

## INFORMATION FOR WORKSHOPS – 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. All workshops except the early morning Difficult Problems will be held on Friday, April 16, 2010.
- It is the responsibility of the workshop director/moderator to communicate the information from this document to all of the panel members participating in the workshop and assure that the panel members complete the information listed below by the listed deadlines.
- 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**.
- All presenters are required to submit an electronically signed AAPOS Agreement for Workshop Presentations. This signed agreement 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/?770686-zwHrSJiV3i>
- PowerPoint will be the only format used for workshop presentations again this year. We are planning to have a laptop available in the workshop room and to have all your presentations *preloaded* onto it. 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.
- 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.
  
- Workshop handouts will be posted prior to the meeting on the AAPOS website. **If you intend to use a handout you are required to submit an electronic handout for your workshop** to Maria Schweers, CO, at [maschweers@mchsi.com](mailto:maschweers@mchsi.com) by **March 15, 2010**. An informative handout should be more than an outline. It should be in some depth and include specifics that you want the attendees to learn. The handout should include important points contained in slides and pertinent tables or formulas. Please list any proprietary interest clearly on your handouts. Please identify any use of devices or drugs that are not US FDA approved for the use discussed. **Workshop handouts will NOT be included in the program booklet.** It is difficult to predict the number of handouts needed for meeting attendees; therefore the Program Committee strongly discourages you from bringing handouts to be distributed at the meeting. This will hopefully avoid the past problem of not having enough handouts available. All meeting attendees will be directed to the website prior to the meeting to print their own handouts for the workshops they plan to attend.
  
- A successful workshop should also include the following:
  - Construction of a “Pre-Test” and “Post-Test” by the workshop presenter, addressing the answers throughout the material covered during the workshop.
  - Adequate presentation of both sides of a controversial topic.
  - Coordination and assignment by the workshop leader to assure breadth of presentation and to avoid duplication of presentation.
  - Assumption that the target audience is fairly sophisticated, being careful not to spend time in reviewing resident level information.
  - Use of new slides.
  - Enthusiastic interaction with the workshop attendants. A didactic session for the entire workshop is not well received.
  - Time for questions and discussion is essential.