

ICL and Symposia Handout Instructions

Handouts

Handouts are required for all ICLs and are optional for Symposia. Session Moderators will review all handouts for content, bias, commercialism, copyright infringement and redundancy. Handouts may only be submitted to AAOS by the session Moderator.

- **Commercialism:** If any of the following are identified in the handouts, the moderator may return the handout to you for edits or delete/edit the item themselves.
 - **Specific company names and/or logos are *prohibited*.**
 - **Specific device, implant or instrument names are *prohibited*.**
 - Example: You may reference locking plates as a generic device, but you may not reference a locking plate made by a specific manufacturer.
 - **Specific drug names are **prohibited****, but generic drug names are permitted.
 - Example: Tylenol is a specific drug name and would be considered commercialism. Ibuprofen, the generic term, is acceptable.
- **Copyright:** Copyrighted material cannot be reproduced, in part or whole, as part of 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 as well as proper names such as “Disney”. AAOS will make every attempt to obtain 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 copyrighted content.

Handout Format

- Suggested Font: Times or Times New Roman, 12-point.
- The 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.
- Don't overcrowd the page with too much material. Use double spacing to create room.
- 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 weighty or serious subject matter.

- AVOID USING ALL CAPITAL LETTERS IN LARGE BLOCKS OF TEXT, AS THIS CAN BE DIFFICULT TO READ.

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

- Line drawings, tables and graphs are useful in focusing attention on key points. **However, these should be your own material and not published anywhere else.**
 - Do not include graphics published in journals unless you have received written confirmation from the publisher that you may do so, or the paper is published under Creative Commons license. AAOS can assist you with this process if you provide a 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), like those used in this document, are generally more readable than typefaces without serifs (sans serif) – like this one.
- Label the most important points, i.e. “Key Facts”, “Special Considerations”, “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*.
- Handouts must be submitted as a .pdf.

Session Descriptions

- **Symposia**
Meant for cutting edge, controversial, new, or innovative topics. Symposia topics should be well-balanced and feature a blend of differing styles, techniques, or management. It is recommended that time be allowed for questions and answers, a minimum of 10-15 minutes is suggested. Handouts for Symposia are optional.
- **Instructional Course Lecture (ICL)**
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. 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**
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.
- **Technical Skills Instructional Course Lecture**
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 (i.e., nail tibia) 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. **The edited 10-minute video is mandatory for this course – due at the time of the handout deadline.**

If you have any questions, please contact:

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