GUIDELINES FOR PAPER PRESENTERS

These guidelines are provided for preparation and presentation of Papers at the 39th Annual ASRS Meeting.

GENERAL COMMENTS, TIMING, & DEADLINES

Thank you in advance for presenting your work at the **39th Annual ASRS Meeting**. Presenters will be given the opportunity to provide a 6-minute full length paper or a 4-minute rapid fire paper using PowerPoint or Keynote. Please check your invitation for specific date/time/length of your presentation.

- 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.

- **Due Date: Unless otherwise specified, all presentations are due for peer review at least 20-hours in advance of the talk.**

  Presentations can be uploaded on-line prior to the meeting; all lead authors received upload instructions directly from Ovation. Note that the upload site closes at 8 AM Central Time on Thursday, October 7. After that time, all speakers must report to the Speaker Ready Room on-site beginning at 1:00 PM on Friday, October 8.

  It is recommended that you check the final version of your talk in the Speaker Ready Room on-site to confirm all formatting, animations, etc. The Speaker Ready Room (SRR) will be located in the Alyssum Room and will be open during the following hours, with technicians available to assist you:

Friday, October 8	1:00 pm – 6:00 pm
Saturday, October 9	7:00 am – 5:35 pm
Sunday, October 10	7:00 am – 5:15 pm
Monday, October 11	7:00 am – 4:45 pm

- Please refer to the *Presentation Requirements and Tips* to help ensure the most effective presentation delivery. Specific upload instructions and important format requirements are included in the document. All screens will be 16:9 widescreen format.

Specifications for your paper presentation are as follows:

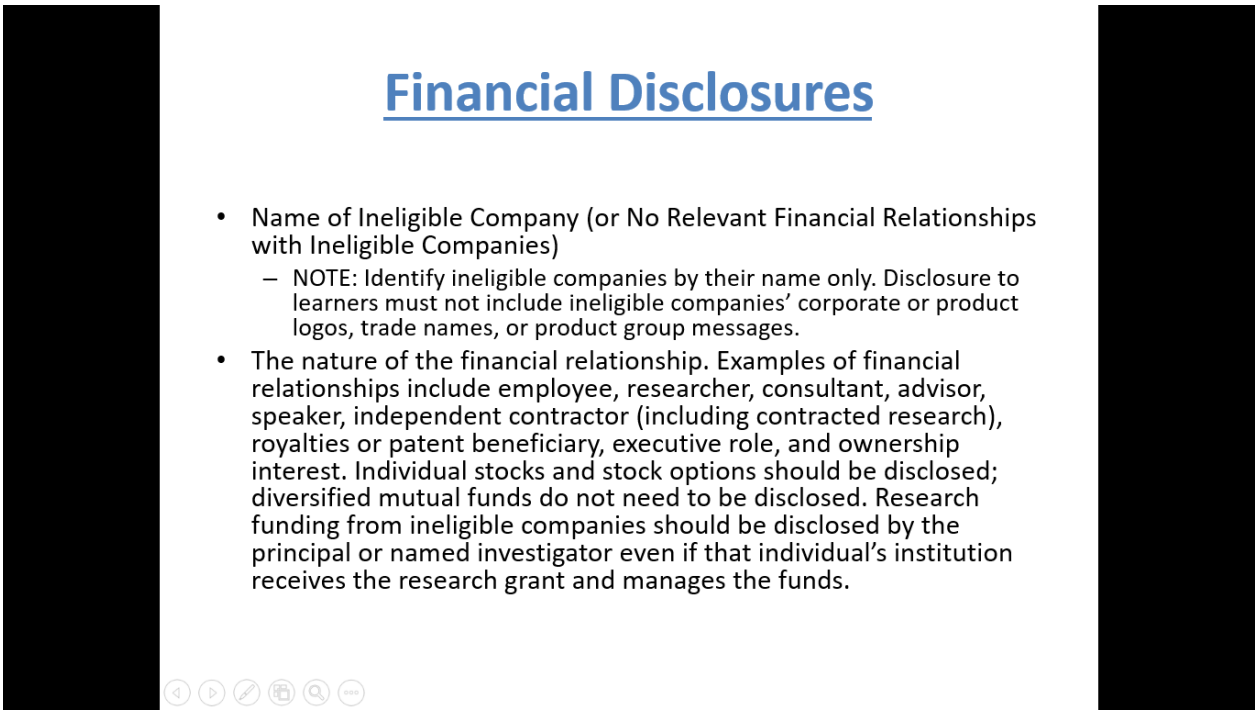
ASRS expects that our content will always be:

- Free from commercial bias, marketing, and sales of any product or service
- Evidence based
- Balanced, with information on all therapeutic and management options

Please review *ASRS' Content Validity Policies* and *ASRS's Speaker Guidelines & Attestation* prior to developing your presentation.

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 slides at least 20-hours in advance of your presentation for purposes of a 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 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. This information will be published in the abstracts provided to all attendees.
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 (or clinical trial) slide templates with logos on every slide. It is acceptable to place an institutional or clinic logo on the first slide only.