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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 08:3007:00 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&A09:50 Keynote Lecture 1 (Title) (Invited Presentation 4)10:15 Q&A10:30 Break, Poster Viewing & Speaker Upload Available | Invited Speaker 2Invited Speaker 3Invited 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 112:10 Proffered Presentation 2 12:20 Proffered Presentation 312:30 Lunch & Speaker Upload Available  | Invited Speaker 3Invited Speaker 2Presenter 1Presenter 2Presenter 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 & A15:45 Break, Poster Viewing & Speaker Upload Available**Proffered Papers – Oral Presentations** 16:00 Proffered Presentation 416:10 Proffered Presentation 516:20 Proffered Presentation 6 16:30 Proffered Presentation 716:40 Proffered Presentation 816:50 Proffered Presentation 9 | Co-Chair Invited Speaker 8Invited Speaker 9Invited Speaker 10Invited Speaker 11Invited Speaker 12Co-Chair Invited Speaker 13Presenter 4Presenter 5Presenter 6Presenter 7Presenter 8Presenter 9 |
| 17:00 Dinner on your own\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Day 3 – (CME Available)** 06:30 Breakfast served until 08:3007:00 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&A10:45 Break, Poster Viewing & Speaker Upload Available | Co-Chair Invited Speaker 13Co-Chair Invited Speaker 8Invited Speaker 14Invited Speaker 9Co-Chair Invited Speaker 13 |
| 11:00 Keynote Lecture 2 (Title) Invited Presentation 18 11:25 Q&A11:35 Invited Presentation 1911:55 Invited Presentation 2012:15 Q & A12:30 Lunch & Speaker Upload Available  | Invited Speaker 15Invited Speaker 10Invited Speaker 11 |
| **Session 4 (Title)***Moderators: Two Moderators* |
| 13:40 Invited Presentation 2114:00 Invited Presentation 2214:20 Invited Presentation 2314:40 Invited Presentation 2415:00 Invited Presentation 2515:30 Q&A15:40 Poster Session (No CME Available) & Break | Invited Speaker 10Invited Speaker 12Invited Speaker 16Invited Speaker 17Invited Speaker 12 |
| 17:00 Dinner on your own |
| **Day 4 – (CME Available)**06:30 Breakfast served until 08:3007:00 Registration & Speaker Upload Available **Session 5: (Title)***Moderators:* *Two Moderators* |
| 08:30 Invited Presentation 2608:50 Keynote Lecture 3 (Title)Presentation 2709:15 Q&A09:30 Break & Speaker Upload Available09:45 Invited Presentation 2810:05 Invited Presentation 29 10:25 Q&A10:35 Adjourn  | Co-Chair Invited Speaker 13Invited Speaker 17Invited Speaker 4Co-Chair Invited Speaker 8 |
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