

ICL and Symposia Moderator Instructions

Handouts

Handouts are required for all ICLs and are optional for Symposia. It is your responsibility, as Moderator, **to collect, peer review, and submit** the session handout by the due date of **November 1, 2024**. We strongly recommend establishing an earlier deadline for your faculty to submit their handouts so that you have sufficient time for review.

An email will be sent to all moderators in October with instructions for uploading your handout. Handouts can only be uploaded by the Moderator.

Handouts must be reviewed for content, bias, commercialism, copyright infringement and redundancy.

- **Commercialism:** If any of the following are identified in the handouts, please return the handout to the faculty member to make edits or delete/edit the item yourself.
 - **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 exact replications of the slides, but should follow the 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 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*.

Handout Submission

- Handouts may only be submitted by the Moderator.
- Moderators will be emailed handout upload instructions in October.
- Handouts must be submitted as a .pdf
- The first page of the handout must include an outline that includes faculty names, topics, and time allotment of talks and Q&A. Please see sample outline below:

AAOS 2025 Annual Meeting *Sample Outline*
COURSE NUMBER or SYMPOSIA LETTER
COURSE or SYMPOSIA TITLE

NAME of FACULTY	TITLE of TALK/SUBJECT	*TIME ALLOTTED
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.

Moderator Responsibilities (Onsite)

During the session:

1. Ensure the program content is **fair and balanced, evidence-based, and free of bias.**
Discuss disclosure, bias, and commercialism with faculty and participants as needed.
2. Ensure that any **emerging or new content** not supported by science is clearly identified to participants.
3. Freeman, our AV partner, will display disclosures at the start of each presentation. **In the event a disclosure does not display**, direct attendees to review them on the AAOS Annual Meeting app or the AAOS website at www.aaos.org/disclosure
4. **Relevance** is not a factor in disclosure.
5. Know **bias and commercialism** when it occurs:
 - a. **Bias** occurs when content favors a procedure or device in a way that is inconsistent with reported literature.
 - b. **Commercialism** occurs when faculty promote a specific company's product, positively or negatively.
6. In the event bias or commercialism occurs, **emphasize the availability of multiple devices or products** for consideration.
7. Be vigilant for bias and commercialism from both **faculty and participants**. As moderator, ensure balanced discussion and disclosure of conflicts when needed.

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. Symposia will have a Moderator in addition to a minimum of 3 and a maximum of 12 speakers. 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. 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**

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**

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. 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 the time of the handout deadline which is November 1, 2024.

If you have any questions, please contact:

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