidence-based?
- 2) Does the education activity pertain to and consider different identities and abilities, e.g., ethnicity, race, gender, sexual orientation/identification, religion, etc.?
- 3) Are the planned speakers inclusive of different identities and abilities?
- 4) Does the content address root cause of health disparities, factors that impact patient wellness, or provide any mitigating factors to improve patient outcomes?
- 5) Is the content sensitive to those who may experience systemic barriers?
- 6) Do you plan to discuss DEI perspectives of this topic within your session?
- 7) Is there adequate and diverse representation of patient populations?
- 8) Does the educational activity promote understanding of diverse perspectives, including the values, attitudes and behaviors that support cultural pluralism?
- 9) Will the education session address the topic through a diversity, equity and inclusion lens?

Please provide a brief description of how the session proposal will address aspects of Equity, Diversity and Inclusion.

Professional Practice Gap

Please indicate which gap(s) this live educational event serves to fill (select all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Patient safety, related to: _____ | <input type="checkbox"/> Technology and technique, related to: _____ |
| <input type="checkbox"/> Clinical research, related to: _____ | <input type="checkbox"/> Education research, related to: _____ |
| <input type="checkbox"/> Basic science research, related to: _____ | <input type="checkbox"/> Clinical practice, related to: _____ |
| | <input type="checkbox"/> Other: _____ |

Practice Gap Statement

Gap Statement: Now that you have identified the gap(s) between current practice and best practice, please create a statement that addresses the major problems people have in practice that this educational activity intends to fix.

Sample gap statement: There are many ongoing advances in patient safety in the context of radiation therapy delivery, clinical research on treatment options, and advanced techniques in radiotherapy delivery. Failure to stay informed leads to lower quality of care by practicing clinicians.

Please write your gap statement here:

Needs Statement & Statement Details

Check the educational need(s) below that you determine to be the cause of the professional practice gap(s), and for each need, include one to two sentences to explain.

Sample statements of need:

- Knowledge: It is imperative that the radiation oncology professional remain current in the state-of-the-art techniques. This two-day meeting provided attendees the opportunity to gain exposure to the latest science in radiation oncology.
- Competence: Attendees need to determine when and how the latest science will affect their day-to-day practice, and thus be able to narrow competency gaps across the various disease sites most commonly treated in radiation oncology.

More information about the subject (knowledge): Write your statement of need here...

More strategies or skills to apply their knowledge to practice (competence): Write your statement of need here...

To actually do something differently in practice (performance): Write your statement of need here...

References

Provide one to three references (journal articles, white papers, clinical practice guidelines/statements, etc.) to support your statement(s) of need:

- 1.
- 2.
- 3.

Target Audience

Identify which of the following are included in the target audience for this meeting:

- | | | |
|--|--|---|
| <input type="checkbox"/> Medical Oncologists | <input type="checkbox"/> Nurses | <input type="checkbox"/> Radiation Dosimetrists |
| <input type="checkbox"/> Radiation Oncologists | <input type="checkbox"/> Diagnostic Radiologists | <input type="checkbox"/> Specialists (Provide examples specific to event) - Please Specify: |
| <input type="checkbox"/> Surgeons | <input type="checkbox"/> Pathologists | <input type="checkbox"/> Other - Please Specify: |
| <input type="checkbox"/> Physicists | <input type="checkbox"/> Radiation Therapists | |

Core Competency

Identify the competencies the educational activity will address. For more information, please visit the links provided.

ABMS/ABR Continuing Certification (MOC)

www.theabr.org/radiation-oncology/maintenance-of-certification

- Professionalism and Professional Standing
- Lifelong Learning
- Assessment of Knowledge, Judgment, and Skills
- Improvement in Medical Practice

ABMS/ACGME Core Competencies

www.abms.org/wp-content/uploads/2021/11/ABMS-Standards-for-Continuing-Certification-20211029.pdf

- Practice-based Learning and Improvement
- Patient Care and Procedural Skills
- Systems-based Practice
- Medical Knowledge
- Interpersonal Communication Skills
- Professionalism

NAM (formerly IOM) Core Competencies

www.ncbi.nlm.nih.gov/books/NBK221519/

- Provide Patient-centered Care
- Work in Interdisciplinary Teams
- Employ Evidence-based Practice
- Apply Quality Improvement
- Utilize Informatics

Interprofessional Education Collaborative Core Competencies for Interprofessional Collaborative Practice

https://ipec.memberclicks.net/assets/core-competencies/IPEC_Core_Competencies_Version_3_2023.pdf

- Values and Ethics
- Roles and Responsibilities
- Communication
- Teams and Teamwork

Thank you, please submit all proposals via the session submission site: <http://astro.org/am25>

(The above link works best in Chrome and Firefox browsers and if it is copy and paste into the browser.)