Overview
The moderator chooses 4 panelists and 8 unknown cases. The panelists should include at least one cytotechnologist. All panelists review all 8 cases and submit their diagnoses to the moderator prior to the Seminar. Each panelist is assigned principal responsibility for discussing 2 of the cases during the Seminar.

The moderator is responsible for mailing the 8 unknown cases to the panelists for review. The cases are accompanied by a blank answer key for the panelist to complete and return directly to the moderator. The moderator can choose among several mechanisms for distributing the cases to the panelists:

- All 8 cases are sent to one panelist at a time, and each panelist returns the cases to the moderator. The moderator then forwards the slides to the next panelist until all panelists have had a chance to review the cases.
- All 8 cases are sent to one panelist at a time. The package includes 3 FedEx or other overnight mailing envelopes, each pre-addressed to one of the remaining 3 panelists. With this method, the slides go directly from one panelist to another, bypassing the moderator as an intermediary. Completed answer keys are sent directly to the moderator.
- The cases are divided into 4 sets of 2 cases each, and circulated with pre-addressed mailers in a round-robin fashion.

Given the difficulty of many of the cases, the moderator should ensure that each panelist has ample time to review all 8 cases, as well as photograph images from the 2 cases assigned to him/her for discussion at the Seminar. Ideally, this timeframe should be about 2 weeks for each panelist.

Seminar Information (Due Dates to Remember):
- **July 31, 2014** - A set of 40 to 60 images, along with the case histories and speakers presenting each case. Please send this set as a PowerPoint presentation.
  The cases will be available on the ASC Web site for previewing and diagnosing. This set should not have any histologic follow-up images or diagnoses.
- **November 3, 2014** - You can request the online responses from the ASC Office around this date to incorporate into the presentation
  o Submit the final diagnosis for each case to the ASC Office.
Instructions to Panelists:
The Seminar lasts 2.5 hours in total (not including a one-hour break). Therefore, each case presentation should last no more than 15 minutes from start to finish. **This does not mean that each panelist has 15 minutes to speak.** In actuality, the moderator needs to allow for his/her introduction to each case, the panelist’s discussion, the moderator’s follow-up, and comments from the other panelists and the audience within the 15 minutes. Panelists should aim for a 7-8 minute discussion of each case. The moderator should communicate that the discussion is not meant to be an exhaustive discussion of every differential diagnosis, but should be more geared to the decision making process with emphasis on the morphology and clinical correlation as the case may demand. **IT IS EXTREMELY IMPORTANT TO KEEP ON TIME AND THIS SHOULD BE COMMUNICATED EXPLICITLY TO THE PANELISTS.** Ideally, the moderator should discuss the final answer and include histologic follow up where possible.

Set-up of Presentation:
The moderator should meet with the panelists prior to the Seminar to arrange for a seamless presentation (one file). We would like the presentations completed, combined into a large file, and ready to load onto the AV PC 24 hours before presentation. A speaker ready room schedule will be sent at a later date, along with any other details concerning the session. On presentation day, moderator(s) and panelists should plan on being in the Scientific Session main lecture hall at least 15 minutes before the start of the presentation. The AV team will go over the equipment (“clicker,” timer, etc...) at that time.

Audiovisual Equipment
The Scientific Session room will be equipped with the following:
- Podium with a wireless lavaliere microphone
- Head table with table-top microphone
- Projection screen
- Laser Pointer
- Computer with Windows Operating System (with PowerPoint Software)
- LCD Projector with wireless remote
- Floor microphones for audience
- Confidence Monitor for referencing projection screen
- Audiovisual technician

All additional audiovisual needs must be submitted on the appropriate AV forms (available on the ASC Web site). AV Forms are **due September 2, 2014.**

If your FINAL presentation file uses Macintosh files or you utilize a software program other than Microsoft PowerPoint, please alert Jodi Smith, ASC Events and Educational Development Manager at your earliest convenience.

**Speaker Agreement for Enduring Material**
The ASC Scientific Program Committee would like the opportunity to use the presentations and audio of this session to create enduring material for people to purchase (Example – Podcasts).

*The ASC National Office requires a signed Scientific Session Agreement, which will be sent from the ASC National Office.

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 Meeting is available to and will be attended by pathologists, cytopathologists, cytotechnologists, students, and other members of the cytopathology community. The number of participants ranges from 700 to 900 normally.

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 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 member of the Scientific Program Committee will monitor the presentation 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.

Disclosure forms will be available online at a later date.

Reimbursement/Honorarium
The Reimbursement Policy will be available on the ASC Web site. Please review the policy for all speakers, followed by the additional information for individual sessions.
Hotel and Travel Information
Please visit the ASC Web site for hotel and travel information.

PowerPoint Presentation
The ASC provides all speakers with a PowerPoint template that should be used for all Annual Scientific Meeting electronic presentations. The template will be available for download on the ASC Web site.

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.
- Use contrasting colors for the text and the background so that 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.

The ASC greatly appreciates you accepting the invitation to present this popular session at the Meeting. This session is usually the most attended session. We hope you interject some humor, create an original presentation, and enjoy the experience.

Please contact Jodi Smith, Events and Educational Development Manager, if you have any questions or concerns.
Phone: 302-543-6583
Email: jsmith@cytopathology.org

Thank you!