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| **Planning Tips:**   1. Each session will need two moderators, this will help ensure there is no perception of bias of a particular institute 2. All Moderators are expected to be members of ISMRM or SMRT 3. To get the most of your CME, we suggest using 15-minute increments for your talks. 50 minutes worth of talks only offers .75 credit, 55 offers 1 credit. (We round up or down to the nearest 15 increment.) 4. We suggest an hour and a half for lunch, giving your speakers time to upload before the AV tech needs to leave for lunch. As well, at least a 20 minute break between each 2 hour session. This will give speakers more opportunities to upload. 5. Early suggestions on topics for the speakers will ease their agreement to speak at your event   **Workshop Schedule Template**  **Day 1 – *(No CME Available)***  15:00 Registration & Speaker Upload Available  18:00 Welcome Opening Reception (Possible if there is sufficient sponsorship funding.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Day 2 – (CME Available)**  06:30 Breakfast served until 08:30  07:00 Registration & Speaker Upload Available  08:30 Welcome  **Session 1 (Title)**  *Moderators: Two Moderators* | |
| 08:40 Invited Presentation 1 (Title) | Invited Speaker 1 |
| 09:00 Invited Presentation 2 (Title)  09:20 Invited Presentation 3 (Title)  09:40 Q&A  09:50 Keynote Lecture 1 (Title)  (Invited Presentation 4)  10:15 Q&A  10:30 Break, Poster Viewing & Speaker Upload Available | Invited Speaker 2  Invited Speaker 3  Invited Speaker 4 |
| 11:05 Invited Presentation 5 (Title)  11:25 Invited Presentation 6 (Title)  11:45 Q&A  **Proffered Papers – Oral Session**  12:00 Proffered Presentation 1  12:10 Proffered Presentation 2  12:20 Proffered Presentation 3  12:30 Lunch & Speaker Upload Available | Invited Speaker 3  Invited Speaker 2  Presenter 1  Presenter 2  Presenter 3 |
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| **Session 2 (Title)**  *Moderators: Two Moderators* | |
| 14:00 Invited Presentation 7 (Title)  14:15 Invited Presentation 8 (Title)  14:30 Invited Presentation 9 (Title)  14:45 Invited Presentation 10 (Title)  15:00 Invited Presentation 11 (Title)  15:15 Invited Presentation 12 (Title)  15:30 Q & A  15:45 Break, Poster Viewing & Speaker Upload Available  **Proffered Papers – Oral Presentations**  16:00 Proffered Presentation 4  16:10 Proffered Presentation 5  16:20 Proffered Presentation 6  16:30 Proffered Presentation 7  16:40 Proffered Presentation 8  16:50 Proffered Presentation 9 | Co-Chair Invited Speaker 8  Invited Speaker 9  Invited Speaker 10  Invited Speaker 11  Invited Speaker 12  Co-Chair Invited Speaker 13  Presenter 4  Presenter 5  Presenter 6  Presenter 7  Presenter 8  Presenter 9 |
| 17:00 Dinner on your own  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Day 3 – (CME Available)**  06:30 Breakfast served until 08:30  07:00 Registration & Speaker Upload Available  **Session 3 (Title)**  *Moderators: Two Moderators* | |
| 08:30 Invited Presentation 13 (Title)  08:50 Invited Presentation 14 (Title)  09:10 Invited Presentation 15 (Title)  09:30 Invited Presentation 16 (Title)  10:00 Invited Presentation 17 (Title)  10:30 Q&A  10:45 Break, Poster Viewing & Speaker Upload Available | Co-Chair Invited Speaker 13  Co-Chair Invited Speaker 8  Invited Speaker 14  Invited Speaker 9  Co-Chair Invited Speaker 13 |
| 11:00 Keynote Lecture 2 (Title)  Invited Presentation 18  11:25 Q&A  11:35 Invited Presentation 19  11:55 Invited Presentation 20  12:15 Q & A  12:30 Lunch & Speaker Upload Available | Invited Speaker 15  Invited Speaker 10  Invited Speaker 11 |
| **Session 4 (Title)**  *Moderators: Two Moderators* | |
| 13:40 Invited Presentation 21  14:00 Invited Presentation 22  14:20 Invited Presentation 23  14:40 Invited Presentation 24  15:00 Invited Presentation 25  15:30 Q&A  15:40 Poster Session (No CME Available) & Break | Invited Speaker 10  Invited Speaker 12  Invited Speaker 16  Invited Speaker 17  Invited Speaker 12 |
| 17:00 Dinner on your own | |
| **Day 4 – (CME Available)**  06:30 Breakfast served until 08:30  07:00 Registration & Speaker Upload Available  **Session 5: (Title)**  *Moderators:* *Two Moderators* | |
| 08:30 Invited Presentation 26  08:50 Keynote Lecture 3 (Title)  Presentation 27  09:15 Q&A  09:30 Break & Speaker Upload Available  09:45 Invited Presentation 28  10:05 Invited Presentation 29  10:25 Q&A  10:35 Adjourn | Co-Chair Invited Speaker 13  Invited Speaker 17  Invited Speaker 4  Co-Chair Invited Speaker 8 |
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