

AAOS 2024

# Faculty Handbook

[aaos.org/amparticipants](https://aaos.org/amparticipants)

Get ready to experience  
the can't-miss orthopaedics  
event of the year.



Annual Meeting General Information and Policies

Thank you for participating in the AAOS 2024 Annual Meeting, February 12-16, San Francisco, California at the Moscone Center. We greatly appreciate your contributions and willingness to share your knowledge. This handbook serve as a resource as you prepare for your presentation, with further resources available at [www.aaos.org/amparticipants](http://www.aaos.org/amparticipants). AAOS will also deliver email notifications throughout the year with additional information.

If you have questions, please contact a member of the Annual Meeting Education Team:

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## Travel Information

San Francisco is Ready for You! Are you ready for San Francisco?

We're excited to have you join us in the City by the Bay. [View tips](#) to ensure an enjoyable and safe experience.

## General

The mission of the American Academy of Orthopaedic Surgeons (AAOS) is to serve our profession to provide the highest quality musculoskeletal care. This is achieved through: education of Orthopaedists, other providers of health care and the public, promotion of research; communication with other professionals and the public, and leadership in the development of health care policy. The AAOS Annual Meeting is the Academy's flagship educational event and primary vehicle for fulfilling that goal.

## Benefits of participating in the Annual Meeting

As a faculty member, you will benefit from sharing your information and research with orthopaedists and other medical professionals throughout the world. The interaction that takes place during the meeting is one of the most valuable aspects of the Annual Meeting. To assist you, please access the Annual Meeting participant website, [www.aaos.org/amparticipants](http://www.aaos.org/amparticipants), which features tips for preparing your presentation, your handout and your audiovisual. As a faculty member, connecting with others and sharing your information will help grow the profession of orthopaedics.

## Disclosure

As an accredited provider of AMA PRA Category 1 CME credit™, AAOS is required to obtain disclosure of any potential conflicts of interest from the faculty submitted for presentation at the Annual Meeting. The Academy maintains its own disclosure program, all faculty must disclose in the AAOS program within 2 years of the Annual Meeting. Faculty disclosure is conveyed to Annual Meeting registrants in various ways, which may include the AAOS website and the Annual Meeting Mobile App.

At the podium, each faculty member is required to report their disclosures at the beginning of the presentation. Our A/V Vendor will automatically show your disclosure prior to the start of your presentation. Please make sure your disclosures are up-to-date within twenty-four months of the Annual Meeting in the AAOS Disclosure Database: [www.aaos.org/disclosure](http://www.aaos.org/disclosure). All disclosures are listed in the Annual Meeting Mobile App and on the AAOS website, [www.aaos.org/disclosure](http://www.aaos.org/disclosure).

If you need to update or search for disclosures, you may do so by going to [www.aaos.org/disclosure](http://www.aaos.org/disclosure).

## Required Forms

The Academy requires all faculty to complete and submit the following forms:

- **FDA form** – requires that instructors disclose the FDA status of all instruments, implants and devices discussed in their presentation, and is included in the final program.
- **Non-Exclusive Perpetual License form** – provide consent for the Academy to audiotape the event and to provide the course handout to registrants. In the event the session you are participating in is webcast or videotaped for distribution, the license gives the Academy permission to record and distribute your presentation in any format. It does not mean the Academy owns your presentation; you retain your copyrights and the presentation.
- **Speaker Policy form** – maintains integrity of presentations by faculty and participants setting the expectation that are consistent with the [AAOS Anti-Discrimination and Anti-Harassment Policy and Procedures](#).
- **Talent Release form** – provide consent for the Academy to record your name, likeness, picture, photograph, portrait, voice or image in all forms and media and in all manners, (collectively “the Recorded Image”).
- **Image Use Policy form** – maintains the integrity of AAOS educational material (Content), volunteers must not inappropriately use images or other content owned by another party. Distribution for educational purposes may include:
  - Audiotaping / video recording
  - Other products from the Annual Meeting

## Commercialism Policy

The Academy policy prohibits commercial promotion and sponsorship by faculty or industry within the Education Program. This policy has been interpreted to prohibit faculty in the Academy's Education Program from promoting their or another's practice or product during the course of the lecture or in handout materials.

- During the course of their lectures or presentations, faculty may state briefly one product or procedure that works best for their patients.
- Manufacturers, exhibitors and other commercial enterprises are prohibited from sponsoring or providing handouts. In addition, the name of a manufacturer and/or exhibitor should not appear on any page or product used as a handout except when used for scientific or comparative purposes in the text of the handout materials or on the speaker's slide.
- The educational presentation and handout materials may not promote a particular practice, clinic, hospital, institution, publication, or commercial enterprise.

## CME Credit

The American Academy of Orthopaedic Surgeons designates this educational activity for a maximum of **23 AMA PRA Category 1 Credits™**. Physicians should only claim credit commensurate with the extent of their participation in the educational activity. **It is important to check into the meeting as soon as you arrive to receive maximum CME credit.** The AAOS transcript system will not allow you to claim CME credit for any educational activities you participated in before you officially check-in to the meeting. For instance, if you arrive at the meeting on Wednesday but do not check-in until Thursday, you will not be able to claim CME credits for your Wednesday attendance. **Please remember to check-in before attending any educational activities.**

The CME credit system is an honor system. Claim only the number of credits for the learning activities at the Annual Meeting in which you actively participated.

## Registration, Travel and Hotel Information

### Registration – Please Register Yourself for the Annual Meeting

As an ICL and/or Symposia Faculty member, registration is free of charge. However, you will need to register yourself for the Annual Meeting.

- Badges will not be mailed for the Annual Meeting. Speakers can pick-up their badges in the Speaker Ready Rooms - Moscone South, Room 215 and Moscone West, Room 2016. If you would like to attend an ICL (other than any you are Moderator/Faculty on), please also register for this as well.
- To pick up your badge bring your registration confirmation to one of the Speaker Ready Rooms - Moscone South, Room 215 and Moscone West, Room 2016.
- Your Moderator and/or Faculty ribbons can be picked up at one of the Speaker Ready Rooms as well.



To register for the meeting, an ICL (other than any you are Moderator/Faculty on), please register at [www.aaos.org/register](http://www.aaos.org/register).

### Travel and Hotel Information

Non-member, non-orthopaedic Faculty

All non-member, non-orthopaedic faculty will be reimbursed for expenses incurred during their participation in the AAOS Annual Meeting. Information regarding hotel reservation and reimbursement will be sent to you by the end of January. Non-member faculty will make their own hotel and air travel reservations by special Faculty links in order to be paid by AAOS. If a non-member, non-orthopaedic Faculty makes their own hotel or air travel reservations another way, AAOS is unable to provide reimbursement. Specially selected hotels will be offered in the Faculty hotel link. Non-member faculty are eligible for \$125 per day reimbursement and one night's stay for either the day before or the day of the session if booked through the Faculty hotel reservation link.



## Moderator/Faculty Information

### Moderator Information

As the session Moderator, we thank you for taking on several key responsibilities. Before the meeting, we will communicate with you to:

- Complete the mandatory forms by December 1, 2023.
- Confirm that the faculty have completed the appropriate forms and has an updated disclosure in the AAOS database.
- Create a session outline that provides the faculty names and topics in order of presentation.
- Peer review your faculty member's handouts and submit them to the online site by November 3, 2023.
- Act as a conduit between AAOS and your faculty.
- Review guidelines for Annual Meeting Moderators at [www.aaos.org/amparticipants](http://www.aaos.org/amparticipants)



### Moderator On-site responsibilities include:

- Manage the question and answer portion of the session – 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.
- During the session, be prepared to counter bias if encountered during the session
- Review faculty slides in the ready room, if time permits
- Ensure that each faculty member has the appropriate disclosure visual in their presentation and if not ensure they each verbally disclosure prior to giving their presentation
- Be prepared to discuss faculty members' disclosure if necessary
- Arrive at the session room 30 minutes prior to the session to acquaint yourself with the room and audiovisual set up and to confer with the session A/V team and faculty in the room
- Manage the question and answer portion of the session
- Notify AAOS staff or Room Monitor if any problems or issues related to the session arise - especially in terms of audiovisual and sound.

**IMPORTANT:** Instruct attendees to complete their evaluation forms, in the Annual Meeting Mobile App, before concluding your session(s).

## Faculty Information

As a faculty member your responsibilities are to:

- Complete the mandatory forms by December 1, 2023
- Submit your handout to the moderator of the session for review, prior to the due date, November 3, 2023
- Pre-submit audiovisual presentation
- Arrive at the meeting in ample time to give your presentation

## Faculty On-site Responsibilities

As a faculty member you are responsible for:

- Checking into the Speaker Ready Room in sufficient time to review your presentation, we suggest 24 hours in advance. If this is not possible please check in at least two hours prior to your presentation
- Arrive at the session room 30 minutes early, to acquaint yourself with the room and audiovisual set up and to confer with the session A/V team and moderator in the room
- Attend the entire session and respond to questions as directed by the Moderator

## Speaker Ready Room Location and Hours:

The Speaker Ready Rooms are designed to be your resource and provide presentation assistance to our volunteer speakers. The room is equipped with computer stations and our AV vendor staff readily available to assist with presentation uploads and other technical assistance needs as it relates to your presentation. There are specific hours set for these rooms to accommodate speakers as they focus on providing a great presentation. It is common practice for speakers to visit the Speaker Ready Room prior to and in advance of the start of their session presentation time.

### Speaker Ready Rooms

#### Moscone South, Room 215

Sunday, February 11	2:00 – 5:00 PM
Monday, February 12 - Thursday, February 15	6:30 AM – 4:30 PM
Friday, February 16	6:30 AM – 4:00 PM*

#### Moscone West, Room 2016

Monday, February 12 - Thursday, February 15	6:30 AM – 4:30 PM
Friday, February 16	6:30 AM – 4:00 PM*

## Education Structure and Classifications

The Annual Meeting is the premier educational event of AAOS. Our goal is to further the education of the Orthopaedic Surgeon and other medical professionals, be an advocate for orthopaedic patients, and promote awareness of Orthopaedics to the public.

Current Education Types	Description	Format	Cost	Information
Ask an Expert	Case discussion with expert analysis	Questions and answers with expert	Included with registration	No CME Credit and No handouts
Career Development	Advance or refine career with various curriculums including, but not limited to Leadership, Teaching, Communication, Mentoring and Marketing.	This is a one-hour session.	Included with registration	No handouts
Engagement Theater	Presentation theater providing a multiple daily presentations.	Thirty-minute presentations on a variety of topics ranging from advocacy, research updates, and mentoring.	Included with registration	No CME Credit and No handouts
Flash Five®	A burst of knowledge given in five minutes on topics benefiting orthopaedists.	This is a one-hour session that has an MC to give opening and closing remarks, with 10 different presenters, each giving one five minute presentation.	Included with registration	No handouts
Influencers Series	Get up close and personal and learn what it takes to become an influencer as residents interview those that have the power to positively cause change through knowledge, position, and authority in orthopaedics	Interview format, 45-minutes.	Included with registration	No handouts
Instructional Course Lectures (ICL)	Instructional Course Lectures are generally the tried and true in orthopaedics, the standard of care, experts present lectures, discuss cases and present amazing images as part of the courses.	Didactic with heavy emphasis on question and answer	\$70 advance/ \$90 on-site	Handout is provided on the Annual Meeting Mobile App.
(ICL) Case Presentation Courses	Participants participate in groups of 10 with a table facilitator to review and discuss specific cases. Specific management and follow up reviewed.	Emphasis on faculty interaction and case management.	\$85 advance/ \$105 on-site	Registration is limited to 100. Handout is provided on the Annual Meeting Mobile App.

Current Education Types	Description	Format	Cost	Information
(ICL) Technical Skills courses	Focused on positioning, approach and step by step technical tips.	Edited videos following by discussion on pearls. Suggest 4-5 topics per session.	\$70 advance/ \$90 on-site	10-minute video showing techniques provided on the Annual Meeting Mobile App.
Orthopaedic Video Theater	Presents surgical technique videos. Showcases Award Winners at the Annual Meeting.	Video format	Included with registration	Proceedings website provides abstracts <a href="http://www.aaos.org/proceedings">www.aaos.org/proceedings</a> . The Proceedings website will be available at the start of the meeting. Some videos are available for sale at the Annual Meeting in the Resource Center.
OrthoDome	OrthoDome is an experience like no other, showcasing orthopaedic surgical techniques and devices in 4K resolution and 3D video, narrated live by the experts.	This interactive session provides the opportunity to interact with other participants while engaging in surgical techniques, devices in 4K resolution video presentations.	Included with registration	No CME Credit. No handouts.
Paper presentation – 4-minute podium presentations	New research presented or an update to a continuing study.	Oral presentation of three paper grouped in threes of similar topic, each group of three is followed by a discussion.	Included with registration	Abstracts provided on the Proceedings website at start of Annual Meeting at <a href="http://www.aaos.org/proceedings">www.aaos.org/proceedings</a>
Posters (Two poster sessions: Monday-Tuesday and Wednesday-Thursday)	New or continuing research presented in a print format.	Poster in color format on a 45"x45" board	Included with registration	Posters are also available in an ePoster (electronic) format on the AAOS website the start of the meeting at <a href="http://www.aaos.scientificposters.com">www.aaos.scientificposters.com</a>
Poster Tours	Tours given by experts in poster classifications	No registration, onsite presentations in Academy Hall	Included with registration	Tours given at staging area utilizing ePoster provided by presenter
Showdowns®	One Moderator per session that regulates the debate asking questions of their own and from audience.	This one-hour session allows Orthopaedic colleagues debating topics and techniques that demonstrate their point of view.	Included with registration	No handouts and audience decides who wins debate by utilizing the Audience Response System.



Current Education Types	Description	Format	Cost	Information
Symposia	Forums for the discussion of innovative and upcoming trends or theories in Orthopaedics. Often cutting-edge material presented	Didactic in general but often feature debates or point/counterpoint	Included with registration	Handouts are not required, but if provided, they will be on the Proceedings website at start of Annual Meeting at <a href="http://www.aaos.org/proceedings">www.aaos.org/proceedings</a>
TechTalks	Technically oriented discussion on office skills	No registration, skills-based lectures given by orthopaedic surgeons	Included with registration	No CME Credit
The Way I See It...®	Valued thoughts and opinions...just the way the expert sees it.	Expert gives a 15-18 minute presentation on a subject matter of their choice.	Included with registration	No handout
ePosters	Interactive video presentations of abstracts in Academy Hall and on AAOS website at start of meeting.	No registration, available during and post meeting	Included with registration	No CME Credit <a href="http://www.aaos.scientificposters.com/">www.aaos.scientificposters.com/</a> The ePosters will be available at the start of the meeting.

## Help promote the AAOS 2024 Annual Meeting!

Access the Partner Toolkit for Faculty/ Presenters and download graphics to share on social media.



AAOS education is organized by the following classifications:

- Adult Reconstruction Hip
- Adult Reconstruction Knee
- Basic Research
- Career Development
- Foot and Ankle
- General
- Hand and Wrist
- Infection
- Musculoskeletal Oncology
- Patient Care Non-technical
- Pediatrics
- Practice Management
- Residents/Fellows
- Shoulder and Elbow
- Spine
- Sports Medicine
- Technology
- Trauma

## Handouts (available exclusively on the Annual Meeting Mobile App)

### Instructional Courses (required by all faculty)

- Handouts should be an outline of the presentation with room for notes
- Registrants should be able to follow the lecture from the handout
- Handouts are limited to 10 pages, per faculty member, with the exception of Case Presentation and Technical Skills courses
- Case Presentation Moderators are required to provide one handout with the bibliography and references, as well as pearls – case results should not be included.
- Technical Skills Moderators are required to provide a 10-minute video that focuses on positioning, approach and step by step technical tips. A literature handout is optional.
- Flash Five®, Showdowns®, The Way I See It...® do not require handouts



### Symposia handouts (optional)

- Should be an outline or discussion text with a bibliography
- Handouts are limited to 3 pages, per faculty member
- An outline with presenters and topics is required

### Handouts General

- Copyrighted material cannot be reproduced in part or whole as a handout without a release. 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”.
- Image library information is available on our website, [www.aaos.org/amparticipants](http://www.aaos.org/amparticipants)
- Handouts are required for participation in Instructional Courses.
- Symposia handouts are not required, but suggested. An outline with presenters and topics are required.
- All handouts should be submitted to the course or symposium Moderator by the November 3, 2023 deadline for peer review final uploaded handouts should be submitted in .pdf format.

Handouts will be edited for spelling, grammar and Intellectual Property concerns. If your handout needs to be changed, you will be notified by the AAOS editor. Your cooperation is greatly appreciated.

All handouts must be peer reviewed and approved prior to the meeting, and provided via the Annual Meeting Mobile App only. Please note that handouts can not be handed out onsite as all handouts must go through the proper review channels within AAOS.

## Audience Response System

- An Audience Response System (ARS) is utilized in selected Instructional Course Lectures and Symposia. In some instances, the Moderator may request the ARS, others are chosen because the dynamics of the session lend themselves to the use of the system.

## Tips for preparing and presenting an effective lecture

Develop an outline for the lecture and determine what three things you want the registrants to learn.

- Establish a theme
- Build a case to support the theme
- Each point must address the theme

Conclude the lecture by summarizing what you presented. An effective summary includes three elements – summarizing key ideas, developing an integrated framework and using ending strategies.

Inject humor if you are comfortable doing so. Remember: A good lecture is a dialogue between you and everyone else in the room.

## Evaluations (available exclusively on Annual Meeting Mobile App)

The completion of attendee evaluations is critical and used to deliver high-quality education across all practice areas year after year. The results of these evaluations are made available to the faculty approximately one month after the conclusion of the meeting. Most sessions are evaluated by committee members who are responsible for providing information on disclosure, conflict of interest and session content. The information from these evaluations is made available to the Central Committees and is not shared with faculty. Aspects of the critical evaluation information may be synopsized in correspondence to the faculty to facilitate changes in Instructional Courses.

***\*\*Moderators, please encourage attendees to complete evaluations\*\****

