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, interactive demonstration, or some other type of enhancement in its presentation. Demonstrations and 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, video, multimedia, or interactive computer programs to teach about procedures or instruments
- Overlay graphics showing the stages and final results of a procedure
- Models of extremities, joints, bones, implants, etc. to further develop the theme
- Handout materials with an exhibit synopsis, references, correspondence address, and other important information

MEETING LOCATION: Orange County Convention Center – West Building
9800 International Drive
Orlando, FL 32819

SCIENTIFIC EXHIBIT LOCATION: Located in Academy Hall WC

SCIENTIFIC EXHIBIT HOURS:

<table>
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<th>Day</th>
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<tr>
<td>Tuesday, March 1</td>
<td>7:00 AM-6:00 PM</td>
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<tr>
<td>Wednesday-Friday, March 2-4</td>
<td>7:00 AM-6:00 PM</td>
</tr>
<tr>
<td>Saturday, March 5</td>
<td>7:00 AM-3:00 PM</td>
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Academy Hall officially opens at 7:00 AM on Tuesday, March 1, and on Saturday, March 5, will remain open until 3:00 PM.

STAFFING:

<table>
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<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Wednesday-Friday, March 2-4</td>
<td>11:30 AM-12:30 PM</td>
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During the meeting, an author or co-author must be available to answer questions at the booth from 11:30 AM to 12:30 PM, Wednesday through Friday.

INSTALLATION:

<table>
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<th>Day</th>
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<tr>
<td>Monday, February 29</td>
<td>2:00 PM-6:00 PM</td>
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<tr>
<td>Tuesday, March 1</td>
<td>7:00 AM-10:00 AM</td>
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DISMANTLE:

<table>
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<tr>
<th>Day</th>
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<tr>
<td>Saturday, March 5</td>
<td>3:00-3:30 PM</td>
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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. Scientific exhibits not dismantled by 3:30 PM on Saturday, March 5, will be discarded.

BOOTH DESIGN
The booth space is 10 feet wide x 6 feet deep x 8 feet high. All booths are set with gray Velcro panels and are compatible with male Velcro so you may attach your exhibit components to the panels directly. There are 7 individual panels that make up the exhibit booth that are joined by aluminum posts that protrude out from the panel by approximately ¾ of an inch. Keep this in mind when designing your graphics; you may prefer to size them to fit within the panels (38-5/8 inches wide x 92 5/8 inches high).

NOTICE! The AAOS will not be providing a title 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:
- Velcro-compatible booth wall system
- One 120 volt/500 watt quad (4 plug) electrical outlet
- Carpeting
- Standard AV package: i7 Quad Core 860, 2.80 GHz, Win7, 4G RAM, 1TB HD, DVD-RW desktop computer with a 23” HD Monitor and Computer Speakers.
- Each desktop will be preloaded with MS Office 2010 and Adobe Acrobat
- One chair
- One 6 foot draped table

For an additional fee, you may order additional items such as supplemental lighting, additional audiovisual equipment, etc. Forms for ordering these items will be included in the Service Manual sent to Scientific Exhibit presenters in November and posted online at http://www.aaos.org/education/anmeet/participants/participant_menu.asp.

ENHANCEMENT
It is required that each scientific exhibit incorporate some type of audiovisual enhancement or interactive demonstration.

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 in close proximity to the Scientific Exhibit area to assist you from set up through dismantle.
eSCIENTIFIC EXHIBITS
As the presenter you are requested 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 Apprisor EPS to manage the eScientific Exhibits submissions for the 2016 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 December 2015. Please note: Uploading your eScientific Exhibit will not automatically upload the presentation on-site. You will still need to do this manually on-site.

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, 2015. 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; (d) any additional costs for AV, nonstandard electrical outlets and/or extra lighting ordered beyond the complimentary package provided by AAOS.

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. The 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 Ken Schott at 847.384.4186 or schott@aaos.org

R: 8/7/2015