

INFORMATION FOR ORAL PRESENTERS with DISCUSSION – 2021 AAPOS VIRTUAL MEETING - APRIL 9-11, 2021

- The preliminary program is available on the AAPOS website at www.aapos.org. Please contact Maria Schweers, CO, the scientific program coordinator, at aaposmaria@gmail.com, **immediately** if there are any conflicts or other problems with the scheduling of your presentation.
- **Your paper is being discussed, and it is mandatory that the person chosen to discuss it receive a timely copy of your manuscript.** The person discussing your paper must receive it at least **FOUR WEEKS** prior to the meeting; failure to comply with this requirement means that the paper may NOT be presented at the meeting. This version need not be a letter perfect, finished copy. However, it must be sufficiently detailed to allow preparation of a meaningful discussion. The Discusser will be asked to contact the Secretary for Program if he/she has not received a copy of the appropriate manuscript by **March 8, 2021**. Please work with the discusser prior to the meeting to allow you to address potential areas for improvement or clarification. The address of the discusser is available in the AAPOS directory or on the AAPOS website.
- Your presentation will be recorded and will be available for on-demand viewing for up to 90 days after the meeting. Because the meeting is virtual, it is not an option for presenters to not grant permission to record. Please contact Maria Schweers at aaposmaria@gmail.com by **December 14, 2020**, if you would like to withdraw your presentation from the program.
- 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.
- For the 2021 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. 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 **December 14, 2020**. <https://aapos.org/meetings/annual-meeting/annual-meeting-presenters>
- Information regarding the virtual platform, pre-recording your presentation, PowerPoint format and upload, and other details will be sent to all presenters in early February, 2021. Updates will be posted on the AAPOS website.
- Presentations are limited to the 7 minutes allotted. Please do not exceed your allotted time. 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.
- Every presenter must disclose their financial interest during their presentation in written and verbal form. Each presenter must have a first slide separate from their title slide that discloses all financial interests. The presenter must also clearly verbalize any financial interests that specifically pertain to the presentation. In addition, any off-label use of drugs or devices must be orally acknowledged. If there are no financial interests, the slide must state, "I have no financial interests or relationships to disclose" and the presenter must verbally state that they have no financial interests or relationships to disclose. Please see sample slide on the website. <https://aapos.org/meetings/annual-meeting/annual-meeting-presenters>
- 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.*
- **CME POLICY** – Presenters should NOT use product logos or the name/address of specific companies in any visual aids. (Slides, posters, handouts, etc). Generic names should be used for all medications and technical devices when possible.
- **All participants must preregister for the meeting by December 14, 2020.** Registration opens December 1, 2020. Please register online at <https://aapos.org/meetings/annual-meeting/annual-meeting-fees>

If you are not registered for the meeting by this date, you will be removed from the program. 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.