

## INFORMATION FOR ASSIGNED DISCUSSANTS – 2021 AAPOS VIRTUAL MEETING APRIL 9-11, 2021

- 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 [aaposmaria@gmail.com](mailto:aaposmaria@gmail.com), **immediately** if there are any conflicts or other problems with the scheduling of your presentation.
- All presenters are required to submit an electronically signed AAPOS Agreement for Discussions. This signed agreement acknowledges your permission for your presentation to be recorded. This form must be submitted through the AAPOS website by **December 14, 2020**. <https://aapos.org/meetings/annual-meeting/annual-meeting-presenters>
- The author of the paper you will be discussing has been asked to forward a manuscript to you at least four weeks prior to the meeting. If you have not received a copy of the appropriate manuscript by March 8, please contact Maria Schweers, C.O., the scientific program coordinator, at [aaposmaria@gmail.com](mailto:aaposmaria@gmail.com). You are encouraged to contact the author directly for clarifications of the paper to allow for revisions and improvements to be made prior to the meeting.
- 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.
- CME providers 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 **December 14, 2020** using the following link: <https://aapos.org/meetings/annual-meeting/annual-meeting-presenters>
- 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>