Our Academy Meeting
Focused on You

Faculty Handbook

AAOS 2018 Annual Meeting
Morial Convention Center
900 Convention Center Blvd
New Orleans, LA 70130

Meeting Dates: March 6 - 10
Exhibit Dates: March 7 - 9
Annual Meeting General Information and Policies
Thank you for participating in the AAOS 2018 Annual Meeting, March 6-10 in New Orleans, LA. We greatly appreciate your contributions and willingness to share your knowledge. This handbook will be a resource of information as you prepare for your presentation. Throughout the year look for periodic emails with additional information.

If you have questions, please contact a member of the Annual Meeting Education Team:

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847-384-4181

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General
The mission of the American Academy of Orthopaedic Surgeons (AAOS) is to serve our profession to provide the highest quality musculoskeletal care. This is achieved through: education of Orthopaedists, other providers of health care and the public, promotion of research; communication with other professionals and the public, and leadership in the development of health care policy. As the primary vehicle for fulfilling that goal, the Annual Meeting is particularly important. We anticipate an attendance of 32,000 individuals at the meeting; 16,000 will be orthopaedic professionals and 12,000 will be exhibitors. Additionally, approximately 5,000 are international attendees.

Benefits of participating in the Annual Meeting
As a faculty member, you will benefit from sharing your information and research with orthopaedists and other medical professionals throughout the world. The interaction that takes place during the meeting is one of the most valuable aspects of the Annual Meeting. To assist you, please access the Annual Meeting participant website (www.aaos.org/amparticipants) which features tips for preparing your presentation, your handout and preparing your audiovisual. As a faculty member, you will also receive volunteer housing for the next Annual Meeting. This will allow you to access hotels closest to the convention center. If you are a faculty member in an Instructional Course, you may attend other instructional courses free of charge however, registration is required.

Disclosure
As an accredited provider of AMA PRA Category 1 CME credit™, AAOS is required to obtain disclosure of any potential conflicts of interest from the faculty submitted for presentation at the Annual Meeting. The Academy maintains its own disclosure program, all faculty must disclose in the AAOS program within a year of the Annual Meeting. For consistency, the Academy has determined that date is April 1 of the year preceding the Annual Meeting. Faculty disclosure is conveyed to Annual Meeting registrants in various ways which may include publication in the final program, proceedings on the AAOS website and the My Academy app. Disclosure in session rooms will consist of one of two visuals; one that indicates that the presenter (and their co-authors) have something to disclose and a second indicating the presenter (and their co-authors) have nothing to disclose. Slide visuals are available on the Academy’s website at www.aaos.org/amparticipants and in the ready room.

If you need to update or search for disclosures, you may do so by going to www.aaos.org/disclosure.

Required Forms
The Academy requires all faculty to complete and submit four forms:

- **FDA form** – requires that instructors disclose the FDA status of all instruments, implants and devices discussed in the course. This information is included in the final program.

- **Non-Exclusive Perpetual License form** – the Academy to audiotape the event and to provide the course handout to registrants. In the event the session you are participating in is webcast or videotaped for distribution, the license gives the Academy permission to record and distribute your presentation in any format. It does not mean the Academy owns your presentation; you retain your copyrights and the presentation.

- **Talent Release form** – the Academy can record your name, likeness, picture, photograph, portrait, voice or image in all forms and media and in all manners, (collectively “the Recorded Image”).
• **Image Use Policy form** – maintains the integrity of AAOS educational material (Content), volunteers must not inappropriately use images or other content owned by another party. Distribution for educational purposes may include:
  - Audiotaping and pod casting
  - Webcasting
  - Handout sales
  - Other products from the Annual Meeting

**Commercialism Policy**
The Academy policy prohibits commercial promotion and sponsorship by Fellows or industry within the Education Program. This policy has been interpreted to prohibit faculty in the Academy’s Education Program from promoting their or another’s practice or product during the course of the lecture or in handout materials.

• During the course of their lectures or presentations, faculty may state briefly one product or procedure which works best for their patients.

• Manufacturers, exhibitors and other commercial enterprises are prohibited from sponsoring or providing handouts. In addition, the name of a manufacturer and/or exhibitor should not appear on any page or product used as a handout except when used for scientific or comparative purposes in the text of the handout materials or on the speaker’s slide.

• The educational presentation and handout materials may not promote a particular practice, clinic, hospital, institution, publication, or commercial enterprise.

**CME Credit**
The American Academy of Orthopaedic Surgeons designates this educational activity for a maximum of 33 AMA PRA Category 1 Credits™. Physicians should only claim credit commensurate with the extent of their participation in the educational activity. It is important to check into the meeting as soon as you arrive to receive maximum CME credit. The AAOS transcript system will not allow you to claim CME credit for any educational activities you participated in before you officially check-in to the meeting. For instance, if you arrive at the meeting on Wednesday but do not check-in until Thursday, you will not be able to claim CME credits for your Wednesday attendance. Please remember to check-in before attending any educational activities.

The CME credit system is an honor system. Claim only the number of credits for the learning activities at the Annual Meeting in which you actively participated.

**Registration, Travel and Hotel Information**

*You are Preregistered*
As a faculty member, your registration is free of charge. Faculty members are preregistered for the AAOS 2018 Annual Meeting. If you would like to register for courses or Specialty Day, please register at www.aaos.org/register.

*Travel and Hotel Information*
If you are an Academy Fellow, you should have received a volunteer housing link in August, this will allow you access to the best hotel rooms reserved for the meeting. If you are not an Academy Fellow and are receiving hotel reservations and travel arrangements, the Academy will contact you in October regarding your travel and hotel arrangements.

*Non-member, non-orthopaedic Faculty*
All non-member, non-orthopaedic faculty will be reimbursed for expenses incurred during their participation in the AAOS Annual meeting. Information regarding housing, reimbursement and honoraria will be sent to you in October. Hotel arrangements will be made for non-member faculty and air fare can be direct billed to AAOS. Non-member faculty are eligible for $125 per day expense reimbursement and one night’s stay for either the day before or the day of the session, depending on the session’s time. The session moderator should complete the necessary paperwork for non-member faculty which is due in August.
Moderator/Faculty Information

Moderator Information
As the session moderator, we thank you for taking on several key responsibilities. Before the meeting we will communicate with you to:

• Complete the appropriate forms
• Confirm that the faculty have completed the appropriate forms and has an updated disclosure in the AAOS database.
• Create a session outline that provides the faculty names and topics in order of presentation.
• Peer review your faculty member’s handouts and submit them to the on-line site by November 1st. A link was sent out to you in October. If you did not receive, or need it resent, please contact Nicole Williams, nwilliams@aaos.org.
• Act as a conduit between AAOS and your faculty.
• Review guidelines for Annual Meeting Moderators at www.aaos.org/amparticipants

On-site your responsibilities include:
• Review faculty slides in the ready room if appropriate
• Ensure that each faculty member has the appropriate disclosure visual in their presentation.
• Be prepared to discuss faculty members’ disclosure if necessary
• Arrive at the session room 30 minutes prior to the session to acquaint yourself with the room and audiovisual set up and to confer with the session A/V team and moderator in the room
• Manage the question and answer portion of the session
• During the session, be prepared to counter bias if encountered during the session
• Notify AAOS staff or Room Monitor if any problems or issues related to the session arise - especially in terms of audiovisual and sound.

Faculty Information
As a faculty member your responsibilities are to:

• Complete the appropriate forms
• Submit your handout to the moderator of the session for review, prior to the due date, November 1st.
• Pre-submit audiovisual presentation
• Arrive at the meeting in ample time to give your presentation

On-site Responsibilities
As a faculty member you are responsible for:

• Checking into the Speaker Ready Room in sufficient time to review your presentation, we suggest 24 hours in advance. If this is not possible please check in at least two hours prior to your presentation.
• Arrive at the session room 30 minutes, to acquaint yourself with the room and audiovisual set up and to confer with the session A/V team and moderator in the room
• Attend the entire session and respond to questions as directed by the moderator

*Faculty members are preregistered for the Annual Meeting. If you would like to register for courses or Specialty Day, please register at www.aaos.org/register.
AV Information

Speaker Ready Room Location and Hours:
The Speaker Ready Rooms are designed to be your resource and provide presentation assistance to our volunteer speakers. The room is equipped with computer stations and our AV vendor staff readily available to assist with presentation uploads and other technical assistance needs as it relates to your presentation. There are specific hours set for these rooms to accommodate speakers as they focus on providing a great presentation. It is common practice for speakers to visit the Speaker Ready Room prior to and in advance of the start of their session presentation time.

<table>
<thead>
<tr>
<th>Morial Convention Center, Speaker Ready Rooms 228 and 252</th>
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<tbody>
<tr>
<td>Monday, March 5</td>
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<tr>
<td>2:00 – 6:00 PM (Room 228 only)</td>
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<tr>
<td>Tuesday – Friday, March 6 – 9</td>
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<tr>
<td>6:30 AM – 6:00 PM</td>
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<td>Saturday, March 10</td>
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<td>6:00 AM – 5:30 PM</td>
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**Education Structure and Classifications**

The Annual Meeting is the premier educational event of AAOS. Our goal is to further the education of the Orthopaedic Surgeon and other medical professionals, be an advocate for orthopaedic patients, and promote awareness of Orthopaedics to the public.

There are various types of education. This guide is a handbook for faculty in Instructional Courses and Symposia.

### CURRENT AAOS ANNUAL MEETING EDUCATION FORMATS

<table>
<thead>
<tr>
<th>Current Education Types</th>
<th>Description</th>
<th>Format</th>
<th>Cost</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ask an Expert</td>
<td>Case discussion with expert analysis</td>
<td>No registration, questions and answers with expert</td>
<td>Included with registration</td>
<td>No CME Credit</td>
</tr>
<tr>
<td>Flash Five®</td>
<td>A burst of knowledge given in <strong>five minutes</strong> on topics benefiting orthopaedists.</td>
<td>This is a one hour session that has an MC to give opening and closing remarks, with 10 different presenters, each giving one five minute presentation.</td>
<td>Included with registration</td>
<td>No handouts</td>
</tr>
<tr>
<td>Instructional Course Lectures (ICL) – 1.5 hours and 2 hours</td>
<td>Instructional Course Lectures are generally the tried and true in orthopaedics, the standard of care, experts present lectures, discuss cases and present amazing images as part of the courses.</td>
<td>Didactic with heavy emphasis on question and answer</td>
<td>$50 advance/ $70 on-site</td>
<td>Faculty of Instructional Courses may attend other courses free. Handout is provided on the My Academy app, your Registration Dashboard and in the course.</td>
</tr>
<tr>
<td>(ICL) Case Presentation Courses – 1.5 hours and 2 hours</td>
<td>Participants participate in groups of 10 with a table facilitator to review and discuss specific cases. Specific management and follow up reviewed.</td>
<td>Emphasis on faculty interaction and case management.</td>
<td>$75 advance/ $95 on-site</td>
<td>Registration is limited to 100. Handout is provided on the My Academy app, your Registration Dashboard and in the course.</td>
</tr>
<tr>
<td>(ICL) Technical Skills courses – 1.5 hours and 2 hours</td>
<td>Focused on positioning, approach and step by step technical tips.</td>
<td>Edited videos following by discussion on pearls. Suggest 4-5 topics per session.</td>
<td>$50 advance/ $70 on-site</td>
<td>10 minute video showing techniques.</td>
</tr>
<tr>
<td>Orthopaedic Video Theater</td>
<td>Presents surgical technique videos. Showcases Award Winners at the Annual Meeting.</td>
<td>DVD format</td>
<td>Included with registration</td>
<td>Proceedings website provides abstracts. Some videos are available for sale at the Annual Meeting in the Resource Center.</td>
</tr>
<tr>
<td>Paper presentation – 6 minutes each in groups of 15</td>
<td>New research presented or an update to a continuing study.</td>
<td>Oral presentation of three paper grouped in threes of similar topic, each group of three is followed by a discussion.</td>
<td>Included with registration</td>
<td>Abstracts provided on the Proceedings website at start of Annual Meeting at <a href="http://www.aaos.org/proceedings">www.aaos.org/proceedings</a></td>
</tr>
<tr>
<td>Current Education Types</td>
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<tr>
<td>Poster</td>
<td>New or continuing research presented in a print format.</td>
<td>Poster in color format on 4x8' board</td>
<td>Included with registration</td>
<td>Posters are also available in an ePoster (electronic) format on the AAOS website the start of the meeting.</td>
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<tr>
<td>Poster Tours</td>
<td>Tours given by experts in poster classifications</td>
<td>Registration at Poster/Scientific Exhibit Desk on site in Academy Hall.</td>
<td>Included with registration</td>
<td>(No walking tours) Tours given at staging area utilizing ePoster provided by presenter</td>
</tr>
<tr>
<td>Scientific Exhibits</td>
<td>Illustrate a study or a complex procedure.</td>
<td>Utilizing audiovisual, interactive presentation or enhancement</td>
<td>Included with registration</td>
<td>Scientific Exhibits also available in an eScientific Exhibit (electronic) format on the AAOS website the start of the meeting.</td>
</tr>
<tr>
<td>Showdowns®</td>
<td>One MC/Moderator per session that regulates the debate asking questions of their own and from audience.</td>
<td>This one hour session allows Orthopaedic colleagues debating topics and techniques that demonstrate their point of view.</td>
<td>Included with registration</td>
<td>No handouts and audience decides who wins debate by utilizing the Audience Response System.</td>
</tr>
<tr>
<td>Symposia – 1.5 hours and 2 hours</td>
<td>Forums for the discussion of innovative and upcoming trends or theories in Orthopaedics. Often cutting edge material presented</td>
<td>Didactic in general but often feature debates or point/counterpoint</td>
<td>Included with registration</td>
<td>Handouts are not required, but if provided, they will be on the Proceedings website at start of Annual Meeting at <a href="http://www.aaos.org/proceedings">www.aaos.org/proceedings</a></td>
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<tr>
<td>Technology Theater</td>
<td>Technically oriented discussion on office skills</td>
<td>No registration, skills based lectures given by orthopaedic surgeons</td>
<td>Included with registration</td>
<td>No CME Credit</td>
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<tr>
<td>The Way I See It…®</td>
<td>Valued thoughts and opinions for orthopaedist…just the way the expert sees it.</td>
<td>Expert gives a 16-18 minute presentation on a subject matter of their choice.</td>
<td>Included with registration</td>
<td>No handout</td>
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<tr>
<td>ePosters and eScientific Exhibits</td>
<td>Interactive video presentations of abstracts in Academy Hall and on AAOS website at start of meeting.</td>
<td>No registration, available during and post meeting</td>
<td>Included with registration</td>
<td>No CME Credit</td>
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AAOS education is organized by the following classifications:

- Adult Reconstruction Hip
- Adult Reconstruction Knee
- Foot and Ankle
- Hand and Wrist
- Musculoskeletal Oncology
- Pediatrics
- Practice Management
- Shoulder and Elbow
- Spine
- Sports Medicine
- Trauma

In addition, Basic Research and General are included in the Instructional Courses and Symposia.

An Audience Response System is utilized in selected Instructional Courses and Symposia. In some instances, the moderator may request the ARS system, others are chosen because the dynamics of the session lend themselves to the use of the system.

These educational opportunities are developed by Orthopaedic Surgeons to teach their fellow Orthopaedic Surgeons better techniques, new methodologies and to share new research. All of this education is geared toward better patient care, improving outcomes, and better management.

The Annual Meeting is developed and planned by committees that include:

- Annual Meeting Committee
- Central Program Committee & Program Specialty Committee
- Central Instructional Courses Committee & Instructional Course Specialty Committee
- Education Track Committee
- Exhibits Committee

**Handouts (available electronically only)**

**Instructional Courses (required by all faculty)**

- handouts should be an outline of the presentation with room for notes
- registrants should be able to follow the lecture from the handout
- handouts are limited to 10 pages, per faculty member, with the exception of Case Presentation and Technical Skills courses
- Flash Five®, Showdowns®, The Way I See It...® do not require handouts

**Symposium handouts (optional)**

- should be an outline or discussion text with a bibliography
- handouts are limited to 3 pages, per faculty member
- An outline with presenters and topics is required

**Handouts General**

- Copyrighted material cannot be reproduced in part or whole as a handout without a release. 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”.
- Image library information is available on our website, [www.aaos.org/amparticipants](http://www.aaos.org/amparticipants)
- Handouts are required for participation in Instructional Courses
- Symposia handouts are not required, but suggested. An outline with presenters and topics are required.
- All handouts should be submitted to the course or symposium moderator before November 1st deadline for peer review final uploaded handouts should be submitted in .pdf format.

All of the handouts will be edited for spelling, grammar and Intellectual Property concerns. If your handout needs to be changed, you will be notified by the AAOS editor. Your cooperation is greatly appreciated.
Tips for preparing and giving an effective lecture
Develop an outline for the lecture, determine what three things you want the registrants to learn.

- Establish a theme
- Build a case to support the theme
- Each point must address the theme
- Pull it all together

Conclude the lecture by telling them what you told them. An effective summary includes three elements – summarizing key ideas, developing an integrated framework and using ending strategies.

Inject humor if you are comfortable doing so. Remember: A good lecture is a dialogue between you and everyone else in the room.

Evaluations (available electronically only)
All sessions are electronically evaluated by attendees. The results of these evaluations are made available to the faculty approximately one month after the conclusion of the meeting. Most sessions are evaluated by Critical Evaluators. These are committee members who are responsible for providing critical information on disclosure, conflict of interest and session content. The information from these evaluations is made available to the Central Committees and is not shared with faculty. In certain instances, especially in Instructional Courses, certain aspects of the critical evaluation information may be synopsized in correspondence to the faculty to facilitate changes.

Moderators, please encourage attendees to complete evaluations

Important Dates

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<th>September 2017</th>
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<tr>
<td>15</td>
<td>• Email notifications are sent to moderators and faculty members with course details and mandatory forms</td>
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| 29            | • Handout information and upload instructions  
|               | • Email notifications scheduled to be sent to moderators and faculty members to review and update their disclosures |

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<tr>
<th>November 2017</th>
<th></th>
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<tbody>
<tr>
<td>1</td>
<td>• Handouts Submission Due</td>
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<tr>
<th>December 2017</th>
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<tr>
<td>29</td>
<td>• All faculty mailing including final instructions, ribbons, and Annual Meeting information</td>
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<tr>
<th>January 2018</th>
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<tr>
<td>31</td>
<td>• AV Pre-submission site opens</td>
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<tr>
<th>March 2018</th>
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<tbody>
<tr>
<td>6 - 10</td>
<td>• AAOS Annual Meeting in New Orleans, Louisiana</td>
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