

FACULTY PRESENTATION GUIDELINES

Presentation Format

- Both outlines in Word as well as PowerPoint presentations are accepted. Please do not submit presentations as PDF documents. To ensure uniformity, certain formatting changes may be made to your presentation by AAOS staff. Submitting a PowerPoint file will ensure this formatting can be done.
- Please include a concise bibliography or reference list.
- Please do not include any dates on your slides so that they can easily be re-used for future courses, with your permission.

While we would like to provide the course registrants with as complete a syllabus as possible, handouts received after the due date may not be included. Further, we cannot distribute course materials onsite to course participants without a peer review process.

Peer Review

- The AAOS has established a Policy and Procedure for Managing Conflicts of Interest (COI)
- In part, the policy requires a peer review of all course syllabus material PRIOR to publication. This peer review ensures a fair and balanced presentation that is free of inappropriate identification of any company and/or company products.

First Slide Disclosure Policy

The Accreditation Council for Continuing Medical Education (ACCME) **requires** CME presenters to include their mandatory financial disclosure on the first slide of their presentation to inform learners whether or not a financial relationship exists between the faculty member and any commercial interest. The faculty member is responsible for disclosing all financial relationships that create a conflict of interest, in any amount, occurring within the past 12 months in the AAOS disclosure database.

Financial interests include:

- Research or institutional support
- Miscellaneous non-income or in-kind support (e.g., equipment or services), commercially derived honoraria, or other non-research related funding (e.g., paid travel)
- Royalties
- Stock or stock options
- Consultant or employee

First Slide Procedure

On the first slide disclosure the faculty member must indicate if he/she has something to disclose. The following protocol must be followed in each educational session:

- At the beginning of each presentation, the speaker will project a visual, which provided either: “I (and my co-authors) have nothing to disclose”; or “I (and/or my co-authors) have something to disclose,” along with a referral for more detailed disclosure information in the course syllabus or via the AAOS Disclosure Program on the AAOS website.
- The expectation is that this visual will be projected for three seconds.
- The speaker does not determine the relevancy of a disclosure reported. It is up to the audience to determine if the disclosure reported is relevant to the presentation.
- A failure of speakers to adhere to this protocol will result in sanctions that may include prohibitions on speaking at future AAOS CME events, including the Annual Meeting.
- Disclosure slides are available for download on the Faculty Portal.

Final Presentation Files

Please bring your final presentations to the course and check-in with the AV staff when you first arrive to have your presentations downloaded in a timely manner. The AV tech will be in the back of the lecture room.

Intellectual Property, Copyright, Commercialism and Bias Policies

- Cite the source of all images, illustrations, etc.
- Use generic terminology wherever possible.

As a faculty member preparing handout and/or presentation material, please review and adhere to the following information regarding copyright and use of all published and unpublished images, derived from articles, book chapters, etc.

The AAOS respects the copyrights held by others. As a result, if it is known that an image, medical illustration, video, or other rendering has been published in another work and is held in copyright, AAOS requests that you cite the course of where you obtained the material. AAOS can include images from the following sources without consideration for copyright but a citation is still needed:

- Journal of the American Academy of Orthopaedic Surgeons (JAAOS)
- Journal of Bone and Joint Surgery – American
- Any AAOS publication, video, examination or multimedia program
- Your patient files (radiographs, MRI, CT, and other imaging studies) with consideration for HIPAA regulations.

Commercialism and Bias

While it is rare, from time to time, faculty presentations make reference to name-brand products, devices, pharmaceuticals/drugs, or suggest “only one way” to perform a surgical procedure.

In an effort to ensure balance and avoid commercialism, the Academy requests that course faculty use generic terminology in their presentations.

Course Directors will be requested to provide commentary and add balance if “name-brands” or “only one way” to perform surgery are included in faculty presentations.

Moderator's Guidelines for Managing Conflict of Interest

As a moderator for an Academy CME Course you play a vital role in helping manage potential conflicts of interest, bias, and/or commercialism expressed during a lecture, live and/or videotaped demonstration, or lab introduction.

The AAOS recommends the following to manage potential conflicts interest:

Commercialism

- When a company name is clearly identified in a presentation and the presenter does not verbally comment that they have an interest in that company, please announce the faculty member's documentation of the potential conflict noted in the syllabus.
- Moderators are responsible for "keeping the balance". When one company's product is mentioned, after the presentation, the Committee asks that you note other products filling the same requirements, if one or more exists.

Bias

- If a faculty member expresses a preference for a specific procedure (bias) or product (commercialism and bias), and the program outline does not include presentations on alternate procedures, the Committee asks the moderator to comment on other procedures or products to provide balance.