
GUIDELINES FOR CASE ON-DEMAND PRESENTERS

These guidelines are provided for preparation and presentation of Cases on Demand at the 41st Annual ASRS Meeting.

GENERAL COMMENTS AND TIMING

Thank you in advance for presenting your work at the **ASRS 41st Annual Meeting**. Presenters will be given the opportunity to provide a 5-minute PowerPoint or Keynote presentation with voice annotation (MP4 format required) that will be offered to attendees, and later the entire ASRS, via various communication channels as an "on-demand" feature. The presentation will be continually available to be viewed and cited as a vitally important part of the educational effort of the Annual Meeting.

AUDIO-VISUAL GUIDELINES AND DEADLINES

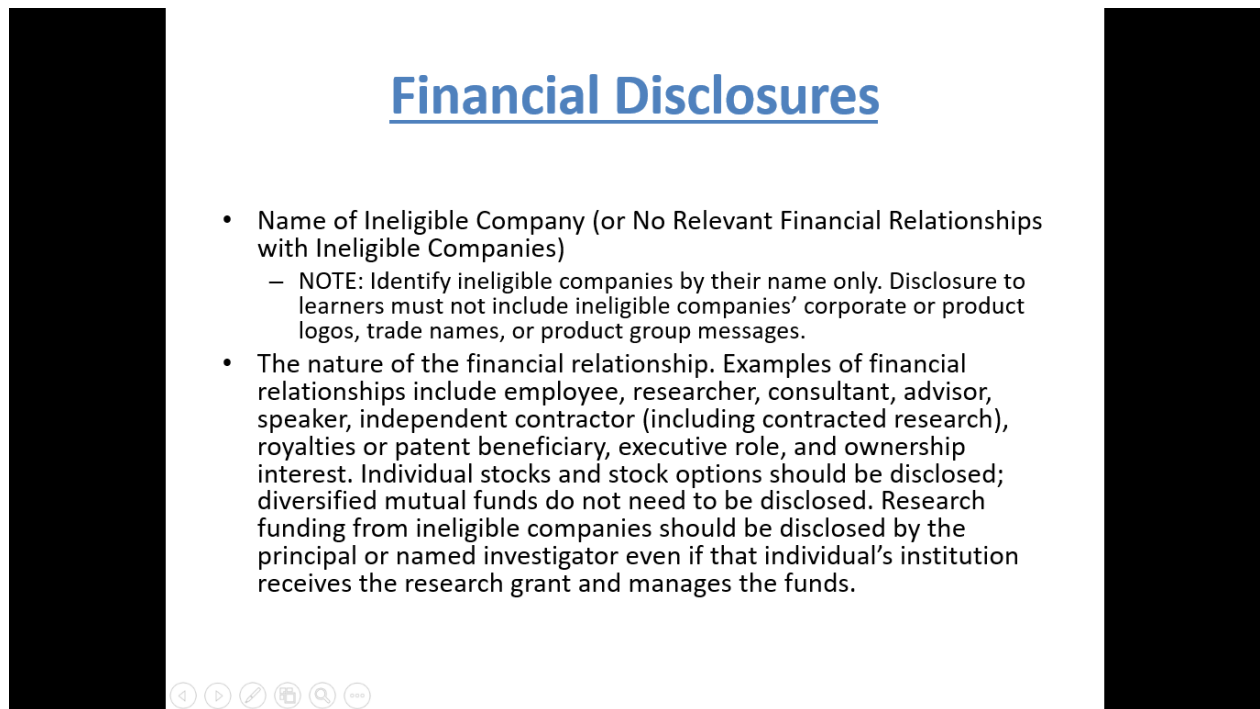
Specifications for preparing your presentation:

- Click [here](#) for software tools and tips for preparing your presentation. Please contact stacy.kiff@asrs.org if you would like a copy of the slide deck that you submitted with your abstract.
- Your completed presentation must be received in **MP4 format** by **June 12**. All lead authors will receive upload instructions directly.
- Presentations that are not formatted as MP4s will not be accepted.
- **Maximum length of presentation is 5 minutes.**
- While it is acceptable for someone else to narrate, the lead author who submitted the abstract must control all content and be listed as lead author on the financial disclosure slide since substitute presenters are not allowed.
- Please build your presentation using the 16:9 (widescreen) format aspect ratio.
- It is imperative that slides are concise and do not contain any patient identifiers.

Please ensure that the following requirements are met:

1. **In compliance with ASRS and ACCME requirements, it is mandatory that you provide a final copy of your presentation by June 12 for purposes of a peer review. Lead authors should upload directly using the information provided via email.** If ASRS' review finds that changes are needed, you are required to make the modifications in order to ensure you are allowed to participate. ASRS' Review Criteria are outlined in the [Slide Review Checklist](#).
2. ASRS will review your presentation and/or content prior to your participation to ensure the content is scientifically valid and free of any commercial bias.

- a. If you are planning to discuss specific health care products or services, you should use generic or compound names (to the greatest extent possible). Trade names can be used when it is in the best interest of the learners and patients. In such cases, using trade names from several companies, when possible, is required.
 - b. For presentations that involve only one drug or device, the pros and cons; the advantages or disadvantages; indications or contraindications should be discussed to ensure fair balance.
 - c. Accredited education must be free of marketing or sales of products or services. Faculty must not actively promote or sell products or services that serve their professional or financial interests during accredited education.
 - d. Do not include photos of drugs or devices that contain brand names or industry names.
 - e. Remove all product logos.
 - f. Clinical trial logos are prohibited if the study is owned or trade marked by a commercial interest.
3. You must include a disclosure slide at the beginning of your presentation *prior* to your content slides **with adequate dwell time** on the slide, commensurate with the length of the text shown and with simultaneous verbal presentation of the content. Speakers with no relevant financial relationships are required to state such as part of their presentation. Speakers failing to follow this policy will not be allowed to participate. Please see Sample Financial Disclosure Slide below [for](#) required information.

A sample PowerPoint slide titled "Financial Disclosures" in blue text. The slide contains two bullet points: "Name of Ineligible Company (or No Relevant Financial Relationships with Ineligible Companies)" with a note to identify companies by name only, and "The nature of the financial relationship" with examples of financial relationships to disclose. The slide is flanked by two black vertical bars and has a navigation bar at the bottom.

Financial Disclosures

- Name of Ineligible Company (or No Relevant Financial Relationships with Ineligible Companies)
 - NOTE: Identify ineligible companies by their name only. Disclosure to learners must not include ineligible companies' corporate or product logos, trade names, or product group messages.
- The nature of the financial relationship. Examples of financial relationships include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies should be disclosed by the principal or named investigator even if that individual's institution receives the research grant and manages the funds.

4. If you will be discussing a product that is off-label, you must disclose that the use or indication of the product under discussion is not currently FDA-approved for such use or advertising. Disclosure of off-label uses of drugs or devices must be made in writing on an **opening** PowerPoint/ Keynote slide *prior* to your content slides.
5. You must obtain all permissions, as needed, for content that you did not personally develop.
 - a. Supply references for any data slides, informational slides that contain percentages or factual data, complex mechanisms of action for medications, chemical structure of drugs, pathophysiology, or standard of care recommendations. References such as "data on file", or another colleague as the sole reference on the slide should be avoided.

- b. References are not needed for personal opinions or research, unless these opinions have been published.
- 6. Presenters have a fundamental responsibility to safeguard the rights and welfare of the people participating in their research activities. Studies involving human subjects require special protections, depending on the nature of the study, such as informed consent, IRB approval, and protection of confidentiality, unless waived. Upon abstract submission, presenters were required to disclose whether or not data from human research is presented, including IRB status. ASRS's Human Research Committee reviewed all abstracts without IRB approval in order to ensure that they meet the exemption criteria.
- 7. Please refrain from adding promotional slides regarding other meeting dates, locations, etc. about non-ASRS meetings/events as these are prohibited.
- 8. You may acknowledge your co-authors, including where they practice and how to contact them in case of further questions *about the presentation*. However, lead authors are prohibited from advertising specific practices (e.g. office locations, practice members and their subspecialty interests, scope of services, contact information for marketing purposes, etc.).
- 9. While the use of an ASRS slide template is not required, we prohibit the use of institutional slide templates with logos on every slide. It is acceptable to place an institutional or clinic logo on the first slide only. NOTE: Clinical trial logos are prohibited if the study is owned or trade marked by a commercial interest.

IMPORTANT:

Acceptance of an invitation constitutes a commitment by the first author to register for the meeting. This rule applies to all presentation types, including cases on demand (CODs). If first author does not register for the meeting, the case on demand will not be posted in ASRS's Annual Meeting archives that are available to all members after the meeting.