

MODERATOR GUIDELINES FOR PEER REVIEW of HANDOUTS

- **Peer Review of Handouts**

In accordance with ACCME policy, the Academy requires that all handouts be peer reviewed by the moderator. It is your responsibility to peer review these handouts for content, bias, copyright infringement and redundancy. **The Instructional Course and Symposia handouts are due April 30, 2021.** We strongly recommend establishing an earlier deadline for your faculty to submit their handouts to you so that you have sufficient time for review.

- Receive and review faculty handouts – page limits:
 - Instructional Courses – 10 pages including bibliography, per faculty member
 - Symposia – 1 to 3 pages and the bibliography may be an additional page, per faculty member
- Identify handouts that have a commercial enterprise (company), specific device, instrument, implant or drug name.

Specific company names are prohibited

Specific device, implant or instrument names are prohibited.

Example: You can reference Locking Plates as a generic device but not call reference to a specific manufacturer of Locking Plates.

Specific drug names are prohibited, however, generic drug names are allowed. Example - Tylenol is a specific drug name but ibuprofen is the generic term

If you identify any of these in the handouts submitted by your faculty, you can return the handout to them and ask them to delete it or delete it yourself.

- **Copyrighted material cannot be reproduced in part or whole as a handout.** Copyrighted material includes articles, book or journal chapters, graphs and pictures. Charts or x-rays which bear the name of an institution, hospital or clinic are also copyrighted. This also includes animated figures, cartoon strips and may include proper names such as, “Disney”. AAOS will make every attempt to obtain the permission. However, in cases where we are unable to do so or if the release is too expensive or too narrow, AAOS reserves the right to remove the image.

Handouts are due as a .pdf document from the ICL and Symposia Moderators by April 30, 2021.

Instructional Course Lecture (ICL) and Symposia Moderators – look for a special email with information on handout submission by the end of March.
Handouts should have an outline and can only be submitted by the moderator in .pdf format.

MODERATORS: The handout must include an outline as the first page of the handout that includes faculty name, subject, and time allotment of talks and questions and answers. Please see suggested template below:

**2021 AAOS Annual Meeting
 COURSE NUMBER or SYMPOSIA LETTER
 TITLE**

NAME of FACULTY	TITLE of TALK/SUBJECT	*TIME ALLOTTED <i>(times vary for 1.5 & 2 hour sessions)</i>
Moderator Name	Introduction	3 or 5 minutes
Faculty 1	Topic 1	10 minutes
Faculty 2	Topic 2	15 or 20 minutes
Faculty 3	Topic 3	15 or 20 minutes
All faculty	Topic 4	15 or 20 minutes
All faculty	Topic 5	15 or 20 minutes
All faculty	**Q & A	20 or 30 minutes

**For a 90-minute session, the Committee requires that you format your session with a maximum of 70 minutes for didactic lectures and a minimum of 20-minutes for discussion and question and answers.*

**For a two-hour session, the Committee requires that you format your session with a maximum of 90-minutes for didactic lectures and a minimum of 30 minutes for discussion and question and answers.*

***Q&A - we ask that you intersperse the questions and answers during the presentations as this may encourage participants to stay until the end of the session; while also allowing each faculty member to answer questions at the end of their presentations.*

If you have any questions, please email or call:

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