**Guidelines for Program Participants**

***AUTHORS***

**The intent of the sessions is to provide guidance to authors for strengthening their critical incidents and embryo cases. The general assumption is that the authors plan to have their submission published at some point. All members of the program should work with this goal in mind.**

Authors should plan a minimal presentation of their critical incident or embryo case. Basically, describe your reason for developing the idea, how it might be used, and any specific feedback you would like from the session.

Keep your presentation to a maximum of 5 minutes. (The session chair and discussants will have read your paper so there is no need to summarize it for them. You need to bring 15-20 copies of your submission for audience members who can read it while it is being discussed.)

Rooms are NOT equipped with audio visual or computer equipment.

Make certain you have a copy of the scribe notes before you leave the session.

***SESSION CHAIRS***

**The intent of the sessions is to provide guidance to authors for strengthening their critical incidents and embryo cases. The general assumption is that the authors plan to have their submission published at some point. All members of the program should work with this goal in mind.**

Chairs are responsible for conducting the sessions. Sessions need to start and end on time. All Discussants and Authors should be allotted equal time. This means each embryo case or critical incident has a total of 20-25 minutes. Try to leave a few minutes of this time for audience participation.

Chairs are expected to make constructive suggestions for improving the submission just as are the Discussants.

Save about 5 minutes at the end of each presentation to work with the Scribe, Author, and Discussants to reach agreement on what changes (1) must be made; (2) could potentially improve the submission, and (3) other changes the author(s) might want to consider.

Please collect one copy of the Scribe notes and give them to the Program Chair, Joe Thomas, at the end of your session. Make certain the author has the original.

***DISCUSSANTS***

**The intent of the sessions is to provide guidance to authors for strengthening their critical incidents and embryo cases. The general assumption is that the authors plan to have their submission published at some point. All members of the program should work with this goal in mind.**

Please read the critical incident or embryo case in advance of the conference with the intent of providing the author constructive feedback to help strengthen the submission. What changes could the author make that would make the submission more “teachable?” What changes could be made that would increase its chances of being published?

It is helpful if you print a copy of each submission and make notes on the paper copy for your use during the session. These notes also serve as guidelines for the author if they chose to revise their submission. Please give these notes to the author at the end of their session. Alternatively, you can email the Author a copy with your reviewer comments.

You only have about 5 minutes to share your comments. It may be necessary to prioritize your suggestions. Focus on missing information, redundancies, and other significant changes. Spelling and grammar issues are usually best handled by noting them on the copy given the author.

***SCRIBES***

**The intent of the sessions is to provide guidance to authors for strengthening their critical incidents and embryo cases. The general assumption is that the authors plan to have their submission published at some point. All members of the program should work with this goal in mind.**

The scribe is to take notes reflecting the comments and suggestions made by the discussants and session chair.

There is usually about 5 minutes at the end of each presentation devoted to reviewing the scribe’s notes. The scribe reviews the comments and participants (chair, discussants, and author) reach consensus on what changes (1) must be made; (2) could potentially improve the submission, and (3) other changes the author(s) might want to consider.

Notes will be taken on 2-part carbonless paper available in the session rooms. Once the notes are completed Scribes are asked to give the original copy to the author. The copy will be collected from the room at the end of the session by the session chair or program chair. Please make sure that the name of the CI/embryo case and the time of the session are indicated at the top of each page.

A couple of quick note about the carbonless paper:

The white sheet is the top page, and the yellow sheet is the “carbon copy”

Please do not stack the sheets on each other while you are writing…your writing will actually go on the other “carbon pages”

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