MODERATOR GUIDELINES FOR PEER REVIEW

- **Peer Review of Handouts**
  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 1, 2017.** We strongly recommend establishing an earlier deadline for your faculty to submit their handouts to you so that you have sufficient time for review.

- **Receive and review faculty handouts – page limits:**
  - Instructional Courses – 10 pages including bibliography, per faculty member
  - Symposia – 1 to 3 pages and the bibliography may be an additional page, per faculty member

- **Identify handouts that have a commercial enterprise (company), specific device, instrument, implant or drug name.**

  **Specific company names 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.

- **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 the 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 course and symposium moderators by November 1, 2017.

Instructional Course and Symposia Moderators – look for a special email with information on handout submission. **Handouts should have an outline and can only be submitted by the moderator.**

**MODERATORS:** The handout must include an outline as the first page of the handout that includes faculty name, subject, and time allotment of talks and questions and answers. Please see suggested template below:

**2018 AAOS Annual Meeting**  
**COURSE NUMBER or SYMPOSIA LETTER**  
**TITLE**

<table>
<thead>
<tr>
<th>NAME of FACULTY</th>
<th>TITLE of TALK/SUBJECT</th>
<th>TIME ALLOTTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderator Name</td>
<td>Introduction</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Faculty 1</td>
<td>Topic 1</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Faculty 2</td>
<td>Topic 2</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Faculty 3</td>
<td>Topic 3</td>
<td>20 minutes</td>
</tr>
<tr>
<td>All faculty</td>
<td>Topic 4</td>
<td>10 minutes</td>
</tr>
<tr>
<td>All faculty</td>
<td>Topic 5</td>
<td>15 minutes</td>
</tr>
<tr>
<td>All faculty</td>
<td>Q &amp; A</td>
<td>30 minutes</td>
</tr>
</tbody>
</table>

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

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