

SUBJECT: ALL SPEAKERS/MODERATORS- AV/SPEAKER GUIDELINES-ANS SUPER SATURDAY

TO: ALL PRESENTERS/PANELISTS/SESSION MODERATORS/GUESTS

American Neurotology Society

58th Annual Fall Meeting – Super Saturday

September 30, 2023

FROM: Kristen Bordignon & Ashley Eikenberry, ANS/AOS Administrative Team

RE: AV Guidelines, COI Disclosure

Hello everyone!

We look forward to your upcoming presentation in Nashville on ANS “Super Saturday”. The program will take place on September 30, 2023, in “**GRAND BALLROOM 3**”, located on the lobby level of the Renaissance Nashville, 611 Commerce St. As a presenter (invited guest, panelist, study group presenter), please read through the Speaker guidelines below. In order for the Program to run smoothly AND on time, we expect all speakers to comply with the guidelines. I have also included our MODERATORS in this email.

EQUIPMENT

The following audio-visual equipment will be automatically provided in the ballroom:

- Presentation computer at the technician table installed with Microsoft PowerPoint 365. See instructions regarding embedded videos for Microsoft PowerPoint 365.
- Monitor, laser pointer and a wired mouse to serve as the slide advancer at podium.
- 16:9 format single screen for Audience
- LCD Projector
- Microphones (1 lectern, table microphones and 2 floor microphones)
- A/V Technicians (1 Audio Technician & 1 Computer Technician)
- Large Display Speaker timer

IMPORTANT – ASSEMBLING YOUR PRESENTATION

Presentations with audio-visual must be done utilizing PowerPoint technology

- Session room will be equipped for single screen projection, large monitor for the head table & monitor for the presenter.
- Title slides, if desired or utilized, should be included as part of each presenter’s presentation. If videos are necessary, they should be included as an embedded video clip within the PowerPoint presentation.
- LAPTOPS OR PRESENTATION DEVICES NOT ALLOWED AT THE HEAD TABLE / PODIUM
- HIPPA Compliance requires that the review of all slides to ensure that all patient info is covered via shapes. Plus looking for X-Ray /MRI /ultrasound slides with patient name in upper left or right – Also, no photos of patient faces.
- It is recommended that that all PowerPoint presentations be created/submitted in a 16:9 (widescreen) format.

SPEAKER READY ROOM (SRR) – ROOM 5 POINTS 1 – 1st FLOOR MEETING LEVEL, ONE FLOOR BELOW LOBBY.

- Your presentation must be turned into the Speaker Ready Room at least three (3) hours prior to the start of your scheduled SESSION START TIME. If you are unable to do this, please contact your moderator to make arrangements. Individual laptops will not be allowed at the podium.
- You will not be able to use PRESENTERS VIEW at the lectern. A printer will be available in the speaker ready room to allow you to print out your notes to bring with you.

- Any updates to your presentation **MUST BE MADE** in the Speaker Ready and Room and not the session room.
- All presentations will be loaded by a technician onto the presentation computer at the back of the meeting room.
- If you have embedded video in your presentation, you **MUST** test that your presentation can be “read” properly in the Speaker Ready Room prior to your presentation.
- The Speaker Ready Room will be staffed with a superb technician for assistance.

- **Hours for the Speaker Ready Room**

Friday, September 29 - 2:00 PM – 6:00 PM

Saturday, September 30 - 6:00 AM – 4:00 PM

COI SLIDE (REQUIRED)

The American Neurotology Society and the American College of Surgeons, as the ACCME Accredited CME provider, has instituted the following mechanisms in addition to the **required COI disclosure** to ensure balance, independence, objectivity and scientific rigor in all its educational activities. Compliance with the ACCME guidelines and prevention of any perceived conflict of interest is paramount.

If you have not completed the COI form, please be sure to complete your disclosure by Friday, August 25th

Here is the link, <https://www.surveymonkey.com/r/ANSCOIFall2023>

A COI disclosure slide must be displayed at the onset of your presentation. An example of a disclosure slide is attached for your convenience. You may tweak it to your liking, provided your name, co-author names and disclosure are stated.

1. Authors/presenters may **not** display **company** slides/logos within their presentation. A university or practice affiliation/logo is permitted.
2. Advertisement of a course at your institution is NOT permitted anytime during your presentation. (*We will accept a **single slide** that may be displayed during breaks. The slide is due September 15th for inclusion in a scrolling presentation, email to Kristen*).
3. The presenter is required to prepare a conflict-of-interest slide to state disclosure at the **start** of their presentation, *regardless* of the presence or absence of disclosure.
4. Failure to comply with the above conflict of interest policy will result in a penalty of said individual being ineligible to present at future ANS CME activities for up to three years.
In accordance with the ACCME Essential Areas and Policies, it is the policy of the American Neurotology Society and the American College of Surgeons as the ACCME Accredited CME provider, to ensure balance, independence, objectivity and scientific rigor in all its educational activities. The content or format of a CME activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest. The intent is not to prevent a speaker with a significant financial or other relationship from making a presentation, but to make sure that such relationships are adequately disclosed so listeners can make their own judgment. Accredited providers are responsible for validating the clinical content of the CME activities that they provide. Specifically,
 1. *All the recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.*

2. All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.

Please confirm with your panel moderator or study group coordinators for details of your presentation and time allotted for your individual presentation.

We will be recording the presentations for the ANS website Media Center (not the same as a virtual meeting, no CME credit for viewing the presentations at a later date). That said, please speak clearly into the mic, projecting your voice so we have a good quality recording.

MEETING REGISTRATION

One more reminder, every attendee must be registered. If you have yet to register for the ANS Fall meeting, please visit the ANS website to register, <https://www.americanneurologysociety.com/ans-fall-meeting-2023-nashville>

A complimentary registration code (nontransferable) will be provided to ***eligible nonmember presenters*** under separate email. This is for nonmembers only. If you are a medical student/resident/neurotology fellow/Trainee, please register under that category for complimentary registration. If you are an ANS member, you must pay the registration fee. For members, **a code is not required to register**. If you have questions about registration, please reach out to the ANS administrative office.

Please register before September 1st to receive early discount.

If we can be of further assistance, feel free to contact us anytime.

Kristen & Ashley
Your Administrative Team