

ASOA CONGRESS and CLINICAL & SURGICAL COURSE HANDOUT INSTRUCTIONS

Faculty Coordination: Course instructors are responsible for notifying their faculty of the scheduled date and time, coordinating handouts and advising ASOA of any faculty changes.

Financial Interest Disclosure: Course instructors and all faculty members **must** include a statement of their financial interest in the subject matter (or lack thereof) **verbally and on a slide or handout** during the course. The various types of financial relationships were defined in detail on the financial interest statement you submitted with this course. It is the course instructor's responsibility to ensure disclosure by all course faculty. ASOA depends on honest and full disclosure by faculty to ensure balance, objectivity and independence in its program.

Course Handouts: Course instructors are expected to prepare high quality handouts to accompany their curriculum and ensure that handouts are available to all participants.

Slides are not an appropriate handout. If you would like to provide a copy of your slides, they should be converted into handout format as instructed below. You have 2 options for providing handouts:

Electronic Format – Instructors may submit course handouts in advance to avoid the requirement of making hundreds of copies. To qualify, handouts have to be **received by Friday, March 10, 2005 as an e-mail attachment**. Congress attendees will be able to download the handouts prior to arriving in Washington DC, as well as during and after the meeting. Revised or new handouts received after April 1 will not be available for participants to download in advance. Handouts must be submitted according to the following specifications:

The title of your presentation on the handout should match the title you provided us for the Congress program.

Should be IBM-compatible PC file

PowerPoint files should be converted to Word as a handout.

To convert your slides into the acceptable format:

- Open your slides in PowerPoint
- From the View menu, select Black & White
- From the File menu, select Send To:
- Select Microsoft Word
- Select the option that says "Blank Lines next to the slides"
- Once the file has been converted to Word, you may need to adjust your margins to make sure the notes section looks good and everything fits on the page.
- Save the file and e-mail to ljones@asoa.org

Must be in Word Perfect, Microsoft Word, Excel, or PDF file. *PowerPoint slides are not acceptable.*

Include your name, title of presentation, and if known, date/time of presentation in the e-mail.

E-mail to ljones@asoa.org (put your last name and first initial followed by "course handout" in the subject line of the e-mail).

Traditional paper handouts – If you have not submitted your handouts in electronic form by **March 10**, you must bring or arrange to have delivered sufficient copies for all attendees. Most course rooms seat 250-300 people and some popular courses will be standing room only. ASOA staff will not accept or deliver handout copies.

Course Evaluations: All attendees will have an opportunity to rate the quality of courses and course instructors on the ASOA Congress evaluation. The ASOA Program Committee reviews these evaluations when planning for the following year's meeting. Instructors should remind attendees at the beginning of the course to complete the electronic course evaluation. A poor overall evaluation or low evaluation response rate is cause for rejection of a course the following year.

Adherence to Guidelines: ASOA will monitor courses for adherence to our guidelines on impartiality, disclosure, and quality of content. The ASOA Program Chairperson will investigate complaints. Faculty violating these guidelines will receive a warning and, at the discretion of the ASOA Program Chairman and CEC Committee, may be prohibited from participating in the future.

Moderators: ASOA will provide a moderator at the request of the course instructor. Please call or e-mail Lynda Jones at 703-591-2222, ljones@asoa.org to make this request.