

## Virtual Symposia Topic Selection Timeline

Date	Action Item
2024 January	Call for topic proposals
<b>2024 February 29</b>	<b>Topic proposals due to ISOQOL</b>
2024 April	Notification from ISOQOL to submitters of selected topic
2024 May	Staff and symposium co-chair planning begins
2025 August	Live Virtual Symposium

## Virtual Symposia Topic Proposal: Call for Submissions

Beginning in 2025, ISOQOL will be holding 2 virtual symposia per year. Submissions for the virtual symposium held in August 2025 are open January 2024 through February 2024.

ISOQOL is seeking to identify and address topics of importance to our members and the HRQL field. Topics may be:

- a particular application (e.g., *Clinical Practice, Clinical Trials, Observational Research...*)
- a specific disease area (e.g., *Neurology, Cardiology, Mental Health...*)
- a particular population (e.g., *Children, Caregivers, Patients...*)
- a particular methodology
- or a combination of the four

### Co-Chair Commitment

Upon submitting a topic proposal, you are indicating your intent to serve as a co-chair of the virtual symposium and develop the direction of the symposium (commitment noted below). Please indicate who the co-chairs (two) are in the proposal. Two-three co-chairs are needed to organize a symposium.

Co-chairs work with ISOQOL Staff and are responsible for:

- Developing a program outline with topics
- Developing the curriculum
- Developing session learning objectives
- Proposing speakers/presenters
- Attending monthly/biweekly calls with staff & speakers
- Review speaker presentations/content and provide feedback
- Moderate sessions on live days
- Estimated time commitment:
  - Within 15 months of planning:*
    - 10 monthly calls with ISOQOL staff and co-chairs
    - Monthly calls (4 months prior to the live event) with ISOQOL staff and speakers from each session.

### Staff responsibilities

- Formally invite possible speakers
- Collect speakers' materials and documents
- Keep co-chairs and speakers to planning timeline
- Schedule, host and attend all planning calls (Zoom/Microsoft Teams)
- Send reminders to participants
- Provide logistical support
- Create and manage marketing

- Open and manage registration

Items to consider when proposing a virtual symposium:

*As much as possible, incorporate these responses in your proposal:*

- Why was the content chosen and how is it relevant to [ISOQOL's mission/vision](#)?
- How does this proposal differ from, or build upon, previous [virtual symposia topics and ISOQOL webinars](#) with similar content?
- What steps are taken to ensure state-of-the-art concerns and methods are included?
- For proposed speakers, consider including a range of levels of experience (*e.g., senior investigators, early careers investigators*).
- Symposium Length: Virtual Symposia take place over the course of two days. Your concept should have enough content to fill 3-4 hours per day (total 6-8 hours of content). This should include two 15-minute breaks and any other interactive components (*i.e., Chat, Breakouts, Q&A, etc.*).



*Below is the information requested for a virtual symposium topic proposal, which opens twice a year.*

# Virtual Symposium August 2025

## **Topic proposal questions for August 2025**

**\*Do not close this window until your submission is complete. Your progress will not be saved.**

**\*Please note, your submission cannot be amended once submitted.**

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[\*required]

### **Submitter and Co-Chair Details**

**\*Submitter's Full Name, Professional Degree(s), Primary Affiliation**

Text box

**\*Submitter's Email Address**

Text box

**\*Names and email addresses of two-three symposium co-chairs:**

***All co-chairs must be current ISOQOL members, and one of the co-chairs is the person submitting this proposal.***

Text box

### **Proposed Topic/Theme Information**

**\*Symposium Title**

Text box

**\*Describe the topic/theme and why it is relevant to the ISOQOL audience:**

Text box

**\*Level of experience needed: (Multiple Choice)**

*Note: this is your recommendation and not a requirement. Registration for a symposium of any level is open to all.*

- Basic:** No prior training is needed to understand the content.
- Intermediate:** Some prior training or work experience relevant to the topic is recommended to aid in understanding of the symposium content.
- Advanced:** Substantial prior training or work experience relevant to the topic is recommended to aid in understanding of the symposium content.

**\*Is this topic regional?**  Yes  No

*If yes, please indicate why and the region of the greatest interest.*

Text box

**\*Category area** (Select all that apply)

View category descriptions here: <https://www.isoqol.org/what-is-qol/#hrql-areas>

- Theoretical Work
- Methodological
- Application: Clinical Research
- Application: Clinical Care
- Application: Policy

**\*Outline how each category (selected above) will be addressed** (Max: 500 words):

Text box

**\*Intended audience(s):** (select all that apply)

- Academics
- Clinicians
- Consultants
- Industry
- Patients/Advocacy
- Early Career
- Mid-career
- Late Career
- Other

**\*Symposium synopsis** (Max: 500 words):

Text box

**\*Interactive Component Options** (Will finalize during planning call with staff, check all that may apply.)

- Breakout Groups
- Live Q&A
- Poll Questions
- Chat

**\*Foundational Training add-on** (optional)

There may be a need to cover foundational material that is well-known by a majority of the targeted audience but is not common knowledge for a specific stakeholder. In these instances, organizers should consider a 20-30 minute presentation covering the foundational knowledge needed by this stakeholder. This presentation will be pre-recorded and released on-demand to the audience, one week prior to the live dates of the symposium.

**\*Will there need to be a foundational training session before the symposium for better understanding?**

- Yes
- No
- Maybe

If yes or maybe, please explain.

Text box

## **Symposium Organization**

**\*How will the symposium be formatted:** (e.g., plenaries, breakouts, case studies; general format of the meeting).

Text box

### **Provide an outline for each session:**

*There is a minimum of 4 sessions in total and a maximum of 8 sessions in total.  
An average session is no longer than 60 minutes, spanning over the course of 2 days.*

#### **\*Session 1: Outline**

*Include: Session title, Session description, Session objectives*

*Max: 500 words*

Text box

#### **\*Session 1: Potential Speakers**

*List potential names, affiliations and brief description of expertise of the speakers you intend to invite.  
No CVs please.*

Text box

#### **\*Session 2: Outline**

*Include: Session title, Session description, Session objectives*

*Max: 500 words*

Text box

#### **\*Session 2: Potential Speakers**

*List potential names, affiliations and brief description of expertise of the speakers you intend to invite.  
No CVs please.*

Text box

**\*Session 3: Outline**

*Include: Session title, Session description, Session objective*

*Max: 500 words*

Text box

**\*Session 3: Potential Speakers**

*List potential names, affiliations and brief description of expertise of the speakers you intend to invite.  
No CVs please.*

Text box

**\*Session 4: Outline**

*Include: Session title, Session description, Session objective*

*Max: 500 words*

Text box

**\*Session 4: Potential Speakers**

*List potential names, affiliations and brief description of expertise of the speakers you intend to invite.  
No CVs please.*

Text box

**Session 5: Outline**

*Include: Session title, Session description, Session objective*

*Max: 500 words*

Text box

**Session 5: Potential Speakers**

*List potential names, affiliations and brief description of expertise of the speakers you intend to invite.  
No CVs please.*

Text box

**Session 6: Outline**

*Include: Session title, Session description, Session objective*

*Max: 500 words*

*Text box*

### **Session 6: Potential Speakers**

*List potential names, affiliations and brief description of expertise of the speakers you intend to invite.  
No CVs please.*

*Text box*

### **Session 7: Outline**

*Include: Session title, Session description, Session objective*

*Max: 500 words*

*Text box*

### **Session 7: Potential Speakers**

*List potential names, affiliations and brief description of expertise of the speakers you intend to invite.  
No CVs please.*

*Text box*

### **Session 8: Outline**

*Include: Session title, Session description, Session objective*

*Max: 500 words*

*Text box*

### **Session 8: Potential Speakers**

*List potential names, affiliations and brief description of expertise of the speakers you intend to invite.  
No CVs please.*

*Text box*