

INFORMATION FOR WORKSHOPS – 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.
- **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 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.
- 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 **December 14, 2020**. <https://aapos.org/meetings/annual-meeting/annual-meeting-presenters>
- Workshop presenters will have the option to pre-record their presentations which would be released at the time of the workshop and presented faux live with a live Zoom-like panel discussion at the end of the presentations. The workshop presenters will also have the option to run the workshop entirely live through the Zoom-like platform. An email will be sent to workshop moderators confirming the format of your workshop in December.
- 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. Workshop moderators will also receive formal moderator training for the virtual platform.
- 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 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.
- 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 aaposmaria@gmail.com by **March 5, 2020**. 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.
- The following are all components of a successful workshop:
 - 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.