

## INFORMATION FOR ORAL PRESENTERS – 2010 ANNUAL AAPOS MEETING APRIL 14-18, 2010 – THE SWAN, ORLANDO, FLORIDA

- The preliminary program is available on the AAPOS website at [www.aapos.org](http://www.aapos.org). Please contact Maria Schweers, CO, the scientific program coordinator, at [maschweers@mchsi.com](mailto:maschweers@mchsi.com), **immediately** if there are any conflicts or other problems with the scheduling of your presentation.
- Your presentation will be videotaped for inclusion in the DVD of the meeting being produced by AAPOS. Please note that with your abstract submission you have indicated permission to record your presentation for possible publication on the AAPOS website or any other use (e.g. audio and video recording for possible sale). If you wish to revoke this permission, please contact Maria Schweers at [maschweers@mchsi.com](mailto:maschweers@mchsi.com) by **January 11, 2010**.
- Fellows or residents presenting papers should have the senior author review their presentation and coach them on possible questions that may be directed to them during the panel discussion. Senior authors are encouraged to be in attendance when the paper is presented and should be ready to step in to answer a difficult question if so asked by the session moderator or the presenting author him/herself.
- As a trial for the 2010 meeting, submission to the *Journal of AAPOS* is NOT required, but encouraged. If you choose to submit your work to JAAPOS, it may be done electronically via <http://ees.elsevier.com/JAAPOS> for consideration for publication in the *Journal of AAPOS*. Information for authors is available on the website. Major Article manuscripts submitted to the *Journal of AAPOS* must meet requirements for Institutional Review Board Approval (or equivalent if not available) as detailed in the Author Guidelines.
- All presenters are required to submit an electronically signed AAPOS Agreement for Oral Presentations and Journal Articles. This signed agreement acknowledges your responsibility to present your work at the annual meeting and acknowledges your permission for your presentation to be videotaped. This form must be submitted through the AAPOS website by **January 11, 2010**. <http://www.formspring.com/forms/?770657-zwHrSJiV3i>
- PowerPoint will be the only format used for paper presenters. A CD-R disc or USB Key saved in Windows format is required. Zip drive will not be available. If you plan to use video in your presentation, it must be embedded into your PowerPoint slide presentation or it may be saved in a separate file as a windows media file or avi file. There will NOT be separate VCR or DVD players available for your presentation. An update on options for presentation turn in will be posted to the AAPOS website and emailed to each presenter by March, 2010. All presentations must be turned in by the day *prior* to your presentation.
- Presenters are required to be present at the panel discussion at the end of the session during which the oral presentation was made to answer questions from the audience.
- CME providers must require that everyone who is in a position to control the content of an education activity disclose all financial relationships with any commercial interest within the past 12 months. Those who have nothing to disclose must declare so, and an individual who does not file a disclosure must be disqualified. Please complete your disclosure electronically by **January 11, 2010** using the following link: [http://www.sfamsannex.org/aapos/findisc/aaapos\\_fd\\_form.html](http://www.sfamsannex.org/aapos/findisc/aaapos_fd_form.html) Please note after clicking the “submit” button, you must scroll to the bottom of the page and click the “final submit” button. This is a two-step process.
- The first slide (aside from title) of each presentation must state that the presenter either has or does not have any financial interest in the material presented. Any proprietary interest should be clearly stated during your presentation. Any off-label use of drugs or devices must be orally acknowledged.
- Please note the AAPOS Policy for CME violations. *When a potential violation of ACCME rules occurs during a CME-generating activity at an annual AAPOS meeting, the Secretary for Program, if he/she has not personally witnessed the violation, will initiate an investigation into the occurrence by speaking with selected members of the audience, as well as the speaker(s) charged with the violation. The Secretary for Program may require consultation with the CME-accrediting body to determine if a violation has occurred. If it is determined that a violation exists, the Program Secretary will communicate directly with the offender to educate him/her on the nature of the violation, review ACCME rules, and issue a warning that potential penalties for future violations may include inability to present at future meetings. Copies of all communication in this regard will be filed with the CME accrediting body. If an individual commits a second violation, the Secretary for Program will convene the Program Committee to review the details of both violations and to issue a recommendation to the AAPOS BOD regarding an appropriate penalty for the individual. The AAPOS BOD may accept, deny, or modify the Program Committee recommendations. The Secretary for Program (or in combination with AAPOS president) will then communicate this final decision to the offending individual.*
- **All participants must preregister for the meeting by January 11, 2010.** If you are not registered for the meeting by this date, you will be removed from the program. Registration forms are available on the website. If you decide to withdraw your paper after this date, you will not be allowed to participate in any part of the program for the following 2 years unless a medical or personal emergency has caused the withdrawal.
- Please note the hotel reservation deadline is **February 1, 2010**. Visit the AAPOS website at [www.aapos.org](http://www.aapos.org) to make your hotel reservation. You should secure your hotel reservation now. The group rate is honored as long as rooms in the block are available. Please be sure to make only one reservation.