Dear Chris Cameron:   
  
"Combining Randomized and Non-Randomized Studies in Evidence Synthesis: Why, How, and When?" has been accepted as a short course presentation at the 40th Annual Meeting being held October 13, 2018 through October 17, 2018 at the Fairmont the Queen Elizabeth Hotel in Montreal, QC, Canada.

**All Short Courses are scheduled for Sunday, October 14, 2018.**

**Your short course has been scheduled for:   
  
Session Number: AM10   
Scheduled Start Time of the Session: 9:00 AM    
Scheduled End Time of the Session: 12:30 PM**   
  
Please note that room assignments will be determined approximately 3 weeks prior to the meeting. You will be e-mailed your final room assignment.

**Course directors must confirm that you are still able to present the short course listed above during the scheduled time slot above to**[info@smdm.org](mailto:info@smdm.org)**no later thanMonday, August 13, 2018.**

Please note that SMDM will cancel courses with fewer than 7 enrollees at the close of early bird registration on **Friday, September 21, 2018.**You will be notified via e-mail the week of September 24 if your short course is cancelled due to low enrollment. In the event a course is cancelled, SMDM does not provide honoraria to cover time spent preparing for the course.

Please find below the signature line of this email, important details regarding your presentation, honorarium, lodging, etc. Be sure to review all and watch your email for important updates regarding meeting details and arrangements.

While we will include all faculty in regular updates, we ask that course directors ensure that all faculty have all pertinent information regarding the presentation schedule and details. We will reach out to all faculty for a mandatory Faculty Disclosure form that must be submitted back to our office.    
  
Please visit [www.smdm.org](http://www.smdm.org/) for additional information about the 40th Annual Meeting.

If you have any questions regarding your Short Course presentation or the Annual Meeting in general please contact the SMDM Office at [info@smdm.org](mailto:info@smdm.org) or +1(908) 359-1184.   
  
We look forward to seeing you in October!   
  
Sincerely,   
  
2018 Annual Meeting Short Course Committee  
  
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**Short Course Schedule**   
Short Courses are scheduled for Sunday, October 14, 2018. Average class size for a short course is generally 20 attendees.    
  
Two Full Day Short Courses are slotted for 9:00 AM – 5:30 PM**(Morning Break: 10:30 AM – 11:00 AM), (Lunch on your own: 12:30 PM – 2:00 PM), (Afternoon Break: 3:30 PM – 4:00 PM)**   
  
Morning half day courses are slotted for 9:00 AM – 12:30 PM**(Morning Break: 10:30 AM – 11:00 AM)**   
  
Afternoon half day courses are slotted for 2:00 PM – 5:30 PM **(Afternoon Break: 3:30 PM – 4:00  PM)**   
  
*Assigned times are subject to change. You will be notified immediately by email if a change is necessary.*

*SMDM encourages half-day faculty to enroll in another half-day course.*

**Faculty**    
The course director is responsible for ensuring the SMDM office has a complete, up to date list of all faculty members that will be participating in the course. This is to include the faculty’s full contact information. If there is a change in the faculty, either addition or cancellation of a faculty member, an email must be sent to Trevor Scholl at [info@smdm.org](mailto:info@smdm.org).    
  
**Cancellation by Faculty**   
If for any reason a faculty member has a need to withdraw their participation in a course they must contact the course director and SMDM office immediately. The course director will assess if the faculty member needs to be replaced and keep the SMDM office apprised of changes. If a faculty member is not able to participate, the course director will determine if that faculty member is still entitled to any portion of their honorarium for prep work they may already completed.    
  
**Cancellation by SMDM Due to Low Registration**   
Short course participant numbers will be monitored by the SMDM office and short course co-chairs. SMDM will cancel courses with fewer than 7 enrollees at the close of the early bird deadline on **Friday, September 21, 2018**unless the course is a “Priority Course”. SMDM “Priority Courses” consist of core courses, courses linked to the meeting theme, courses that are grant funded and courses that are associated with a board initiative. In the event a course is cancelled, and upon request by faculty, SMDM will cover the one extra hotel one night that would have been required had the course gone forward but cannot provide honoraria to cover time spent preparing for the course.   
  
**Faculty Honoraria**   
SMDM offers a $300 USD total honorarium for each half day short course and a $500 USD total honorarium for each full day short course. If there is more than one faculty member, the honorarium is divided among faculty as directed by the course director. This applies to SMDM members and non-members. Honorarium checks will be mailed to all US and Canadian faculty after the Annual Meeting. For faculty outside the US and Canada other arrangements can be made with the SMDM Office. Faculty may choose to donate their honoraria to support the SMDM meeting by notifying Trevor Scholl via e-mail at [info@smdm.org](mailto:info@smdm.org).    
  
**Faculty Lodging**SMDM will cover one standard room night’s lodging at the Fairmont the Queen Elizabeth room rate or up to $229 CAD/night plus tax per faculty, for up to two faculty of a half day short course and for up to four faculty of a full day short course. If your course has more than the maximum covered faculty, please advise via e-mail at [info@smdm.org](mailto:info@smdm.org) which faculty will have their one night's lodging (room & tax only) covered. Faculty will be responsible for all incidentals and all other nights on the reservation.

Faculty must make their own hotel reservations at the [Fairmont the Queen Elizabeth Hotel](http://smdm.org/meeting/page/2018-montreal-hotel-information/40th-annual-north-american-meeting). SMDM will have the Fairmont Hotel charge SMDM for the one night’s lodging at the Fairmont room rate of $229 CAD/night plus tax. All additional nights and all incidentals are the responsibility of the individual. SMDM policy does not allow for travel reimbursement for short course faculty. The hotel room reservation deadline is Tuesday, September 11, 2018.

**Faculty Biography and Contact information**   
SMDM does not post biographies or contact information for short course faculty. SMDM encourages all faculty to include a biography and contact information in a slide at the end of your presentation and in any handouts you may provide.    
  
**Course Materials**   
Faculty are responsible for providing all electronic and printed course materials to short course enrollees.   
  
**Participant List**   
SMDM will provide a list of participants to the course faculty so you may have the opportunity to contact participants prior with any surveys or pre-work they may need prior to your course. The participant list will include their name, title, organization and email address. Participant lists will be sent starting four weeks prior to the annual meeting and each week leading up to the meeting.   
  
**Audio Visual/Internet**   
All short course rooms will be equipped with a projector and screen. Internet access is available for all conference attendees, network and passwords will be provided at the conference.   
  
Short course faculty are required to bring their own laptops and PowerPoint presentations. SMDM **does not** supply laptops for short courses. SMDM also suggests that along with saving your presentation to the laptop, you bring a copy of your presentation with you on a flash drive.   
  
**Travel to Canada**[Visit the Travel to Canada page](http://smdm.org/meeting/page/2018-visa-and-travel-information/40th-annual-north-american-meeting) to learn more on passport and visa requirements for entry into Canada. **\*\*It is the attendee's responsibility to confirm and acquire the proper travel documents for entry into Canada. SMDM does not refund meeting registration fees for those denied entry into Canada.**

SMDM has partnered with United Airlines to offer travel discounts to the 40th annual North American Meeting in Montreal.   
Visit [www.united.com/meetingtravel](http://www.united.com/meetingtravel) and enter**ZEXR198978** in the Offer Code box.

You may also call United Meeting Reservation Desk at 800-426-1122 Mon-Fri 8am – 10pm ET and Sat/Sun 8am – 6pm ET. Booking fees are waived for Meeting reservations. Please note, discount is valid for travel from October 10 thru October 20, 2018 and through YUL (Pierre Elliott Trudeau International Airport) only.

If you have any questions regarding your presentation schedule, or meeting details, please do not hesitate to contact the SMDM Office at [info@smdm.org](mailto:info@smdm.org) or 908-359-1184.

Best Regards,

2018 SMDM Annual Meeting Short Course Committee