

Symposia Faculty Instructions

What is a Symposium session and how does it work?

This one-hour educational session is designed for **cutting-edge, controversial, new, or innovative topics** that challenge convention or introduce novel perspectives in orthopaedics. Symposia should be well-balanced and feature a blend of differing viewpoints, techniques, or management approaches.

Sessions may be structured as a series of didactic presentations, panel discussions, debates, or a combination of formats. Faculty should represent a range of perspectives that encourage meaningful discussion and audience engagement.

Faculty Limit: Minimum of 3 faculty; maximum of 13 total participants — 1 moderator + up to 12 faculty.

Your Role: Faculty Presenter/Panelist.

Q&A: A minimum of 15 minutes should be reserved for audience questions and discussion.

Handout: Optional for Symposia.

Your Role as Faculty

As a faculty member, you are responsible for contributing your **expertise and perspective** to create a balanced, engaging, and educational discussion.

Your role may include delivering a focused presentation, participating in a panel or debate, contributing to discussion, or a combination of these formats as determined by the moderator.

Before the Annual Meeting

- Complete all required faculty forms by the designated deadline.
- Communicate with the moderator to confirm your assigned topic, role, and time allotment.
- Review the session learning objectives and ensure your content supports the overall Symposium.

- Coordinate with the moderator and other faculty to avoid unnecessary overlap or redundancy.
- Prepare your presentation or discussion points according to the format established by the moderator.
- Be prepared to contribute your perspective while recognizing and discussing alternative approaches or viewpoints.
- Review your presentation and planned contributions for balance, bias, and commercialism.
- Pre-submit your audiovisual presentation according to the instructions provided by AAOS.
- If the moderator chooses to provide an optional handout, submit any requested content to the moderator by the deadline they establish.

Optional Handout

Handouts are **optional** for Symposia.

If the moderator chooses to provide a handout, faculty should provide any requested content by the deadline established for the session.

The **moderator is responsible for reviewing and submitting the final handout to AAOS.**

Faculty handout content should:

- Support the key educational content and takeaways from your presentation or discussion.
- Include relevant references and/or a bibliography when appropriate.
- Reflect your assigned topic or perspective within the overall Symposium.

Detailed handout requirements and submission instructions will be provided separately.

During Your Session

Faculty contribute to the Symposium through focused presentations, differing perspectives, discussion, and audience engagement.

1. Present Your Assigned Topic or Perspective

Deliver your content clearly and stay within the time allotted by the moderator.

2. Contribute Your Expertise

Share relevant evidence, experience, techniques, or management approaches related to your assigned topic.

3. Explore Different Viewpoints

Be prepared to discuss alternative perspectives and thoughtfully respond to differing opinions from other faculty.

4. Participate in Discussion

Engage with fellow faculty and contribute to the broader conversation as directed by the moderator.

5. Engage in Q&A

Be prepared to answer audience questions related to your topic and participate in the session's audience discussion.

6. Support the Full Session

Remain for the entire Symposium and participate in discussion throughout the **60-minute session**.

Maintaining Balance & Managing Disclosures

As faculty, your presentation and contributions should remain **fair, balanced, evidence-based, and free of commercial bias**.

This is particularly important for Symposia addressing controversial, emerging, or innovative topics where multiple approaches or viewpoints may exist.

- Avoid promotion of a specific company's product, device, or treatment.
- When discussing products, techniques, or treatment options, acknowledge appropriate alternatives.
- Represent differing perspectives fairly and respectfully.
- Distinguish personal clinical experience or opinion from established evidence when appropriate.
- Clearly identify emerging or new content that is not yet supported by established evidence.
- Be mindful of your disclosed relationships when presenting and contributing to discussion.

Faculty disclosures will be displayed at the start of the session and will also be available through AAOS Annual Meeting resources.

Day-of Reminders

- Check in at the **Speaker Ready Room** in sufficient time to review and confirm your presentation.
- Arrive at the session room **30 minutes early** to become familiar with the room and audiovisual setup and connect with the moderator.
- Attend the entire **60-minute session**.
- Stay within your assigned presentation time.
- Be prepared to participate in discussion beyond your individual presentation.
- Respect differing perspectives and contribute to a balanced discussion.
- Participate in audience Q&A as directed by the moderator.
- Keep comments focused, educational, and evidence-based.

Questions?

For questions regarding your Symposium, please contact the AAOS Education team.

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