MODERATOR GUIDELINES for SYMPOSIA and INSTRUCTIONAL COURSE LECTURES (ICLs)

Moderators and faculty are required to complete mandatory forms which include:

- AAOS Image Policy form
- FDA form
- Non-Exclusive Perpetual license form
- Talent Release form
- Speaker Policy form (*forthcoming in November/December*)

A link to these forms will be emailed to all faculty by the end of October.

Please note, participation in the AAOS Annual Meeting requires that these forms are completed. If we have a problem getting a response from faculty in your session, you may be contacted to intercede.

**Peer Review and Submission of Handouts**
Your faculty will be informed that they should submit their handouts directly to you, the Moderator. You will need to peer review them (see Moderator Guidelines for Peer Review Instructions) and submit them in a .pdf format to the handout collection site by November 18th. You will receive an email in October with a link and instructions for the handout collection site.

**During the Session**
First and most importantly, please plan to be in your session room at least 30 minutes prior to the start of the session. This will allow you to identify any potential problems as well as be prepared to start your session on time.

**Audiovisual**
As the Session Moderator, you have the authority to view the faculty presentations in the Speaker Ready Rooms. If time permits, we suggest you review their presentations for content purposes.

**Disclosure**
The AAOS disclosure policy requires that faculty submit their disclosure in the AAOS Orthopaedic Disclosure Program. If you have not completed or updated your disclosure since April 1, 2019, you must do so at this time by going to www.aaos.org/disclosure, log in and complete or update your disclosure.

This is mandatory for your participation, regardless of your relationship to AAOS.

**Commercial Bias**
Moderators are responsible for “keeping the presentations balanced”. When a company’s product is mentioned, we ask that the Moderator note other products generally acceptable for the procedure discussed if the speaker does not. It would also be appropriate to announce the faculty member’s documentation of the potential conflict as noted in the final program or ask the faculty member directly if such a conflict exists.
If a faculty member expresses a preference for a specific product, which is not countered by another faculty member, the Moderator should comment on other products to provide balance.

**Handouts**

Please mention that Instructional Course handouts are available exclusively on the *My Academy* app.

In addition, as Symposia handouts are optional for faculty to create, if there is a symposia handout, it is included on the Annual Meeting website, [www.aaos.org/proceedings](http://www.aaos.org/proceedings), which will be available at the start of the meeting - in addition to the *My Academy* app.

**Evaluation Forms and Results**

The Instructional Courses and Symposia are evaluated by course registrants. **Evaluations are available exclusively on the *My Academy* mobile app.** We ask that you please announce this to the attendees in your session, and ask them to complete the evaluation form.

The results of the session evaluations are e-mailed to all faculty members 30 days after the completion of the Annual Meeting.

**Sold Out (Instructional Course Lectures)**

We are anticipating that some courses will sell out during the registration process. If your course room is quickly filling to capacity, please urge registrants to fill in the available seats. Course rooms are sold only to the room capacity and are not oversold, so there should be enough seats for every registrant. Do not move chairs from one room to another as doing so will violate fire codes and could result in disruption of the Annual Meeting.

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

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