SAR 2027 Hands-on Course Submission Guidelines

Overview

Thank you for your interest in submitting a Hands-on Course proposal for the SAR 2027 Annual Meeting.

Hands-on Courses are designed to provide interactive, case-based learning experiences that allow participants to apply knowledge, practice interpretation skills, and engage directly with faculty. Proposals should clearly demonstrate why the topic is best suited for a Hands-on format rather than a standard lecture, webinar, or didactic session.

Course Directors are encouraged to use On-Demand HOC Lectures or other pre-course materials to prepare attendees before the live course. This approach helps reduce didactic time during the in-person session and allows more time for interactive case review, faculty-led discussion, and learner engagement.

Please Note: On-Demand HOC Lectures are not affiliated with the SAR Educational Workshops. To avoid duplication, **do not** submit your On-Demand HOC Lectures through the Educational Workshop Call for abstract.

Submission Requirements

All proposals must be submitted through the SAR 2027 Hands-on Course Proposal Form. Incomplete proposals may be returned to the submitter for clarification before committee review.
Each proposal must include the following:

1. Submitter Information

Please provide the submitter's full name, email address, phone number, and the DFP/ETC or group proposing the course.

2. Course Overview

Submitters must provide:

- Course title
- Whether the course has previously been presented at SAR
- Previous presentation year(s), if applicable

- A description of planned updates if the course has been presented within the past two years
- A brief marketing description of the course.

Faculty and Course Format

Each proposal must identify the proposed Course Director(s) and faculty, if known.
Please include each individuals:

- Name
- Email address
- Anticipated role

SAR recommends approximately **one faculty member for every five attendees**.

Educational Design Requirements

Each proposal should clearly explain the educational purpose and design of the course.
Submitters must provide:

- **Learning Objectives**

At least three learning objectives, written from the participant perspective.

- **Educational Need or Knowledge Gap**

Describe the knowledge, competence, or performance gap the course is intended to address.

- **Hands-on Rationale**

Explain why the topic requires a Hands-on format. The proposal should describe how the course differs from a standard didactic course, lecture, or webinar, and why case review, image interpretation, or interactive participation is essential to achieving the course objectives.

Course Requirements

Hands-on Courses may not exceed 3 hours in total duration. A detailed course agenda is required as part of the proposal submission.
The agenda must include:

- Total course duration
- Time slots for all course components
- Didactic presentations, if applicable
- Case review blocks
- Number of cases to be presented
- Time allocated for independent participant review
- Time allocated for faculty-led case discussion
- Faculty assignments for each segment
- Breaks, Q&A, wrap-up, or other planned activities

Didactic presentations during the live course should be brief and limited. Each didactic segment should be no more than **10 minutes**, and all live didactic content combined should represent no more than **20% of the total live course duration**.
For each planned didactic segment, please include:

- Presentation title or topic
- Faculty presenter
- Estimated duration
- Purpose of the didactic segment

On-Demand HOC Lectures and Pre-Course Materials

On-Demand HOC Lectures and pre-course materials are strongly encouraged. These materials are intended to prepare attendees before the live course, reduce the amount of didactic content needed during the in-person session, and preserve more time for Hands-on case review and discussion.

If On-Demand HOC Lectures or pre-course materials are planned or under consideration, please describe the proposed materials, including the title or topic, whether they are intended to be required or recommended, and how they will support the live Hands-on experience.

Technology, Platform, and Case Materials

SAR's preferred platform for Hands-on Courses is **RadPix**, a cloud-based storage system and PACS-type viewer that enables interactive polling.
Submitters must indicate:

- Preferred case review platform
- Any specific PACS viewer requirements
- Whether case material already exists in RadPix or another system
- Where existing case material is currently housed, if applicable
- Whether the material can be transferred or reused for SAR 2027
- Any existing vendor relationships related to the course, case material, software, technology, or equipment

If another platform is preferred, submitters should provide the name of the platform and the reason for the preference.
Vendor relationships will be reviewed by SAR for compliance, logistics, and potential conflicts.

Before You Submit

Please confirm that your proposal includes:

- Course title and marketing description
- Course Director and faculty information
- Learning objectives
- Educational need or knowledge gap
- Explanation of why the topic requires a Hands-on format
- Detailed agenda upload
- Pre-HOC Lecture or pre-course material plan, if applicable
- Technology/platform needs
- Vendor relationship disclosure, if applicable