
GUIDELINES FOR EXPERT PANEL PRESENTERS

These guidelines are provided for preparation and presentation of Expert Panels at the 44th Annual ASRS Meeting.

GENERAL COMMENTS, TIMING, & DEADLINES

Thank you in advance for presenting your work at the **ASRS 44th Annual Meeting**. Presenters will be given the opportunity to present a 2.5 minute presentation as part of a comprehensive panel discussion.

REQUIREMENTS

You will have an opportunity to present **THREE** informational slides and to participate in an extended panel discussion consisting of 4-6 presenters and one moderator.

You are required to use the ASRS expert panel slide template (to come). Other formats will not be accepted. Please do not add slides.

- Title slide with financial disclosure
- Slide 1: Methods
- Slide 2: Results
- Slide 3: Discussion
- Optional: Additional Information (NOTE: it is highly unlikely that this slide will be presented. It is at the discretion of the moderator to decide whether or not it will be used during the discussion period.)

IMPORTANT INFORMATION

- Note that all lead authors are expected to register and attend the meeting in-person as we are not able to offer a virtual option for presenters. Substitute presenters are not allowed. *If the first author (abstract submitter) cannot attend the meeting, the presentation must be withdrawn.*
- **Due Date: June 22.** Lead authors will receive upload instructions directly from stacy.kiff@asrs.org. Presentations must be uploaded on-line using the personalized link provided via e-mail. **Be sure to use the required slide template (to come)!**
- **Please build your presentation using the 16:9 (widescreen) format aspect ratio.**

Specifications for your panel presentation are as follows:

1. **In compliance with ASRS and ACCME requirements, it is mandatory that you provide a final copy of your slides by June 22nd in order to allow enough time for the moderator to review and collate the final slide deck for peer review.** The panel moderator and/or slide reviewer may ask you to make modifications. 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 your financial disclosures in the slide template that is provided. Presenters should **verbally state at the start of the talk** any financial interests that specifically pertain to their presentation.

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.

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. You may include your email address in case of further questions *about the presentation*. However, lead authors are prohibited from advertising specific practices for *referral purposes* (e.g. office locations, practice members and their subspecialty interests, scope of services, contact information for marketing purposes, etc.). Acknowledgement of co-author names is also acceptable.