

Moderator Guidelines for Peer Review

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 November 3, 2023.** We strongly recommend establishing an earlier deadline for your faculty to submit their handouts so that you have sufficient time for review.

1. Commercialism

- **Specific company names/logos 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.

2. Copyright

- **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 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 Symposium moderators by November 3, 2023.

Instructional Course 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 first page of the handout MUST be an outline that includes faculty names, topics, and time allotment of talks and Q&A. Please see suggested template below:

2024 AAOS 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.*

If you have any questions about moderating, please email or call:

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