WHAT IS A SCIENTIFIC EXHIBIT?
A Scientific Exhibit graphically illustrates an extended study or a complex procedure with a minimum 2-year follow-up per patient for clinical reconstructive studies. It differentiates itself from a Poster Presentation in the amount of material that is presented, may be of a laboratory or clinical nature, and must use audiovisual in its presentation. Comprehensive handout materials are encouraged and should reflect the exhibit content and assist in understanding it. It is not necessary for an exhibit subject to be new. However, it must make its point concisely, use clinical or research data to support its conclusions, and may show new or modified techniques as they relate to diagnosis, surgical complications, or other phases of orthopaedic surgical problems.

HOW TO PREPARE A SCIENTIFIC EXHIBIT
Scientific Exhibits are more interesting and informative if they are composed of some of the following components:

- Creative, eye-catching, and attractive artwork
- Black and white or color photographs
- Audio and video to teach about procedures or instruments
  - The video will be on a continuous loop throughout the day
- Overlay graphics showing the stages and final results of a procedure
- Handout materials with an exhibit synopsis, references, correspondence address, and other important information

LOCATION
Ernest N. Morial Convention Center
900 Convention Center Boulevard
New Orleans, LA 70130

Scientific Exhibits will be located in Academy Hall B.

IMPORTANT DATES AND TIMES
Scientific Exhibit Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>Tuesday, March 6</td>
<td>7:00 AM – 6:00 PM</td>
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<tr>
<td>Wednesday–Friday, March 7-9</td>
<td>7:00 AM – 6:00 PM</td>
</tr>
<tr>
<td>Saturday, March 10</td>
<td>7:00 AM – 3:00 PM</td>
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Academy Hall B officially opens at 7:00 AM on Tuesday, March 6, and on Saturday, March 10, will remain open until 3:00 PM.

Staffing the Exhibit

<table>
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<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Wednesday – Friday, March 7-9</td>
<td>11:30 AM – 12:30 PM</td>
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</table>
Exhibit Installation  Monday, March 5  2:00 – 6:00 PM
              Tuesday, March 6  7:00 – 10:00 AM

Dismantling Exhibit Saturday, March 10  3:00 – 4:00 PM

Scientific Exhibits cannot be dismantled prior to 3:00 PM on Saturday. Early dismantling may result in denial of participation in Scientific Exhibits for two years. Displays remaining after 4:00 PM will be discarded.

NOTICE! The header is for AAOS use only. We will be placing the classification of your Scientific Exhibit on the header. Each scientific exhibit will be provided with a floor decal that has each scientific exhibit’s number (SE number). It is required that each scientific exhibit include a title header with the title, scientific exhibit number (SE number) and list of authors in the display.

Provided at No Charge - Each booth will be set with:
• 38 5/8” x 87” High Gray Backwall Panels (Velcro-Compatible)
• Tuxedo Carpeting
• Samsung 24” TV with USB input
• Samsung TV’s can support the following formats with avi/mp4/mpg/vro/vob/DivX/XviD/Mpeg2/mPeg4
• The USB device must be a USB Mass Storage Class device (MSC). MSC is a mass Storage Bulk Only Transport device. Examples of MSC devices are Thumb Drives, USB HDD, and Flash Card Readers. USB HUB are not supported.

ENHANCEMENT
It is required that each scientific exhibit incorporate some type of audiovisual enhancement that will loop continuously throughout the day.

SHIPPING/DELIVERY
Presenters and/or co-authors must pay the cost of transportation, including handling, both to and return from the meeting. Arrangements must be made in advance with the general service contractor for pick-up and return shipment of any booth materials.

SET UP BADGE/RIBBON
Mailed to the presenting author in January.

HANDOUTS
Long, detailed narratives of an exhibit detract greatly from its overall appearance and effectiveness. Information of this sort is better presented in a handout. Handout materials, while not mandatory, should elaborate on the main idea of the exhibit and provide the viewer with a meaningful narration of the presentation. Both photocopied sheets and printed brochures are acceptable; remember the content is the most important factor. Handouts materials must be relevant to the Scientific Exhibit presentation.

POSTER AND SCIENTIFIC EXHIBIT INFORMATION BOOTH
An Information Booth will be located in Academy Hall B in close proximity to the Scientific Exhibit area to assist you from set up through dismantle.

**eSCIENTIFIC EXHIBITS**

As the presenter you are required to include your Scientific Exhibit in the interactive, state-of-the-art technology of the AAOS eScientific Exhibits. The eScientific Exhibits will be available electronically both during and after the meeting.

AAOS has partnering with Digital Acumen to manage the eScientific Exhibits submissions for the 2018 meeting. An email will be sent to the presenting author informing them that the site is open for submission along with instructions on how to upload your eScientific Exhibit. This email will be sent in January 2018. Please note: Uploading your eScientific Exhibit will not automatically upload the presentation on-site. You will still need to do this manually on-site.

For the eSE, the presenting author will receive the email with the link and log in credentials to upload the electronic version of their SE from [upload@scientificposters.com](mailto:upload@scientificposters.com). Please add this address to your Contacts to ensure receipt in your Inbox (otherwise, check the spam/junk folders). The eScientific Exhibit upload must be a single file and we encourage the eSE to be a multi slide presentation of the same content found in the booth. Or, you can merge your posters into a single Powerpoint file for your eSE which is for online/mobile viewing. You may add narration, either upload an audio file or use the online recording tool. You should also upload a video to play within your online eScientific Exhibit. This could be the same as your booth version or a shorter version (like a trailer/ad, limit to 5MB or less) to enhance your online version. The submission site also offers a printing service for posters needed in your booth. Use of this service is not mandatory.

eScientific Exhibits enhances the visibility of the Scientific Exhibits and presenters are strongly encouraged by the Exhibits Committee to submit.

**POLICIES & REGULATIONS OF ACCEPTED SCIENTIFIC EXHIBITS**

**Advertising:** No advertising matter of any description may be distributed; nor any material shown which in any way serves for commercial propaganda. No sales may be made or orders taken (nonprofit enterprises are no exception).

**Aisles:** Aisles must be kept clear and all scientific exhibits must be arranged so that they will be inside the booth space and as close to the back wall as possible.

**Audio Reproduction:** Audio presentations in Scientific Exhibit booths must not be produced on public address systems or through amplifiers that disrupt neighboring exhibits.

**Authors:** Additional authors may not be added after the submission deadline date of June 1, 2017. An orthopaedic surgeon and/or member/International Affiliate member of the Academy must be listed as one of the authors for the application to be considered.
Costs to Authors: Authors must pay the cost of (a) transportation, including handling and storage of empty crates, cases, or boxes during the meeting; (b) storage incurred before or after delivery to the exhibit hall; (c) installation of the exhibit;

Display Requirements
- **FDA Status:** If a device or drug requiring FDA approval is covered by the material used in the Scientific Exhibit, the exhibit must include the FDA clearance status of the medical devices and pharmaceuticals for the uses discussed or described. “Off label” uses of a device or pharmaceutical may be described so long as the lack of FDA clearance for such uses is also disclosed.
- **Commercialism/Commercial Funding:** Funding of Scientific Exhibits is limited to individuals, educational facilities and hospitals. Commercial funding is not allowed.
- **Financial Disclosure:** The Mandatory Financial Disclosure must be completed online for all authors of the exhibit. In accordance with ACCME rules, indicate in your exhibit any conflicts for all authors that relate to this Scientific Exhibit. Disclosure information will be printed in the Final Program and must be displayed in your booth and included in your AV presentation.
- **Disclosure:** The Annual Meeting Committee requires that one or more of the following statements indicating the highest level of conflict related to this Scientific Exhibit must be displayed in the exhibit below the title and listing of authors’ names, and in the first screen of your AV presentation:
  - Research or other financial support has been received from the same company as the products discussed
  - Consulting/Royalty payment has been received for other products from the same company as the products discussed
  - Consulting/Royalty payments have been received directly related to products discussed
  - No conflict of interest

**Final Program:** The summary sentence will be printed in the Final Program and the submitted abstract will be included in the Proceedings.

**Literature for Distribution:** Literature for distribution is to be limited to the subject matter covered in the exhibit, reasons for its presentation and pertinent conclusions. Literature may not make any reference to the Academy or carry the AAOS logo unless approved by AAOS 90 days before the Annual Meeting.

**Security and Liability for Exhibits:** Guards will be provided for general security, but the Academy, the Orange County Convention Center or any other officer, agent or employee thereof, shall not be responsible for the safety of the property of the presenter, its agents or employees, from theft, damage by fire, accident, or any other causes and presenter does hereby release the Academy and the Orange County Convention Center from any such claims of any kind and nature. Additional security in the form of some type of locking mechanism is recommended for any anatomical model, device, product, or other valuable equipment.

The presenter does hereby agree to indemnify and hold harmless the academy and the Orange County Convention Center and their representatives, employees or agents, for injury or death or damage of property alleged to have been the result, wholly or in part,
by reason of the presence, activity or exhibit of the presenter, its agents or servants, and specifically including indemnification for any claims of injury to a person or property of any presenter, its representatives, agents or employees. Each presenter will be individually responsible for compliance with local health, fire, safety ordinance and regulations.

Use of Space: No exhibit shall interfere with another exhibit. No subletting of space will be permitted. All space will be assigned at the discretion of the Exhibits Committee or the Exhibits Manager.

These regulations become a part of the agreement between the presenter and the Academy. They have been formulated for the best interest of all concerned and the hearty cooperation of all presenters and co-authors is appreciated. Any points not covered are subject to settlement by AAOS management.

Questions? Contact Domenic Picardo at 847/384-4185 or picardo@aaos.org