ASCRS·ASOA
ANNUAL MEETING
2018 APRIL 13–17
WASHINGTON, DC

PRESENTER GUIDE

INDEX

Policies

- **Registration** All ASCRS•ASOA lead authors/producers/instructors and course faculty (including invited faculty) are required to register for the ASCRS•ASOA Annual Meeting. Visit our website at http://annualmeeting.ascrs.org/ for complete registration details. Take advantage of the Early Bird Discount Fees and register before January 25. All presenters should have completed their meeting registration by March 29.

- **Honorarium** ASCRS•ASOA Symposium and Congress does not pay honoraria or travel/housing expenses for presenters attending the annual meeting.

- **Presentations** can be created in either PowerPoint or Keynote. Refer to program type for screen format. Relevant financial Interest (or lack thereof) for all speakers must be on the title slide or second slide of presentation (to include the type of relationship and the name of the company.) See example (page 8). The length of time for presentations varies for each program. Your speaker schedule will have specific times for each. In consideration of all presenters, please confine your presentation to the allotted time.

Presenter Responsibilities

- **Adding/Removing participants from a presentation-** To add or withdraw a participant (faculty, coauthor, co-producer) contact submissions@ascrs.org or submissions@asoa.org or Tech.nursesubmissions@ascrs.org by February 2, 2018. All participants must be listed on the program, and must meet all the Financial Disclosure requirements.

- **Room Set up & AV-**All session rooms will be set with theater-style seating, a head table with 4 chairs, with the following AV equipment provided: wired microphones for the podium, table, LCD projector, and screen, unless otherwise stated under each program.

- **Videos-**All videos used in any presentation will be reviewed in the speaker ready room to ensure successful playback in the session room. Video Questions: support@sessionupload.com

- **Presentation Guidelines**
    - Meet standards of scientific integrity (free of commercial bias).
    - Use generic names when possible.
    - Use brand names consistently if used.
    - Include all treatment options with pros/cons of each cited.
    - Cite positive and negative studies.
    - Clearly state when offering your opinion.
    - Use your own slides (ASCRS understands that including corporate slides will sometimes ensure accurate product information; however, remember, it should be your work that is presented).
    - Please note product logos/packaging are strictly prohibited.

Creating & Uploading Your Presentation

- Presenters in the following programs **ASCRS Symposia, Paper Sessions and T&N Tech Talks** are required to upload presentations 24 hours before the beginning of the sessions.

- **ASOA Practice Management Course** presenters should bring their presentation file with them to the meeting, on a flash drive or equivalent memory/storage device.

- Presentations can be uploaded in advance starting Thursday March 29th or onsite in the Speaker Ready Room.

- **Speaker Timer-** There will be a speaker timer on every podium. The speaker timer will be controlled from the technician's table. The timer is designed to count backwards so the speaker will be able to see how much time is allotted. There are 3 colors Green, Yellow, and Red. Green means you should continue your presentation, yellow means you should be nearing the end of your presentation, and red means stop your presentation.

- **Confidence Monitor-** There will be an LCD monitor in the ASOA, ASCRS General Sessions, ASCRS Symposia, and ASCRS Scientific Paper Rooms allowing the presenter to view their presentation without having to look at the projected image.

Handouts- ASCRS, ASOA & T&N Courses

- Course instructors are strongly encouraged to prepare high-quality handouts to accompany their curriculum. Handouts give course participants a written overview of the course subject matter and can provide detailed additional information that may not have been covered because of time restrictions. For courses that are presented in video or case format and are not suited to a traditional handout, we ask that instructors provide a handout with 5-6 clinical teaching points that attendees can take away. Handouts must adhere to ASCRS•ASOA guidelines regarding impartiality, scientific integrity, and valid clinical content. Corporate materials are prohibited.

- **Format-** Annual Meeting attendees will be able to download the handouts before arriving at the conference, as well as during and after the meeting. Revised or new handouts received after March 30 may not be available for participants to download in advance. Handouts must be submitted according to the following specifications:

- File Size Requirements: Files may not exceed 10MB

- **File Format Requirements-** We will only be accepting PDF formatted documents. You will be unable to upload documents with any other format (this includes PowerPoint and Word). If you are providing a PDF of your slides as part of your handout, please format as 3 slides or 6 slides per page to allow adequate room for notes.

- **File Naming Requirements-** Use the following naming format for your handout: presenter-lastname_first three words of course title.pdf. For example: jones_LASIK Pearls 101.pdf

Uploading your Handouts

- ASOA and T&N handouts will be available through the website and Annual Meeting App.

- ASCRS Instructional Handouts will only be available through the APP.

- Handouts are due March 30th

Use the following links to upload course handouts:

- ASCRS Instructional Courses- https://ascrs.expoplanner.com/handouts/upload/ascrs

- ASOA Practice Management Courses- https://ascrs.expoplanner.com/handouts/upload/asoa

- T&N Courses- https://ascrs.expoplanner.com/handouts/upload/tn

Financial Disclosures

- All individuals participating in a sponsored activity must disclose any financial interest or relationship with a company that produces, markets, resells, or distributes ophthalmic products/devices/drugs or services discussed in an educational presentation or lack thereof. Financial interest can include such things as grants or research support, consultant, stockholder, member of speakers' bureau, financial relationships held by spouse, etc. Any relationship that occurred within the previous 12 months should be reported. To enter a financial disclosure, visit https://ascrs.confex.com/ascrs/ficme18/cfp.cgi

- Further details about Financial Disclosures, including category codes and descriptions refer to http://annualmeeting.ascrs.org/financial-interest-disclosure

- **First Slide and Verbal Disclosure**-All Instructors/Speakers/ Faculty/ Authors/ Producers must include a "Financial Interest statement" (or lack thereof, if this applies to your presentation) on the title slide or second slide of the presentation (to include the type of relationship and the name of the company). This includes anyone speaking from a podium, electronic posters, and all videos submitted to the film festival. In addition to a written statement as shown below, anyone speaking from a podium must verbally disclose any relevant financial interest (or lack thereof) at the time of presentation.

First-Slide Example

PRESENTATION TITLE
(Title must match edited title received with acceptance notification)

Authors
(All authors must be listed in the ASCRS-ASOA abstract submission database in order to be listed on the presentation)
Examples of Financial Disclosures:
The authors of this presentation have received research funding from Company X and are members of Company's Y's speakers bureau.
Or
Author 1 is a consultant of company ABC. Authors 2 and 3 have no financial interest in the subject matter of this presentation
Or
The authors have no financial interest in the subject matter of this presentation.

Speaker Ready Room

Location: Walter E. Washington Convention Center, Level 1, Room 154AB

Hours:

Thursday April 12	2:00 pm-6:00 pm
Friday April 13	6:30 am-6:00 pm
Saturday April 14	6:30 am-6:00 pm
Sunday April 15	6:30 am-6:00 pm
Monday April 16	6:30 am-6:00 pm
Tuesday April 17	6:30 am-2:00 pm

Presentation Uploads
Speakers presenting in ASCRS General Sessions, Symposia, Paper Sessions, and T&N Tech Talks are required to upload and review their presentations 24 hours prior to the start of the session.

ASOA Practice Management Course presenters are not required to visit the Speaker Ready Room, but are encouraged to visit and test their presentations in advance of their presentation time. This is highly encouraged for any presentations that may contain pictures, videos, or other multimedia.

Symposia Presenters

Length- The length of time for presentations varies for each symposium. Your speaker schedule will have specific times for each presentation. In consideration of all presenters, please confine your presentation to the allotted time.

Presentations- Presentations can be created in either PowerPoint or Keynote. All symposia presentations will be in 16:9 format.

Presentation Uploads- Presenters are required to upload their presentation 24 hours prior to the start of session. Presenters have the option to upload remotely or onsite at the Speaker Ready Room (pg. 9). Laptop use is not permitted in symposium.

Check In- Presenters are required to check in at the Speaker Ready Room (pg. 9)and review their presentation on the AV system.

ASCRS Instructional Courses

Courses are 90-minutes. Instructors are asked to allow time for Q & A within the 90-minute time frame. Instructors are responsible for assigning individual speaking times and directions on content to all faculty. Instructors and faculty are reminded to design courses that are scientifically sound and unbiased.

Responsibilities of the Lead Instructor:
- Confirm course participation of all faculty, and notify ASCRS staff of any faculty change.
- Notify all faculty of the scheduled date and time for the course.
- Notify all faculty (including all invited course faculty) to complete meeting registration.
- Notify all faculty to complete their financial interest disclosures.
- Prepare or coordinate comprehensive handouts to be distributed at the course or submitted to ASCRS for posting online. ASCRS will not accept, photocopy, or distribute handout copies. We will, however, accept electronic handouts for posting to our website.

Presentations- can be created in either PowerPoint or Keynote, in 16:9 format.

Instructional Courses Cont.

Presentation Uploads- Course instructors and faculty will not be able to upload their presentation. Instead, each course room will be equipped with 1 PC and 1 Mac. If instructors wish to use their own laptop, there will be connection cables in all course rooms.

Speaker Ready Room- Instructors are required to check in at the Speaker Ready Room and encouraged to review their presentation.

ASCRS Physician Evaluations- All attendees will have an opportunity to rate the quality of courses and course instructors on their CME evaluation form. The ASCRS Program Committee will review these evaluations when planning future meetings.

Evaluation results will be provided by the end June 2018. Instructors should remind attendees at the beginning of the course to fill out the course evaluation. A poor overall evaluation is cause for rejection of a course submission the following year.

Please review the Handouts Guidelines and upload your handouts at https://ascrs.expoplanner.com/handouts/upload/ascrs by March 30th

ASCRS Papers

Paper Presentations- All papers are **5-minute presentations** unless notified by ASCRS staff. A general rule of thumb for presentations is 30 seconds per slide. Therefore, for a 5-minute presentation, carefully consider your timing if you have more than 10 slides. Presentation must be in 4:3 format. In fairness to the other presenters, be sure your presentation adheres to the allotted time.

Lead Author Responsibilities
- Registration for the meeting by the speaker registration deadline: March 29
- Confirm all coauthors have been listed in the online submission.
- Confirm scheduled date and time for the presentation before making travel arrangements.

Presentation Uploads- To facilitate transitions between speakers it's required for all presentations to be uploaded 24-hours prior to the presentation. Laptops will not be allowed in paper sessions. Presentations can be uploaded online or onsite in the Speaker Ready Room. To ensure accuracy, presenters are required to review uploaded presentations in the Speaker Ready Room.

ASCRS Papers Cont.

Abstract Results and Conclusion Updates- Abstracts that do not include final results and conclusions must be revised by Wednesday**, February 2** to be included with the online abstracts.

> **Results:** Outcomes and measurements. Data should include the level of statistical significance. Limit: 100 words.
> **Conclusion:** State the conclusion and the clinical pertinence. Limit: 50 words.

Best Paper of Session (BPOS)
At the end of each paper session in the Physicians Program, the moderator and panelists will confer to select the Best Paper of Session (BPOS). A BPOS ribbon will be presented immediately after the decision is made; therefore, all presenters should plan to stay for the conclusion of each session.

> **Eligibility:** All accepted paper presentations must meet these 4 requirements to be eligible for BPOS judging: The final approved title appears on the PowerPoint slide, including all edits provided within acceptance notification. Disclosure of relevant financial interests (or lack thereof) appears on either the title slide or the slide immediately following it. Disclosure of relevant financial interests (or lack thereof) is made verbally at time of presentation. Presentation is within the 5-minute time limit.

> **Judging Criteria:** Applicability/educational value, scientific content/validity, originality, clarity

ASCRS Poster Sessions

Electronic Poster Presentations-Poster abstracts are presented in electronic format only (PowerPoint) unless otherwise directed by an ASCRS Staff member. All accepted poster submissions will be available for viewing on-demand at kiosks throughout the convention center.

Electronic Poster features allow attendees to:
- View individual sections of each electronic poster
- Send comments and feedback to the author via email
- Search for specific topics
- View video and audio files related to the electronic poster

Abstracts Results and Conclusion Updates- Abstracts that do not include final results and conclusions must be revised by Wednesday**, February 2** to be included with the online abstracts.

Results: Outcomes and measurements. Data should include the level of statistical significance. Limit: 700 characters.

Conclusion: State the conclusions and their clinical pertinence. Limit: 350 characters.

Electronic Poster Presentation Guidelines

Dates for uploading your electronic poster are Friday, December 1–Sunday, April 1st. Electronic posters uploaded between Friday, December 1,2017 and Thursday, February 1, 2018 will be considered for live presentations.

Titles: Titles used on the title slide _must match_ the edited title you received with your notification of acceptance. No product/trade names can be used in the title. Generic descriptors are required for CME purposes.

Create Your Electronic Poster's PowerPoint File
- Electronic posters will be accepted in electronic format, only (PowerPoint File). Printed posters will not be displayed.

- The upload system only accepts posters in PowerPoint format (PPT or PPTX files, only). Maximum of 12 PowerPoint Slides (file size of 50 MB). Poster PowerPoint files with more than 12 slides will not qualify for judging.

- Do not submit entire presentation as one large poster image. Please divide into multiple slides for purpose, methods, results, and conclusions.

Do not embed videos or animation within the PowerPoint file. Presenters will have the opportunity to include additional slides with files, tables, charts, etc. to enhance the purpose, materials, results, or conclusions slides. The system offers the ability to upload one (1) video, image, or text file in addition to the PowerPoint file (see Additional File Upload below).

ASCRS·ASOA
ANNUAL MEETING
2018 APRIL 13–17
WASHINGTON, DC

Electronic Poster Upload

- To login to the "Electronic Posters On Demand" upload website and upload your electronic poster, visit: https://ascrsposters.expoplanner.com/upload/
    Username: Poster abstract ID number
    Password: E-mail address used to submit poster abstract

- E-mail contact: Allows the Presenter to designate if their e-mail address will be displayed with their electronic poster. NOTE: By selecting "Private," the contact e-mail address will not be displayed but attendees will still have the ability to submit questions and comments.

- Biography: Presenters may enter a short biography to be included on the "ASCRS Electronic Posters On Demand" upload website.

- Photo: Presenters may include a personal photo to be added to the "ASCRS Electronic Posters On Demand" upload website.

- Poster PowerPoint File Upload: Additional File Upload: Presenter will have an additional 50 MB of file space to upload ONE (1) additional multimedia file (e.g. audio or video file) to enhance their poster.

- **Website Preview at the bottom of the screen allows the presenter to preview exactly how their poster presentation and uploaded information will appear on the kiosks and ASCRS website.**

- Please be sure the title and authors you have listed on the PowerPoint match exactly what is listed at the top of the "ASCRS Electronic Posters On Demand" upload website.

- Coauthors who are not listed on the poster abstract submission in the ASCRS•ASOA submission database will be removed from the electronic poster.

Live Poster Presentations

Electronic Posters will be judged in the following four categories: cataract, keratorefractive, cornea, and supplementary (pediatric, glaucoma, retina, and other). Winning posters will be invited for a live presentations and announced in the EyeWorld show daily. Please note eligibility and judging criteria below.

Eligibility- Only Electronic Posters that fulfill the _financial interest disclosure_, _title_, and _12 slide maximum_ requirements and are uploaded by February 1, 2018 will be eligible judging. Electronic Posters should not duplicate a scientific paper presentation.

Judging Criteria- Posters will be judged on applicability/educational value, originality, scientific content/validity, clarity and organization.

ASOA Practice Management Course

Length- All courses are **one hour** in length unless otherwise directed by an ASOA staff member. Instructors must arrive on time and end at the designated time. If an instructor fails to appear for a presentation without notifying ASOA in advance, or has not provided the required handout, he/she may not be eligible to submit for the following Annual Meeting

Scheduling- Programming is scheduled in one-hour segments. Through your submission you are agreeing to be available to present at any time during the annual meeting.

Know Your Audience- Although ASOA Annual Meeting attendees are primarily ophthalmic administrators and practice managers, the audience may include attendees from other professional backgrounds including ophthalmologists, optometrists, technicians, nurses, and staff involved in marketing, human resources, accounting/billing, and front-desk operations.

AV Equipment- In addition to the standard AV set up ASOA practice Management Courses will also have wireless lavalier microphones.

ASOA Practice Management Course Cont.

Speaker Ready Room-& AV Equipment- ASOA Course instructors and faculty do not upload to the AV software system. The following equipment will be available in each course room, 1PC and 1 MAC. If you are using the provide PC/Mac in the session we strongly encourage you to review your presentation (PowerPoint/Keynote, video) in the speaker ready room. If you are presenting from your own computer, there will be connection cable available in the room. All presentations must be prepared in 16:9 format.

Evaluations- Course evaluations are completed by attendees and reviewed by the ASOA Governing Board, ASOA Program Committee, and ASOA staff.

Lead Instructor Responsibilities
- Confirm course participation of all faculty, and notify ASOA staff of any faculty change by February 2.
- Notify all faculty of the scheduled date and time for the course.
- Prepare or coordinate comprehensive handouts to be distributed at the course or submitted to ASOA for posting online. ASOA will not accept, photocopy, or distribute handout copies. We will, however, accept electronic handouts for posting to our website.

Technicians & Nurses Course

Length- All courses are **one hour** in length unless otherwise directed by a JCAHPO staff member.

Know Your Audience- Although the T&N course attendees are primarily technicians and nurses, the audience may include attendees from other professional backgrounds including ophthalmologists, optometrists, ophthalmic administrators and practice managers, and staff involved in marketing, human resources, accounting/billing, and front-desk operations.

Lead Instructor Responsibilities
- Confirm course participation of all faculty, and notify JCAHPO staff of any faculty change.
- Notify all faculty of the scheduled date and time for the course.
- Prepare or coordinate comprehensive handouts to be distributed at the course or submitted to JCAHPO for posting online. JCAHPO will not accept, photocopy, or distribute handout copies. We will, however, accept electronic handouts for posting to our web site.

Technicians & Nurses Course Cont.

Speaker Ready Room & AV Equipment- Course instructors and faculty are not uploading to the AV software system. The following equipment will be available in each course room, 1PC and 1 MAC. If you are using the provide PC/Mac in the session we strongly encourage you to review your presentation (PowerPoint/Keynote, video) in the speaker ready room. If you are presenting from your own computer, there will be connection cable available in the room. All presentations must be prepared in 4:3 format.

Technicians & Nurses (Tech Talks) Paper Submissions

Paper Presentations- All T&N Tech Talks are **10-minute presentations** unless notified by ASCRS staff. A general rule of thumb for presentations is 30 seconds per slide. Therefore, for a 10-minute presentation, carefully consider your timing if you have more than 20 slides. In fairness to the other presenters, be sure your presentation adheres to the allotted time.

Presentation Uploads- To facilitate transitions between speakers it's mandatory to upload all presentations 24 hours prior to the presentation. Laptops will not be allowed in tech talks. Presentations can be uploaded online or onsite in the Speaker Ready Room/VIP Room. To ensure accuracy, presenters are required to review uploaded presentations in the speaker ready room.

Presenter Responsibilities
- Confirm scheduled date and time for the presentation before making travel arrangements.

Technicians & Nurses (Tech Talks) Paper Submissions Cont.

- **People's Choice Ribbon -** At the end of each session a "People's Choice" ribbon will be awarded to the most interesting paper of session for each category as voted on by the audience. A ribbon will be presented immediately after the decision is made; therefore, all presenters should plan to stay for the conclusion of the session.

- **Eligibility:** All accepted paper presentations must meet these 4 requirements to be eligible for People's Choice Ribbons. The final approved title appears on the PowerPoint slide, including all edits provided within acceptance notification. Disclosure of relevant financial interests (or lack thereof) appears on either the title slide or the slide immediately following it. Disclosure of relevant financial interests (or lack thereof) is made verbally at time of presentation. Presentation is within the 10-minute time limit.

- **Judging Criteria:** Applicability/educational value , scientific content/validity, originality, clarity.

ASCRS Film Festival-Scientific Films

FILM PRODUCTION (film deadline: February 1, 2018)

All accepted films will be available for viewing on-demand in the Poster Pavilion and on the ASCRS website pre-and post-meeting.

To view last year's winners:
http://ascrs2017.conferencefilms.com/abstractawards.wcs

All film submissions must meet the following 4 requirements to be eligible for Film Festival judging:

- 8 minutes' maximum, including opening and closing credits

- Opening credits include financial interest statement shown on the 1st or 2nd slide, as relevant to your film. If no financial interest, this must be stated on a slide, e.g. "The authors have no financial interest in this presentation".

- The approved and edited title should appear in the opening credits as shown in your email acceptance letter.

- English narration (title, subtitle, and soundtrack) is required.

ASCRS Film Festival-Scientific Films Cont.

Format-For best results capture your initial video in one of the formats below. All other formats must be encoded into one of these formats before submission.

- HD (High Definition) 720p format (1280 x 720 resolution @ 29.97, 24, 25, 30 or 60 fps) [best balance of quality and file size].
- HD 1080p format (1920 x 1080 resolution @ 29.97, 24, 25, 30 or 60 fps) [best quality but very large file size].
- HD video should be encoded with H.264 or MPEG-4 codecs.
- SD (Standard Definition) 480p format (720 x 480 resolution @ 29.97, 24, 25 or 30 fps). SD video may be encoded with H.264, MPEG-4, or MPEG-2 codecs.

Note

- Apple users: Do not submit your video in AIC format. Your .mov files should contain H.264 or MPEG4 formatted video before submission to ASCRS.
- Audio tracks should be stereo, in Dolby digital format (AC-3 or AAC).
- DVD submissions should conform to the NTSC standard (29.97 frames per second).

Remember

- PAL formats will not be accepted
- Color bars and/or countdown graphics should not be included in the lead-in of the film. Elements of the Film.

ASCRS Film Festival-Scientific Films Cont.

Elements of the Film

- **Review and proofread your film** for errors before you submit it.
- **Aim for the highest possible cinematic quality.** Play your film on a different device to make sure that the film and audio are of the highest quality.
- **The font size and style** should be legible and large enough to prevent eye strain. Avoid a busy screen.
- **Tell a story** with an introduction/background; a study or demonstration; and a conclusion. Include data to support any claims.
- **Original ideas and investigations** are especially noted for merit.
- **English Narration:** all presentations must have English titling, subtitling, or soundtrack and must be understandable to an English-speaking person. The producer should consider a narrator if English pronunciation is a difficulty.
- **Music** can be an important element in the film. If you use background music, it should not overpower the narration or distract the viewer from the film content. Music with lyrics can be distracting.
- **The film should exhibit movement, animation, and demonstration**. The film should not be a filmed slideshow. A list or outline can be helpful, but should not be a substantial part of the presentation.
- **Avoid long gaps without voice narration** so the viewer does not lose concentration as well as context.
- **The film should be shown on screen as seen by the surgeon**. Images of the eye and eye surgery should fill most of the screen. Surgical maneuvers are not well demonstrated when the eye occupies less than 50% of the screen.
- **Avoid multiple images on the screen** such as four simultaneous surgical demonstrations, busy animations, and hyperactive graphics.

ASCRS Film Festival-Scientific Films Cont.

Elements of the Film Cont.

- **Graphics, schematic illustrations and animations should clarify points.** They should not be exhibitions of techno-wizardry.

- **It is important to acknowledge prior investigators and contributors.** Historical attribution shows a proper respect for pioneers in our field.

- **Appropriate Content:** comedy and humor may be appropriate but avoid all potentially offensive material—especially racial, sexual, and religious " humor". Films which are deemed to be offensive by the panel of judges because of racial, sexual or religious content will be disqualified. The decision of the judges is final.

FILM JUDGING- Films will be formally judged after the final submission date. A winner and runner-up will be selected for each category, and a grand prize overall winner will be chosen. Awards will be presented at the Film Festival Ceremony on Monday, April 16, 2018 during the ASCRS•ASOA Symposium and Congress in Washington, D.C.

FILM FESTIVAL AWARDS CEREMONY

- Attending the Film Festival Awards Ceremony is considered your official presentation and your attendance is required. Awards will be presented.
- Film winners will be called up to the stage to accept the award.
- Emergency circumstances may arise; the producer must send a substitute in their place that is not a member of industry; and the substitute will accept, on stage, any awards that may be given to the film producer. Send the name of the substitute to the Film Festival Coordinator, Michelle Martin @ mmartin@ascrs.org.

ASCRS Film Festival-Scientific Films Cont.

Submission of your film- Upload your film by February 1, 2018 (A link for uploading will be sent on December 1, 2017 to your email)

Upload your film submission in one of the following formats:
- Electronically submitted .mp4, .mov, or .mpg file
- Electronically submitted .VOB file extracted from a DVD

If you are mailing your film: include the submission (film) ID #, producer's name, and title of film.
- Use air courier (Federal Express, DHL, etc.) for proof of delivery.
- Mail your film in one of the following formats:
    - DVD disc containing your video
    - USB thumb drive containing your video file

Mailing address:

Tradeshow Multimedia, Inc.
C/O ASCRS Film Festival
4930 Renaissance Parkway, Ste. D
Warrensville Heights, OH 44128-5797

Tele: (216) 378-0700

Questions: films@ascrs.org

ASCRS·ASOA
ANNUAL MEETING
2018 APRIL 13-17
WASHINGTON, DC

Compliance Regulations

Objectives: The educational objectives of the Annual Meeting are that ophthalmologists will be able to incorporate the latest development for the management of multiple ocular conditions within the various ophthalmic specialties; integrate current and advanced treatment strategies for ocular conditions, including anterior segment and refractive surgery, glaucoma and retinal conditions; identify complicating factors in anterior segment surgery; develop appropriate treatment plans to address the factors pre-, peri- and postoperatively; compare ophthalmic treatments and technology; integrate prescribed medical and surgical treatment options into everyday practice; and examine external legislative and internal practice issues affecting the field of ophthalmology. Your presentation is an important part of this learning experience.

Validation of Clinical Content per ACCME Guidelines- Faculty members are reminded of the following:
- All recommendations involving clinical medicine in this CME activity must be based on evidence that is accepted within the profession.
- All scientific research referred to, reported, or used in this CME activity must conform to the generally accepted standards of experimental design, data collection, and analysis.
- Recommendations, treatments, or manners of practicing medicine that do not comply with the above are known to have risks or dangers that outweigh the benefits, or are known to be ineffective in the treatment of patients should not be presented as part of this CME activity.

Corporate Assistance with Slide Preparation: As a faculty member, you are ultimately responsible for the content of your presentation, even if a corporate study sponsor has provided clinical data. Duplicate presentations of the same data by faculty are strongly discouraged.

Disclosure of Unapproved/Off-Label Use: If your poster concerns the use of a drug or device that has not been approved by the U.S. Food and Drug Administration (FDA), or concerns an off-label use of a drug or device approved by the FDA for other uses, you must disclose this with a slide during the presentation.

ASCRS·ASOA
ANNUAL MEETING
2018 APRIL 13-17
WASHINGTON, DC

Compliance Regulations Cont.

Adherence to Guidelines: ASCRS will monitor e-poster presentations for adherence to its guidelines on impartiality, disclosure, and quality of content. Any complaints received will be investigated by the ASCRS Program Committee and CME Advisory Committee. Faculty violating these guidelines will receive a warning and, at the discretion of the ASCRS Program Committee and CME Advisory Committee, may be prohibited from participating in future ASCRS-sponsored CME activities.

Policy on Direct Reimbursement or Payment from Commercial Interest: Faculty are reminded that they may not receive travel expense reimbursement, honoraria, or other compensation directly from an ophthalmic commercial interest for participation within CME activities.

Harassment Prohibited: ASCRS does not allow our faculty to utilize any photos or videos that contain content or subject matter that could be considered harassment. This includes anything related to race, creed, color, sex, national original, marital status, disability status, membership on a local human rights commission and sexual orientation. This policy also includes sexual harassment of any attendee or employee. The following are examples of prohibited harassment: Epithets (name-calling), slurs or negative stereotypes. Intimidating, threatening or hostile acts, based on protected classification. Written or graphic materials that denigrate, show hostility or show aversion to persons of a protected classification.

Scientific Integrity: All presentations should be free of commercial bias. The use of generic names will contribute to this impartiality. If trade names must be used, be sure to provide objective, scientific information with a balanced view of treatment options. Faculty members are urged to adopt a consistent treatment of products throughout their presentations (e.g., if a trade name is used, the competitor's trade names must also be used).

Financial Interest Disclosure: Faculty must include a statement of their financial interests in the subject matter (or lack thereof) as the first slide in their presentation and verbally at the start of the presentation. ASCRS depends on honest and full disclosure by faculty to ensure balance, objectivity and independence in its program.

Presenters should review the copyright statement and credits

ASCRS·ASOA
ANNUAL MEETING
2018 APRIL 13–17
WASHINGTON, DC