



## AAOS Presenter Handbook

### Annual Meeting General Information and Policies

Thank you for participating in the AAOS 2025 Annual Meeting, March 10-14 in San Diego, California. We greatly appreciate your contributions and willingness to share your knowledge. This handbook contains useful information as you prepare for your presentation, with further resources available on the [Participant Central](#) page.

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

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### General Information

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 and 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

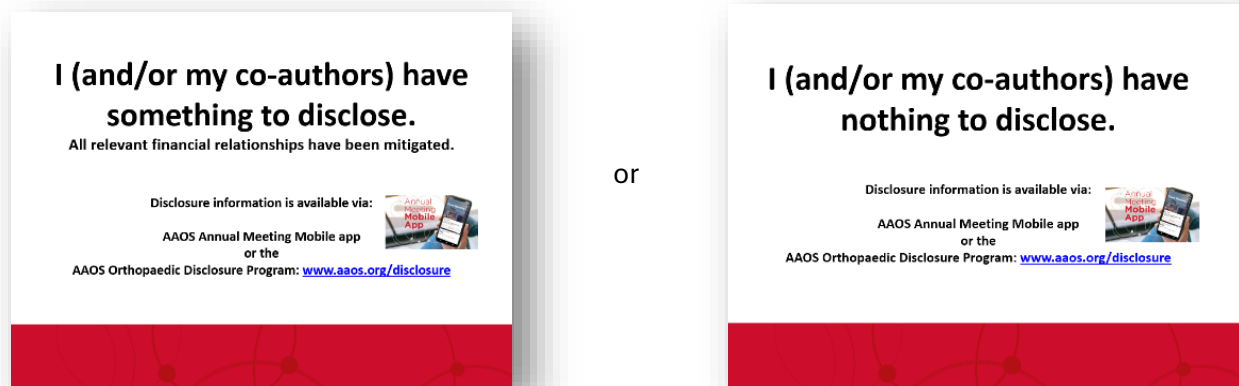
As a presenter, you have a unique opportunity to share valuable insights and research findings with orthopaedic professionals from around the world. The Annual Meeting is a platform for fostering interactive engagement and nurturing professional growth and innovation within the orthopaedic community. To facilitate your participation, explore the resources available on the [Annual Meeting Participant Central](#) site. Here, you'll find instructions and guidelines to assist you in preparation for the meeting.

### Disclosure

As an accredited provider of AMA PRA Category 1 CME credit™, AAOS is required to obtain disclosures from all authors on research submitted for presentation at the Annual Meeting. A disclosure is considered current if it has been updated within 24 months of the educational activity. Author disclosure is conveyed to Annual Meeting attendees in various ways, including the AAOS website and the Annual Meeting Mobile App. You may search for anyone's disclosure on our [Disclosure Database](#).

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. If there are changes in your disclosure, please verbally disclose them at the podium prior to beginning your presentation.

We ask that you also include a disclosure visual as the first or second slide of your presentation. Either:



These disclosure slides are available for download on the [Annual Meeting Participant Central](#) site.

## Commercialism Policy

The Academy policy prohibits commercial promotion and/or sponsorship by presenters or industry within the Education Program. This policy prohibits presenters in the Academy's Education Program from promoting their or another's practice or product during the sessions.

- During their presentations, presenters 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 the speaker's slide.
- The educational presentation 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

As an AAOS Annual Meeting Presenter, registration is free of charge. However, **you will still need to register for the Annual Meeting** on our [Registration page](#). Upon login, the site will recognize you as a presenter and offer a \$0 registration option.

You are also eligible to wear a Presenter ribbon on your badge. You may pick up your ribbon at Registration, or in the Speaker Ready Room.

For travel and hotel information, please visit our [Housing & Travel](#) page.

## Presenter Responsibilities

- Pre-submit your audiovisual presentation via the Orchestrate presentation management site, available in February 2025.
- Check into the Speaker Ready room to review your presentation no more than two hours prior to your scheduled session.
- Arrive at the session room at least 30 minutes prior to the start of the session to acquaint yourself with the room and audiovisual setup, and to confer with the A/V team and moderator.
- Stay for the entire session and participate in the Q&A session as directed by the Moderator.

## Speaker Ready Room Location and Hours:

The Speaker Ready Room is designed to 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 Room (Located in OrthoLive in the Sails Pavilion)**

Sunday, March 9	2:00 PM – 5:00 PM
Monday, March 10 – Thursday, March 13	6:30 AM – 4:30 PM
Friday, March 14	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.

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
- Limb Lengthening
- Musculoskeletal Oncology
- Patient Care Non-Technical
- Pediatrics
- Practice Management
- Residents/Fellows
- Shoulder and Elbow
- Spine
- Sports Medicine
- Technology
- Trauma

## Education Formats for 2025

Education Types	Description	Format	Cost	Information
Ask The Expert	Case discussion with expert analysis.	45-minute sessions featuring questions and answers with experts in the Exhibit Hall.	Included with Registration	No CME Credit / No Handouts
Career Development	Advance or refine your career with topics including Leadership, Teaching, Communication, Mentoring and Marketing	One-hour didactic session with questions and answers.	Included with Registration	CME Offered / Handouts (not required) are available on the AAOS Annual Meeting app.
Engagement Theater	Daily engaging presentations on a variety of topics.	30-minute didactic presentation with questions and answers.	Included with Registration	No CME Credit / No Handouts
Flash Five®	A burst of knowledge given in five minutes on topics benefiting orthopaedists.	One-hour session in which ten five-minute presentations are given.	Included with Registration	CME Offered / No Handouts
Instructional Course Lectures (ICL)	Instructional Course Lectures are the tried and true in orthopaedics and set the bar for standards of care.	Didactic with heavy emphasis on question and answer	\$75 advance/ \$95 on-site	CME Offered / Handout is provided on the AAOS Annual Meeting app
(ICL) Case Presentation Courses	This session is comprised of small group discussions on specific cases with knowledgeable faculty. Discuss and propose a solution before the case outcome is revealed.	90-minute session with emphasis on faculty interaction and case management	\$90 advance/ \$110 on-site	CME Offered / Registration is limited to 100.  Handout is provided on the AAOS Annual Meeting app
(ICL) Technical Skills courses	Focused on positioning, approach and step by step technical tips.	90-minute session featuring edited surgical video and discussion of pearls. 4-5 topics per session.	\$75 advance/ \$95 on-site	CME Offered / Handout is provided on the My Academy mobile app
OrthoDome®	OrthoDome showcases orthopaedic surgical techniques and devices in 4K and HD resolution, narrated live by the experts.	Videos/Theater style	Included with Registration	No CME

Education Types	Description	Format	Cost	Information
Orthopaedic Video Theater	Surgical videos and multimedia programs.	Video format	Included with Registration	Abstracts available on the Proceedings site.
VIPER Paper presentation VI=Videos P=Paper E=Education R=Research	New research presented or an update to a continuing study.	4-minute oral presentations, every third paper followed by a video and Q&A/Discussion segment.	Included with Registration	CME Offered / Abstracts are available on the AAOS Mobile app and Proceedings site.
Posters Session 1: Mon-Tue  Session 2: Wed-Thu	New or continuing research presented in a print format.	Printed Poster in color format on 45"x 45" board.	Included with Registration	Posters are also available in an ePoster format. Abstracts are available on the AAOS Mobile app and Proceedings site.
ePosters	PowerPoint presentations of abstracts with video / audio.	Available during and post-meeting.	Included with Registration	No CME Credit
Poster Presentations	30-minute sessions selected for presentation at ePoster kiosks with 4 presenters per session.	No registration, available during meeting	Included with Registration	CME Offered / No handouts
Poster Tours	Tours given by experts in poster classifications in OrthoLive; one-hour	No registration needed	Included with Registration	CME Offered / Tours given at staging area utilizing ePoster provided by Presenter
Showdowns®	This one-hour session allows Orthopaedic colleagues to debate topics and techniques that demonstrate their point of view.	One MC/Moderator per session regulates the debate asking questions of their own and from audience.	Included with Registration	CME Offered / Audience decides who wins debate by utilizing the Audience Response System. Handouts are not required.
Symposia	Forums for the discussion of innovative and upcoming trends or theories in Orthopaedics.	Generally didactic, but often feature debates or point/counterpoint; one-hour to 90-minutes.	Included with Registration	CME Offered / Handouts are not required. If provided will be on the Proceedings site and Annual Meeting app.
The Way I See It...®	Valued thoughts and opinions for the orthopaedist...just the way the expert sees it.	Expert gives a 16-18-minute presentation on a subject matter of their choice; one-hour	Included with Registration	CME Offered / Handouts are not required.

## Tips for Preparing and Presenting an Effective Lecture

- Identify three to five key points that you want attendees to learn.
- Establish a theme.
- Build a case to support the theme.
- Develop an outline for your lecture in which each point addresses the theme.
- Inject humor if you are comfortable doing so.
- Conclude with a summary.
- Remember: A good lecture is a dialogue between you and everyone else in the room.

## Copyright

Copyrighted material cannot be included in part or whole in your presentation 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.
- Animated figures and cartoon strips.
- Proper names such as “Disney”.

## Evaluations

The completion of attendee evaluations is critical. The data collected from evaluations is an invaluable tool when determining how to design future meetings. The results of these evaluations are made available to speakers approximately one month after the conclusion of the meeting.

In addition, most sessions are also critically evaluated by committee members who provide feedback 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 synopsisized in correspondence to the faculty to facilitate changes in educational content.

All moderators should encourage session attendees to complete their evaluations, available on the AAOS Mobile app.