

## ICL and SYMPOSIA HANDOUT TIP SHEET

Here are some tips to put together your handout:

- Suggested Font: Times or Times New Roman – 12 point
- Page layout should allow adequate space for note taking.
- A good handout helps the listener focus on what is important.
- Handouts do not have to be an exact replication of your slides but should follow your talk point by point. However, your presentation **should follow the handout point by point**.
- Use the physical space on the page to enhance rather than detract from what you have to say.
- Don't try to crowd too much material on one page! Double space some paragraphs or points in the outline.
- Use bullets or symbols to draw attention easily and quickly to key points. Use symbols to:
  - ☺ add interest and call attention to the key points.
  - ☰ add levity to what is usually pretty serious stuff.
- **MANY PEOPLE PUT IMPORTANT POINTS IN CAPITAL LETTERS. BUT YOU SHOULD AVOID CAPITAL LETTERS FOR LARGE BLOCKS OF TEXT.**

**If you have text you wish to highlight, use bold lower case or put in a box**

- Use line drawings, tables and graphs to add useful information or focus attention on key points. **These should be your original material and not published anywhere else.**
- Do not include graphics published in journals, unless you have received written confirmation from the publisher to do so, or the paper is published under Creative Commons license. AAOS can help you with this process if you provide full citation within your handout. Please be aware that there is often a fee for reuse, even if you are the author.
- Typefaces (“fonts”) that have serifs (little feet on the letters) - like the one used in this document - are generally more readable than typefaces without serifs (called “sans serif” typefaces) - like this one.
- Indent and/or label your most important points, i.e. “Key Facts” or “Special Considerations” or “Pearls”, etc.
- The handout should include an outline and bibliography listing relevant reference material.
- Handouts will be provided to attendees exclusively on the *AAOS Annual Meeting* mobile app.

AAOS

AMERICAN ACADEMY OF  
ORTHOPAEDIC SURGEONS

2024 Annual Meeting  
February 12-16, San Francisco, California

Monday  
through  
Friday

**Instructional Course Lecture (ICL) Guidelines and Instructions** – Consisting of didactic lecture and audience discussion, ICLs represent the tried and true in Orthopaedics. They often combine the pearls and pitfalls of procedures. Information presented in an ICL represents accepted principles and techniques as well as evidence-based practice. This course is limited to 3 faculty and a Moderator (4 total, maximum limit). Instructional Courses should consist of a didactic lecture followed by a question and answer segment, allowing the audience to ask questions.

**Case Presentation Instructional Course Lecture Guidelines and Instructions** – Focused on case discussions, Case Presentation ICLs are in a small table format with a moderator and 10 faculty who act as table facilitators (one per table). 4-6 cases are discussed per course. The Moderator presents a case and the table facilitators aid in discussion and plan formulation. Each table presents their decided treatment plan, and the moderator presents the final solution using Evidence Based Data, including teaching points and references, to support the selected treatment. The handout required from the Moderator should include key takeaways and a bibliography for each case presented. The application must list a moderator plus 10 Orthopaedic faculty table facilitators at the time of submission.

**Technical Skills Instructional Course Lecture Guidelines and Instructions** – This course focuses on positioning, approach, and step-by-step technical tips in a 10-minute video. This video is followed by a 10-minute discussion of pearls. 4-5 topics per session is suggested. This type of course works well with unique procedures (nail tibia, or if humerus) or by dividing up a more complex operation (revision TKA). The faculty must be committed to preparing high-quality 10-minute edited video supplemented with slides as necessary. The edited video will be provided as a handout. No literature handout is mandatory. This course is limited to 3 faculty and a moderator (4 total, maximum limit). Faculty limits are strictly adhered to. **The edited 10-minute video is mandatory for this course – due at time of the handout deadline which is November 3, 2023.**

**MODERATORS:**

Instructional Course Lecture (ICL) and Symposia Moderators, please note that an email with information and upload instructions for handout submissions will be sent in October. The handout submission deadline is November 3, 2023.

**Handouts 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 sample outline below:**

**2024 AAOS Annual Meeting *Sample Outline***  
**COURSE NUMBER or SYMPOSIA LETTER**  
**COURSE or SYMPOSIA TITLE**

<b>NAME of FACULTY</b>	<b>TITLE of TALK/SUBJECT</b>	<b>*TIME ALLOTTED</b>
Moderator Name	Introduction	5 minutes
Faculty 1	Topic 1	10 minutes
Faculty 2	Topic 2	10 minutes
Faculty 3	Topic 3	10 minutes
All faculty	Topic 4	15 minutes
All faculty	Topic 5	15 minutes
All faculty	**Q & A	25 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 Q&A.*

*\*\*Q&A – You may also 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.*