

SMDM 2027 49TH ANNUAL MEETING

Symposia Submission Guidelines

Society for Medical Decision Making

General Guidelines

Symposia submissions should address one of the content categories identified below as well as directly address the 2027 meeting theme: *“Pursuing the Promise: Universal, Sustainable, Patient-Centred Healthcare Through Better Decision Making.”* SMDM is looking for thought-provoking symposia with widespread appeal to SMDM members, including researchers, practitioners, policy makers, and patients.

Proposals will be evaluated on content, relationship to theme, and geographic, demographic, and stakeholder diversity in the speakers. Non-traditional formats are welcome, including fireside chats, ignite/lightning talks, debates, workshops, etc.

All submitted symposia proposals will be reviewed by the Annual Meeting Co-Chairs. The chairs may make requests for additional information or provide suggested revisions in advance of acceptance decisions.

SMDM encourages collaboration from novel groups to submit proposals in diverse topics/domains as this encourages networking and relationship building amongst SMDM meeting attendees.

Category	Relevant Topics Include
Decision Psychology and Shared Decision Making (DEC)	Risk communication; risk perception; doctor-patient communication; decision support; decision aids; patient empowerment; health behaviors and education; medical education
Applied Health Economics (AHE)	Cost analyses; cost-effectiveness analyses; health economics; pharmacoeconomics
Health Services, Outcomes and Policy Research (HSOP)	Administrative database and outcomes research; applied modeling analyses; clinical strategies and guidelines; comparative effectiveness research; ethical, legal and social issues; global health research; health policy; health services research; health technology assessment
Quantitative Methods and Theoretical Developments (QMTD)	Bayesian methods and analyses; advances in simulation and decision modeling; model calibration/validation; decision theory
Patient and Stakeholder Preferences and Engagement (PSPE)	Stated-preferences methods (including discrete choice experiments, conjoint analysis, best-worst scaling, contingent valuation); qualitative, mixed methods and quantitative studies exploring the priorities and preferences of patients and other stakeholders; patient and stakeholder engagement in research; utility and health state valuation

Presenter Guidelines

1. **Each symposia presenter must disclose his or her financial support.** This information is required by the AffinityCE, the Continuing Medical Education provider for the Annual SMDM Meeting.
2. Accepted symposia presenters must be registered for the Annual Meeting and are responsible for expenses associated with the submission and presentation of a scientific symposia presentation.

Limited speaker support is available, upon request of the meeting chairs. Please email info@SMDM.org with any inquiries; support is not guaranteed. SMDM members may not receive speaker support.

3. Details of all presenters must be submitted at the time of proposal submission. If additional symposia speakers will be determined at a later date, please identify this in the submission form.
4. We are looking to follow SMDM principles to ensure diversity of presentation and speakers. To the degree possible and appropriate within this session, we ask you to consider diversity when identifying individuals to invite as presenters:
 - Status/rank of members and conference attendees — senior/early career scientists, long-term/new members
 - Disciplinary perspectives — patient engagement, shared decision making, health economics, health policy, etc.
 - Role/position — clinicians, scientists, patient/stakeholder partners
 - Global representation — varying nations, continents, and regions
 - Demographic characteristics

Submission Format

1. **Title:** Should be brief and should clearly indicate the content of the scientific presentation.
2. **Select the track your submission will be in:** Select “Symposium,” then select “Symposium” again.
3. **Proposed Session Summary:** This is how your session will be described in the online meeting program. *Description is subject to suggested adjustment from the meeting chairs.*
4. **Session Description:** This is how your session will be described in the online meeting program. Description is subject to suggested adjustment from the meeting chairs.
 - a) **Length:** 500 word maximum, excluding title and presenter information.
 - b) **Formatting:** Single space all text with one space between paragraphs.
5. **Learning Objectives:** Please provide 3–5 learning objectives.
6. **Presentation Type:** Single Presenter Presentation; Workshop; Panel Presentation; Debate; Fireside Chat; Lightning Talk.
7. **Clinician-Focus:** Will your symposia incorporate elements specifically designed for clinicians?
8. **Presenters:** Enter all presenter names, plus institutional affiliations and countries.
9. **Presenter Demographics & Contributions:**
 - a) One paragraph description of how your planned presenters represent our diverse members along these or other key characteristics:
 - i. Status/rank of members and conference attendees — senior/early career scientists, long-term/new members

- ii. Disciplinary perspectives — patient engagement, shared decision making, health economics, health policy, etc.
- iii. Role/position — clinicians, scientists, patient/stakeholder partners
- iv. Global representation — varying nations, continents, and regions
- v. Demographic characteristics

b) Detailed description of each speaker's contribution to the presentation.

10. Symposia Lengths may vary, which option would you be willing to present: 60 minutes, 75 minutes, 90 minutes.

11. Identify if a Symposia has been previously submitted.

Before You Proceed

Be sure to select the “I am ready to save my work and proceed to enter participants” button to proceed out of the Submission Information section.

12. Completing the Continuing Education (CE) Requirements for Participants:

- a) **Participants:** If you will be participating in the Symposia, please select “will.” If you are submitting on behalf of other presenters, please select “will not.”
- b) **Complete your own information:** If you are participating as a presenter, fill out your contact information, upload your CV/Resume, and sign the CE Agreement.
- c) **Participants in your submission:** Enter all other presenter names, plus their e-mail. The system will then e-mail the participant to let them know to log in and complete their contact information, add their CV, and sign the CE agreement. If the participant does not have an Affinity account, their password will be automatically set to the value of their Surname field.
 - i. Alternatively, we allow submitters to complete information for their participants with the understanding that they would be doing so in a collaborative spirit. You may complete the profile information, upload a CV/Resume, and sign the CE agreement for your colleagues.

13. Final Submission: To finalize your submission, please click “If you have no further participants to add, you can instantly submit by clicking this sentence.” Please review your submission carefully, as clicking this will complete the submission.

Confirmation & Submission Edits

- Upon completion of your submission, a confirmation message will be emailed to you. To ensure delivery of messages to you, please whitelist e-mail from the domain “affinityced.com” in your e-mail program and at your e-mail provider.
- If you wish to edit your submission, please email info@SMDM.org and staff can open your submission for edits.
- All information regarding the acceptance, any required adjustments, and scheduling will be communicated via e-mail to the symposium submitter.

- You may visit the AffinityCE portal at any time to log in. Completed submissions have a green background.

Sign Up as an Abstract Reviewer

We invite and encourage all Symposia submitters and presenters to sign up to review abstracts. You may sign up by completing this [brief survey](https://surveyMonkey.com/r/3SXSPWQ) (surveyMonkey.com/r/3SXSPWQ). All reviewers will receive approximately **15–20 abstracts** to review. Review and access instructions will be shared around **14 January 2027**, and reviews will be due by **11:59pm ET on 4 February 2027**.

SMDM has a recorded Abstract Review Tutorial, hosted by Brian Zikmund-Fisher, PhD, Editor-in-Chief of Medical Decision Making and MDM P&P. Watch the [recording here](https://youtube.com/watch?v=78H2JmuBUkY) (youtube.com/watch?v=78H2JmuBUkY).