



ASOA
ANNUAL MEETING
In conjunction with ASCRS
APRIL 2-5, 2027 | SAN DIEGO, CA

SUBMISSION GUIDE

ASOA PRACTICE MANAGEMENT COURSE SUBMISSIONS:


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IMPORTANT DATES

July 14	Submission site for ASOA practice management courses open
September 7	Deadline for ASOA practice management course submissions Deadline for all presenting faculty to complete Financial Interest Disclosure
December 7	ASOA submission status notifications are sent via email to lead instructor

GENERAL INFORMATION

SUBMISSION DEADLINE: **September 7, 2026**

OVERVIEW

The American Society of Ophthalmic Administrators (ASOA) provides high-quality continuing education for administrators and practice management professionals. The Annual Meeting provides a national platform to share ideas, highlight best practices, and engage with peers.

Submissions should reflect current challenges, practical solutions, and meaningful takeaways for attendees.

SUBMISSION GUIDELINES

ASOA gives preference to submissions from members and to original content that has not been presented elsewhere. Based on attendee feedback, the Program Committee especially encourages submissions from administrators presenting independently, on panels, or alongside consultants.

Each consulting company may submit up to eight courses as lead instructors.

Course selections are based not only on content quality, but also on creating a balanced, relevant program. Prior course evaluations may also be considered.

Courses are typically 60 minutes. If additional time is needed, sessions should be submitted as Part 1 and Part 2. Presenters are expected to adhere to scheduled times and provide all required materials. Failure to do so may affect eligibility for future meetings.

FINANCIAL INTEREST

All instructors and faculty members must provide full financial interest disclosure to submit courses for consideration.

SUBMISSION COMPONENTS

Course Track and Level

Each submission should align with one of the meeting's educational tracks and be identified as introductory, intermediate, or advanced. This helps ensure the program meets the needs of attendees at all experience levels.

Education Tracks

- Business Operations
- Coding & Billing
- Human Resources
- Leadership & Strategic Management
- Marketing & Business Development
- Risk Management and Compliance

COURSE TITLE

Titles should be concise (10 words or fewer) and clearly reflect the course content. Product or trade names are not permitted, and titles may be edited for consistency.

COURSE DESCRIPTION (LIMITED TO 400 WORDS)

The course description is a critical part of your submission. It is used by the Program Committee to evaluate the quality, relevance, and value of your proposed session, and it will also appear in the online program and meeting app to help attendees decide which sessions to attend.

Begin with "This course will..." and clearly summarize the topic, main ideas, and practical takeaways. A strong description should communicate what the session covers, why it matters, and what participants will gain from attending.

COURSE LEARNING OBJECTIVES

Include two to three measurable objectives that define what participants will be able to do after completing the session. Strong objectives are action-oriented and specific, adding detail beyond the course description.

Learning objectives should **NOT** be a re-statement of your course description but should add new information to enhance the Program Committee's understanding of your planned presentation.

Learning objectives should serve as a completion to the sentence "At the end of this course, attendees will be able to ..."

TARGET AUDIENCE

Briefly describe who will benefit most from the session, including experience level, role, or practice type where relevant.

PRESENTERS

All presenters and co-presenters must be included in the submission. The lead instructor is responsible for confirming co-presenter participation and ensuring they are aware of and meet all deadlines and requirements.

POST-SUBMISSION INFORMATION

PEER REVIEW PROCESS

All submissions are reviewed by the ASOA Program Committee and evaluated on quality, relevance, and educational value. Final selections are made to ensure a well-rounded program across topics and experience levels.

Submissions may not be accepted if they are commercially biased, previously presented, incomplete, or do not meet submission requirements.

AFTER ACCEPTANCE

Presenters will be required to submit an electronic handout for attendees. Materials will be distributed through the meeting app.

Sessions are scheduled in one-hour blocks, and presenters must be available to present your session at any session time on any of the meeting days (Friday - Monday). By submitting, you agree to present at any assigned time.

All presenters must register for the meeting and are responsible for their own travel and lodging.

Lead instructors are expected to communicate all deadlines and requirements to co-presenters.