

**AMERICAN SOCIETY OF CYTOPATHOLOGY
ANNUAL SCIENTIFIC MEETING
VIDEO MICROSCOPY TUTORIAL GUIDELINES**



Overview

Video Microscopy Tutorials are small group sessions that give participants a chance to interact with experts in the field. The duration of each session is 90 minutes. The sessions provide participants an opportunity to discuss the topics in a less formal group. Interesting cases on specific topics are reviewed using a video microscope projected on to a screen, similar to cases being reviewed in the hospital on a multi-headed microscope. A second screen for the simultaneous projection of a PowerPoint presentation will be provided. It is suggested that the Video Microscopy Tutorial presenters have more glass slides and take-home points. **If a PowerPoint Presentation is utilized, it should be less than or equal to 25% of the allotted time.** There is only one presenter per session in this format.

The 90 minute sessions are scheduled throughout the morning, afternoon and evenings Friday through Tuesday. It is suggested that Presenters arrive in their room 20-30 minutes prior to the start of their session(s) to check room set-up and to go over any audiovisual concerns with the AV and Microscope personnel. Keep in mind that Tutorials are continuously scheduled, and rooms may be occupied one hour prior to your scheduled start time. You are also requested to start and end the session promptly to allow participants to go to the main sessions on time and not delay the next presenter in the room.

Continuing Medical Education

The American Society of Cytopathology is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The Continuing Medical Education mission of the American Society of Cytopathology (ASC) is to provide and support educational activities to encourage and promote greater knowledge of cytopathology, resulting in enhanced detection, diagnosis and prognostication of disease processes, and set the highest standards for quality patient care.

Audience

The sessions are available to and will be attended by pathologists, cytopathologists, cytotechnologists, students, and other members of the cytopathology community. Each Tutorial will have a maximum capacity of 20 participants. The ASC National Office will notify you in October of the number of pre-registrants.

Speaker Disclosure

All speakers are required to submit their disclosure and any conflicts of interest to the ASC National Office and display them on their presentation and handouts. Having conflicts does not prevent you from presenting. The ASC is required by ACCME to

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resolve any conflicts of interest that arise; the following is the ASC's procedure to resolve conflict of interest:

- Full conflict of interest disclosures must be made by the faculty prior to the presentation.
- The presentation must be unbiased.
- No marketing or sales information should be distributed or discussed during the educational activity.
- Responses to questions from the participants that could be viewed as “sales” or “marketing” should be deferred until after the session ends.
- A review of your handout by the Scientific Program Committee to ensure an unbiased approach and objectivity of the presentation.
- A member of the Scientific Program Committee will monitor the session to document that the above guidelines were followed.

We believe that implementing the above procedures will help achieve our goals: to provide the highest quality of continuing medical education to our membership, particularly about the latest advances in technology in our field; and comply with the rigorous standards of the ACCME regarding commercial support and education.

Any speaker with a conflict will be notified and asked to submit their presentation and handout prior to the normal due date, so that the Scientific Program Committee can review them.

ABP Maintenance of Certification (MOC) - Self-Assessment Modules (SAMs)

SAMs MUST be submitted to the ASC National Office by **October 1, 2010**.

SAMs consist of 5 Questions/Answers with references related to the material presented.

Details of the format needed are provided on the ASC Web site, Cytopathology.org.

If the ASC Office has not received your information by October 1, 2010, your honorarium/reimbursement will be forfeited.

Handouts - NEW this year

The ASC is offering all registrants a link to access all handouts from the entire Annual Scientific Meeting to view electronically. We encourage presenters to submit a handout for attendees to view on the electronic link. Presenters who coordinate their remarks and their handout materials receive better evaluations from attendees in the area of relevance to their job, as well as satisfaction with the session overall. The presenter's disclosure must be on their handout(s). The handout MUST be a .pdf of the PowerPoint presentation and/or an additional document(s).

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Please email your completed .pdf handout(s) to the ASC National Office by **October 1, 2010** to be uploaded electronically. If you are not including a handout, please alert the ASC National Office by October 1, 2010. Attendees will be emailed the handout link prior to the Meeting. Attendees will have the option to print relevant handouts. **The ASC National Office will not be printing handouts for any session this year.** If you plan on bringing printing handouts to your session, you must still submit it electronically to the ASC National Office. ***If the ASC National Office has not received your handout or been notified by October 1, 2010, your honorarium/reimbursement will be forfeited.***

PowerPoint Slides: The ASC provides all speakers a PowerPoint template that should be used for all Annual Scientific Meeting presentations. The PowerPoint presentation for the Video Microscopy Tutorials should be only about 25% of the presentation. The template is available for download on Cytopathology.org.

Tips for creating a PowerPoint Presentation:

- Follow the 6 X 6 rule: Use no more than 6 words per line, and no more than 6 lines per slide
- Font size recommendations: 40 point for titles/main headings, 24-36 point for sub topics.
- Standard fonts to use: Geneva, New Roman, Arial
- Use contrasting colors for the text and the background so the text will be easy to read
- Only include key words, phrases, and/or concepts rather than sentences and paragraphs. You will explain/discuss these key points in your oral presentation

Audiovisual Equipment

Each Tutorial room is equipped with the following:

- Video Camera attached to the microscope for projecting images through the LCD projector
- Microscope
- 2 LCD Projectors (one for microscope & one for PowerPoint)
- 2 Projection Screens
- Head table
- 1 Wired Lavalier microphone
- 1 Laser pointer

Audiovisual, Microscope and Camera personnel will be checking each session.

This equipment **MUST** be confirmed and all additional audiovisual needs must be submitted on the appropriate AV form, available on the Cytopathology.org. **AV forms are DUE August 25, 2010.**

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If the ASC National Office has not received your AV form by August 25, 2010, your honorarium/reimbursement will be forfeited.

The ASC does **NOT** provide laptops. All participants are required to bring their own laptop. MAC users are required to bring all converters that are necessary for presenting.

Reimbursement/Honorarium

Information about reimbursement/honorarium is available on Cytopathology.org.

Cancellation Policy

It is the policy of the ASC to have a minimum occupancy in each session. By OCTOBER 1, 2010, the registration of participants in your session will be reviewed by the ASC and the ASC Office may authorize the cancellation of your session for the 2010 Annual Scientific Meeting. If your session is cancelled, there will be no honorarium or reimbursement of expenses.