Overview
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 FOR EACH CASE. Ideally, the moderator should discuss the final answer and include histologic follow up where possible.

Set-up of Presentation:
The moderator(s) 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 3 table-top microphones
- 4 Projection screens
- Laser Pointer
- Computer with Windows Operating System (with PowerPoint Software)
- 4 LCD Projectors with wireless remote
- 3 Floor microphones for audience
- Confidence Monitor for referencing projection screen
- Audiovisual technician

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.

Self-Assessment Modules (SAMs)
See Speaker Information for details
The SAMs are REQUIRED for:
- Innovations & Trends in Medicine
- State of the Art Symposium
- Current Issues in Cytology 1 and 2
- Diagnostic Cytology Seminar - 10 questions/answers with explanations/references
As speakers for the ASC, you are agreeing to provide quality SAMs questions and will make any edits to them per the Scientific Program Committee, after review.

All speakers receive the upload area in their Speaker Portals. Moderators should instruct their panelists who should upload, whether the Moderator will compile and upload them, or each speaker do their own portion.

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

The American Society of Cytopathology designates this live educational activity for a maximum of **2.5 AMA PRA Category 1 Credits™**. Physicians should only claim credit commensurate with the extent of their participation in the activity.

American Board of Pathology Maintenance of Certification (MOC) *
This product helps fulfill the requirements for Self-Assessment Modules (SAMs) mandated by the American Board of Pathology Maintenance of Certification (MOC) process.

*Credit can be claimed as either CME or SAM, not both.

**Continuing Medical Laboratory Education (CMLE)**
The ASC designates these activities for the indicated number of Continuing Medical Laboratory Education (CMLE) credit hours. The CMLE credit hours meet the continuing education requirements for the ASCP Board of Registry Certification Maintenance Program.

This program is approved for continuing education credits in the State of Florida and in the State of California (half the credit). The credit on each activity is good for three years from the live presentation or release date.

**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**
An electronic disclosure will be emailed.
All speakers are required to submit their disclosure and any conflicts of interest to the ASC National Office and agrees to announce them prior to presenting, also displaying 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.

Per ACCME, we need to pay close attention to our speakers and their disclosures of any
possible conflicts of interest, especially employees of any possible commercial interests.

In order for sessions to run, while being compliant with ACCME, we need to confirm the content:

- will not relate to the business line or product of your employer
- promotes improvements in healthcare over any proprietary interest of your employer

In order to complete conflict resolution and be in compliance with the ACCME standards, the following steps are required:

1. Full conflict of interest disclosure should be made by the faculty prior to the presentation.
2. The presentation must be unbiased.
3. No marketing or sales information should be distributed or discussed during the educational activity.
4. Responses to questions from the participants that could be viewed a “sales” or “marketing” should be deferred until after the presentation.
5. Employees of an ACCME-defined commercial interest will be ineligible to deliver oral presentations if the CME content relates to business line or products of their employer.
6. To comply with more intense public scrutiny of CME and in compliance with the ACCME’s Content Validity Value Statements. A reviewer may assess your presentation slides for three metrics: (1) fair balance, (2) the scientific objectivity of studies mentioned in the materials or used as the basis for content, and (3) appropriateness of patient care recommendations made to learners. If there are concerns identified by the reviewer, you will be contacted with these concerns for potential revisions.
7. 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 will help us achieve both of 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.

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 is 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!