GUIDELINES FOR EXPERT PANEL PRESENTERS

These guidelines are provided for preparation and presentation of Expert Panels at the 42nd Annual ASRS Meeting.

GENERAL COMMENTS, TIMING, & DEADLINES

Thank you in advance for presenting your work at the **ASRS 42nd Annual Meeting**. Presenters will be given the opportunity to present a 2.5 minute presentation as part of a comprehensive panel discussion. View the program, including the times of your expert panel online. Click the link near the top of the page for the detailed schedule.

REQUIREMENTS

You will have an opportunity to present **THREE** informational slides and to participate in an extended panel discussion consisting of 3-6 presenters and one moderator.

You are required to use the ASRS expert panel slide template. 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.)

The moderator will create one comprehensive slide deck which will be used for the expert panel presentation and discussion. Final order of presentations is at the discretion of the moderator.

IMPORTANT INFORMATION

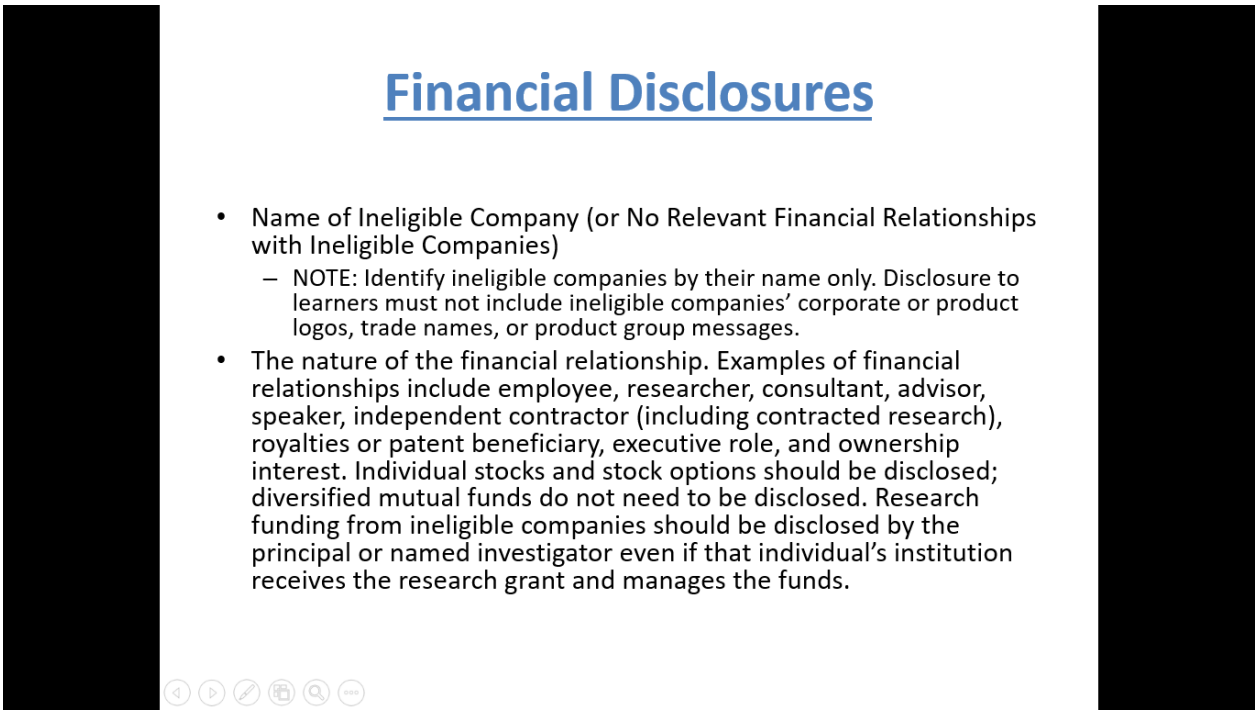
- Note that all lead authors are expected to register and attend the meeting in-person as we are not offering a virtual option for presenters. Substitute presenters are not allowed.

- **Due Date: June 25.** 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!**

- **Please build your presentation using the 16:9 (widescreen) format aspect ratio.**

Specifications for your paper 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 25th in order to allow enough time for the moderator to review and collate the final slide deck for peer review.** 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.



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.