

INFORMATION FOR POSTER PRESENTERS – 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 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.
- Information regarding the virtual platform, poster format, upload instructions and deadline, and other details will be sent to all presenters in early February, 2021. Updates will be posted on the AAPOS website.
- The poster exhibit must include that the presenter either does 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 acknowledged. Facial photographs are Protected Health Information under HIPAA. Presenters showing identifiable photograph(s) of a patient should have written authorization from the patient or legal guardian in advance of the presentation.
- 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 presenters are required to submit an electronically signed AAPOS Agreement for Poster Presentations. This signed agreement 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>
- The posters will be distributed to meeting attendees approximately one week prior to the meeting and will be displayed on the virtual platform throughout the meeting. The posters will be divided into 3 different sessions to accommodate the formal author attended poster sessions. Your poster number (A, B, or C) will determine to which group you are assigned.
 - Poster Session 1 (A1 – A80) Friday, April 9, 12:30 – 1:30 PM Eastern Daylight Savings Time
 - Poster Session 2 (B1 – B80) Saturday, April 10, 11:30 AM – 12:30 PM Eastern Daylight Savings Time
 - Poster Session 3 (C1 – C80) Sunday, April 11, 11:15 AM – 12:15 PM Eastern Daylight Savings Time
- The virtual platform allows each poster presenter to have office hours when attendees can visit the presenter and ask questions face to face through the platform. Each poster will also have their own discussion board where attendees can post questions for the presenter. You will be required to have office hours during your assigned formal poster session but you are welcome to create additional hours of availability if you choose. If attending your poster creates a hardship because of your time zone, please let us know.
- There is no requirement that material presented as a poster at the Annual Meeting of AAPOS be submitted for publication in the organization's official journal. The Editorial Board, however, encourages submission of such material for publication in the *Journal of AAPOS*. Information for authors is available on the website, www.jaapos.com. Please check this website for updates.
- **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 poster 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.