ASCRS

ANNUAL MEETING

APRIL 5–8, 2024 | BOSTON, MA

SPEAKER GUIDE

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Thank you for submitting an abstract or accepting an invitation to present within the ASCRS Program at the 2024 ASCRS Annual Meeting.

The purpose of this guide is to provide you with the information you need to prepare your presentation, upload your presentation and deliver your presentation at the meeting. This guide is organized into sections for you to easily locate information for each step of the process in developing your presentation for the 2024 ASCRS Annual Meeting.

1.CREATING YOUR PRESENTATION

- Presentations should be created in either Microsoft PowerPoint, Apple Keynote or individual video files depending on the format of the session.

- Presentation slides should be developed in 16:9 wide screen format.

- ASCRS does not require speakers to use a slide template. You are welcome to use your own, however it should not include any commercial logos, images or names.

- Relevant financial interest, or lack thereof, must be included on your title slide or second slide to include the type of relationship and the name of the company. This pertains to anyone speaking from a podium, electronic posters, and all videos submitted to the ASCRS Film Festival. See example (page 4).

- The length of time for presentation(s) will vary by session. The session chair or lead instructor will provide you with more information in the months leading up to the meeting. You will also receive a speaker schedule with details including length of time for each of your presentations. Please be considerate of attendees and your fellow presenters and confine your presentation to the allotted time.

- All presentations should be free of commercial bias and must give a balanced view of therapeutic options. The use of generic names will contribute to this impartiality. If trade names must be used, where available, trade names from several companies must be used - not just trade names from a single company. Faculty members are urged to adopt a consistent treatment of products throughout their presentations (e.g., if a trade name is used, the competitor's trade names must also be used).

- Educational materials such as presentation slides, abstracts, and handouts cannot contain any advertising, corporate logos, trade names, or a product-group message of *any entity producing, marketing, selling, re-selling, or distributing healthcare goods or services consumed by, or used on, patients.* Presentations should not include individually identifiable health information, in accordance with the Health Insurance Portability and Accountability Act (HIPAA), as amended.

- Validation of Clinical Content per ACCME Guidelines - Faculty members are reminded of the following:
  - o All recommendations involving clinical medicine in this CME activity must be based on evidence that is accepted within the profession.

- o All scientific research referred to, reported, or used in this CME activity must conform to the generally accepted standards of experimental design, data collection, and analysis.

- o Recommendations, treatments, or manners of practicing medicine that do not comply with the above, are known to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients should not be presented as part of this CME activity.

- Corporate Assistance with Slide Preparation – As a faculty member, you are ultimately responsible for the content of your presentation, even if a corporate study sponsor has provided clinical data. Duplicate presentations of the same data by faculty are strongly discouraged.

- Disclosure of Unapproved/Off-Label Use – If your poster or presentation concerns the use of a drug or device that has not been approved by the U.S. Food and Drug Administration (FDA), or concerns an off-label use of a drug or device approved by the FDA for other uses, you must disclose this within a slide during the presentation.

PRESENTATION GUIDELINES

- Meet standards of scientific integrity (free of commercial bias).

- Use generic product names when possible.

- Use brand names consistently if used.

- Include all treatment options with pros/cons of each cited.

- Cite positive and negative studies.

- Clearly state when offering your opinion.

- Use your own slides (ASCRS understands that including corporate slides will sometimes ensure accurate product information; however, remember, it should be your work that is presented).

- Please note product logos and photos or images of product packaging are strictly prohibited.

2. UPLOADING YOUR PRESENTATION

All ASCRS Program presentations except instructional courses and Symposia must be uploaded within 24 hours of your presentation. You have two options for uploading your presentation:

1. Upload your presentation remotely through the Presentation Management System beginning March 5, 2024.

2. Upload your presentation on-site in the Speaker Ready Room

    Location: Boston Convention and Exhibition Center, Level Two, 254 AB

    Thursday, April 4   8:00 am – 6:00 pm
    Friday, April 5   7:00 am – 6:00 pm
    Saturday, April 6   7:00 am – 5:15 pm
    Sunday, April 7   7:00 am – 5:15 pm
    Monday, April 8   7:00 am – 5:15 pm

All ASCRS Program speakers are highly encouraged to visit the ASCRS Speaker Ready Room to review your presentations and video files to ensure they are running properly. All videos used in any presentation should be reviewed in the Speaker Ready Room to ensure successful playback in the session room.

3. PRESENTING AT THE MEETING

ASCRS SESSION ROOM SET-UP AND AUDIO-VISUAL

All ASCRS session rooms will be set with theater or classroom style seating, a podium, a head table with at least 4 chairs and the following AV equipment (at a minimum): podium microphone, table microphones, LCD projector, screen, and speaker timer to be controlled by the session organizer. Most session rooms will also include a confidence monitor.

FIRST SLIDE AND VERBAL DISCLOSURE

All ASCRS speakers and faculty must include a Financial Interest Disclosure (or lack thereof) on the title slide or second slide of the presentation to include the type of relationship and the name of the company. In addition to a written statement as shown below, anyone speaking from a podium must verbally disclose any relevant financial interests (or lack thereof) at the time of presentation.

Presentation Title
(Title must match edited title)

Authors
(all authors must be listed in the ASCRS abstract submission
database in order to be listed on the presentation)

Examples of Financial Disclosures

The authors of this presentation have received research funding from Company x and are members of company's Y's speaker bureau.
Or
Author 1 is a consultant of company ABC. Authors 2 and 3 have no financial Interest in the subject matter of this presentation.
Or
The authors have no financial interest in the subject mater of this presentation.

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4. ATTENDEE FEEDBACK

ASCRS attendees will have an opportunity to evaluate the quality of presentations for all ASCRS sessions as part of the CME claim and evaluation process. The aggregated attendee feedback for the ASCRS Program will be shared with the ASCRS Program Committee. The aggregated attendee feedback for each ASCRS session will be shared with the session organizer(s).

Evaluation results will be available by the end of August 2024. All session organizers should remind attendees at the beginning of the session to complete an evaluation for the session at the ASCRS Education Hub stations located throughout the convention center. A poor overall evaluation is cause for rejection of an abstract or course submission the following year.

5. POLICIES AND REQUIREMENTS FOR ASCRS PROGRAM SPEAKERS/FACULTY

EDUCATIONAL OBJECTIVES

Upon completion of the ASCRS Annual Meeting, participants should be able to:

- Recognize and discuss current and advanced treatment strategies for anterior segment surgery, and corneal, glaucoma and retinal conditions.
- Identify the latest developments and advances in techniques and technology within anterior segment surgery and comprehensive ophthalmology.
- Identify complicating factors in anterior segment surgery and develop appropriate treatment plans.
- Practice hands on surgical skills and techniques in Skills Transfer Labs.
- Examine external legislative issues and internal business practice issues affecting the field of ophthalmology.

REGISTRATION

All ASCRS speakers and faculty (authors, producers, instructors, presenters, moderators, panelists) are required to register for the ASCRS Annual Meeting. Visit our website at https://annualmeeting.ascrs.org for updates on registration details.

HONORARIA AND EXPENSE REIMBURSEMENT

ASCRS does not pay honoraria or travel/housing expenses for presenters or faculty participating in the annual meeting. Faculty are reminded that they may not receive travel expense reimbursement, honoraria, or other compensation directly from an ophthalmic commercial interest for participation within CME activities.

FINANCIAL INTEREST DISCLOSURES

All individuals participating in a CME activity must disclose any financial interest or relationships with a company(s) that produces, markets, resells, or distributes ophthalmic products/devices/drugs or services discussed in an educational presentation or lack thereof. Financial interest can include such things as grants or research support, consultant, stockholder, member of speakers' bureau, financial relationships held by spouse, etc. Any relationship that occurred within the past 24 months should be reported. To enter a financial interest disclosure, visit **https://ascrs.confex.com/ascrs/ficme24cfp.cgi**

6. SPEAKER INSTRUCTIONS BY ASCRS SESSION TYPE

ASCRS SYMPOSIA

- ASCRS Symposia are 90-minutes or 120-minutes long

- Presentations should be created in either Microsoft PowerPoint, Apple Keynote or video files.

- Presentation slides should be developed in 16:9 wide screen format.

- ASCRS does not require speakers to use a slide template.

- The session chair will provide you with details for the length of your presentation(s). You will also receive a speaker schedule with details including length of time for each of your speaking engagements. Please be considerate of attendees and your fellow presenters and confine your presentation to the allotted time.

- All ASCRS Symposia presentations must be uploaded 24 hours in advance of the session start time.

- Presenting from personal laptops is not permitted in ASCRS Symposia

- Please include keywords and a one-sentence description of your presentation when submitting your presentation file

ASCRS INSTRUCTIONAL COURSES

- Courses are 90-minutes.

- Course Directors/Instructors must allow time for Q & A within the 90-minute time frame.

- Course Directors/Instructors are responsible for assigning individual speaking times and directions on content to all faculty.

- Instructors and faculty are reminded to design courses that are scientifically sound and unbiased.

- Please include keywords and a one-sentence description of your presentation when submitting your presentation file

Responsibilities of the Course Director/Lead Instructor:

- Confirm course participation of all faculty and notify ASCRS staff of any faculty changes.

- Notify all faculty of the scheduled date and time for the course if accepted.

- Notify all faculty (including all invited course faculty) to complete meeting registration.

- Notify all faculty to complete their financial interest disclosures.

- Prepare or coordinate comprehensive handouts to be distributed at the course or submitted to ASCRS for posting on the ASCRS Meetings App. ASCRS will not accept, photocopy, or distribute handout copies. We will, however, accept electronic handouts for posting.

Presentation Uploads:

- Course instructors and faculty will not be able to upload their presentation. Instead, each course room will be equipped with 1 PC and 1 Mac. If instructors wish to use their own laptop, there will be connection cables in all course rooms.

- Speaker Ready Room – Instructors are encouraged to visit the Speaker Ready Room and review their presentations and videos.

ASCRS Instructional Course Handouts:

- ASCRS Course instructors are strongly encouraged to prepare high-quality handouts to accompany their curriculum. Handouts give course participants a written overview of the course subject matter and can provide detailed information that may not be covered due to time constraints. For courses that are presented in video or case presentation format and are not suited to a traditional handout, we ask that instructors provide a handout with 5-6 clinical teaching points that attendees can take away.

- Handouts must adhere to ASCRS guidelines regarding impartiality, scientific integrity, and valid clinical content. Corporate materials are prohibited. Annual Meeting attendees will be able to download the handouts before arriving at the conference, as well as during and after the meeting.

Handout Specifications:

- File Size Requirements: Files may not exceed 20MB

- File Format Requirements: We will only be accepting PDF formatted documents. You will be unable to upload documents with any other format (this includes PowerPoint and Word). If you are providing a PDF of your slides as part of your handout, please format as 3 slides or 6 slides per page to allow adequate room for notes.

- File Naming Requirements: Use the following naming format for your handout: presenter-lastname_first three words of course title.pdf.
  - o For example: jones_LASIK Pearls 101.pdf

Uploading your Handouts

- ASCRS Instructional Course Handouts will only be available through the ASCRS Meeting App.

- Handouts are due April 1, 2024- Instructions for uploads will be sent via email in early March.

ASCRS SCIENTIFIC PAPER SESSIONS

- ASCRS Scientific Paper Sessions are 90-minutes long

- On average, each session includes 15 paper presentations

- All paper presentations are 5-minutes long, unless notified by ASCRS staff.

- A general rule of thumb for presentations is 30 seconds per slide. Therefore, for a 5-minute presentation, carefully consider your timing if you have more than 10 slides.

- Presentation must be in 16:9 format.

- In fairness to the other presenters, be sure your presentation adheres to the allotted time.

- Please include keywords and a one-sentence description of your presentation when submitting your presentation file

Lead Author Responsibilities

- Register for the meeting by the speaker registration deadline: March 1, 2024

- Confirm all coauthors have been listed in the online submission.

- Confirm scheduled date and time for the presentation before making travel arrangements.

Abstract Results and Conclusion Updates

- Abstracts that do not include results and conclusions must be revised by February 13, 2024 to be included in the online program

- Results and conclusions will not be withheld.

- Results: Outcomes and measurements. Data should include the level of statistical significance. Limit: 700 Characters

- Conclusion: State the conclusion and the clinical pertinence. Limit: 350 characters

Presentation Uploads:

To facilitate transitions between speakers, it is required for all presentations to be uploaded no later than 24 hours prior to your presentation time. Presentations can be uploaded online starting March 5, 2024 or onsite in the Speaker Ready Room. To ensure accuracy, presenters are required to review uploaded presentations in the Speaker Ready Room.

ASCRS BEST PAPER OF SESSION (BPOS)

At the end of each scientific paper session, the moderator and panelists will confer to select the Best Paper of Session (BPOS). A BPOS ribbon will be presented immediately after the decision is made; therefore, all presenters should plan to stay for the conclusion of each session.

BPOS Eligibility – All accepted paper presentations must meet these 4 requirements to be eligible for BPOS judging:

- The final approved title appears on the title slide, including all edits provided by ASCRS.
- Disclosure of relevant financial interests (or lack thereof) appears on either the title slide or the slide immediately following it.
- Disclosure of relevant financial interests (or lack thereof) is made verbally at time of presentation.
- Presentation is within the 5-minute time limit.

BPOS Judging Criteria – The panel will be judging presentations on the following criteria to select the select the BPOS:

- Applicability/educational value
- Scientific content/validity
- Originality
- Clarity

ELECTRONIC POSTERS

Poster abstracts are presented in electronic format only (PowerPoint) unless invited to present live at the meeting. All accepted poster submissions will be available for viewing on-demand in the ASCRS Education Hub.

Electronic Posters allow attendees to:

- View individual sections of each electronic poster
- Send comments and feedback to the author via email
- Search for specific topics
- View video and audio files related to the electronic poster

Abstracts Results and Conclusion Updates:

- Abstracts that do not include results and conclusions must be revised by February 13, 2024 to be included in the meeting.
- Results and conclusions will not be withheld.
- Results: Outcomes and measurements. Data should include the level of statistical significance. Limit: 700 characters.
- Conclusion: State the conclusions and their clinical pertinence. Limit: 350 characters.

The deadline for uploading your Electronic Poster presentation is February 8.

Titles: Titles used on the title slide _must match_ the edited title you received with your notification of acceptance. No product/trade names can be used in the title. Generic descriptors are required for CME purposes.

Create Your Electronic Poster's PowerPoint File

- Electronic posters will be accepted in electronic format, only (PowerPoint File). Printed posters will not be displayed.

- The upload system only accepts posters in PowerPoint format (PPT or PPTX files, only). Maximum of 12 PowerPoint Slides (file size of 50 MB). Poster PowerPoint files with more than 12 slides will not qualify for judging.

- Do not submit entire presentation as one large poster image. Please divide into multiple slides for purpose, methods, results, and conclusions.

- Do not embed videos or animation within the PowerPoint file. Presenters will have the opportunity to include additional slides with files, tables, charts, etc. to enhance the purpose, materials, results, or conclusions slides. The system offers the ability to upload one (1) video, image, or text file in addition to the PowerPoint file (see Additional File Upload below).

- Please include keywords and a one-sentence description of your presentation when submitting your presentation file

- Title slide or second slide must include financial interest statement, or lack thereof, for all authors listed on the abstract

Poster PowerPoint File Upload: Additional File Upload: Presenter will have an additional 50 MB of file space to upload ONE (1) additional multimedia file (e.g. video file) to enhance their poster.

Please be sure the title and authors you have listed on the PowerPoint match exactly what is listed at the top of the "ASCRS Electronic Posters On Demand" upload website.

Coauthors who are not listed on the poster abstract submission in the ASCRS•ASOA submission database will be removed from the electronic poster.

LIVE POSTER PRESENTATIONS

Electronic Posters will be judged in the following four categories: cataract, keratorefractive, cornea, and supplementary (pediatric, glaucoma, retina, and other). Winning posters will be invited for live presentations and announced in the EyeWorld show daily. Please note eligibility and judging criteria below.

Eligibility – Only Electronic Posters that fulfill the _financial interest disclosure_, _title_, and _12 slide maximum_ requirements will be eligible for judging. Electronic Posters should not duplicate a scientific paper presentation.

Judging Criteria – Posters will be judged on applicability/educational value, originality, scientific content/ validity, clarity and organization.

ASCRS FILM FESTIVAL AND SCIENTIFIC FILMS

Film Production

All accepted films will be available for viewing on-demand in the ASCRS Education Hub onsite and on the ASCRS website pre-and post-meeting.

Requirements

All film submissions must meet the following 4 requirements to be eligible for judging:

1. Films must be 8 minutes maximum, including opening and closing credits.

2. Opening credits must include **Financial Interest Statement** shown on the 1st and/or 2nd slide, as relevant to your film. If you do not have any financial interest to disclose, the following statement must be included on the slide **"The authors have no relevant financial interest to disclose."**

3. The approved title should appear in the opening credits as shown in your email acceptance letter.

4. English narration (title, subtitle, and soundtrack) is required.

Format

For best results, please capture your initial video in any of the four formats below. All other formats must be encoded into one of these formats before submission.

1. High Definition (HD) 720p format (1280 x 720 resolution @ 29.97, 24, 25, 30 or 60 fps) [best balance of quality and file size].

2. High Definition (HD) 1080p format (1920 x 1080 resolution @ 29.97, 24, 25, 30 or 60 fps) [best quality but very large file size].

3. High Definition (HD) video should be encoded with H.264 or MPEG-4 codecs.

4. Standard Definition (SD) 480p format (720 x 480 resolution @ 29.97, 24, 25 or 30 fps). SD video may be encoded with H.264, MPEG-4, or MPEG-2 codecs.

Please Note

- Apple users: Do not submit your video in AIC format. Your .mov files should contain H.264 or MPEG4 formatted video before submission to ASCRS.

- Audio tracks should be stereo, in Dolby digital format (AC-3 or AAC).

- DVD submissions should conform to the NTSC standard (29.97 frames per second).

Restrictions

- Maximum file size: 2GB

- PAL formats will not be accepted.

- Color bars and/or countdown graphics should not be included in the lead-in of the film.

Elements of the Film

- Review and proofread your film for errors before submission.

- Aim for the highest possible cinematic quality. Play your film on different devices to make sure that the film and audio are of the highest quality.

- The font size and style should be legible and large enough to prevent eye strain. Avoid a busy screen.

- Tell a story with an introduction/background, a study or demonstration, and a conclusion. Include data to support any claims.

- Original ideas and investigations are especially noted for merit.

- All presentations must have English titling, subtitling, or soundtrack and must be understandable to an English-speaking audience. The producer should consider a narrator if English pronunciation is a difficulty.

- Music can be an important element in the film. If you use background music, it should not overpower the narration or distract the viewer from the film content. Music with lyrics can be distracting.

- The film should exhibit movement, animation, and demonstration. The film should not be a filmed slideshow. A list or outline can be helpful but should not be a substantial part of the presentation.

- Avoid long gaps without voice narration so the viewer does not lose concentration as well as context.

- The film should be shown on screen as seen by the surgeon. Images of the eye and eye surgery should fill most of the screen. Surgical maneuvers are not well demonstrated when the eye occupies less than 50% of the screen.

- Avoid multiple images on the screen such as four simultaneous surgical demonstrations, busy animations, and hyperactive graphics.

- Graphics, schematic illustrations, and animations should clarify points. They should not be exhibitions of techno-wizardry.

- It is important to acknowledge prior investigators and contributors. Historical attribution shows a proper respect for pioneers in our field.

Appropriate Content: Comedy and humor may be appropriate, but avoid all potentially offensive material—especially racial, sexual, and religious "humor". Films which are deemed to be offensive by the judges because of racial, sexual, or religious content will be disqualified. The decision of the judges is final.

Film Judging: Films will be formally judged after the final submission date. A winner and runner-up will be selected for each category, and a grand prize overall winner will be chosen. Awards will be presented at the Film Festival Ceremony on **Sunday, April 7, 2023** during the ASCRS Annual Meeting.

SUBMITTING YOUR FILM

- A link to upload your accepted film will be sent to the provided submission email address in early January.

- Upload your film submission in one of the following formats:
    - Electronically submitted .mp4, .mov, or .mpg file
    - Electronically submitted .VOB file extracted from a DVD

Questions: films@ascrs.org

42nd ASCRS ANNUAL FILM FESTIVAL

Attending the Film Festival Awards Ceremony is considered your official presentation. Your attendance is required. Awards will be announced and presented during the ceremony. Film winners will be called up to the stage to accept the award.

Emergency circumstances may arise; if so, the producer must send a substitute that is not a member of industry to accept any awards given to the film producer. If you are sending a substitute, please send the name and contact information to Kim Mangan at kmangan@ascrs.org.

ASCRS ROUNDTABLES – CONTINUE THE CONVERSATION

The Roundtables – Meet the Experts program room will be set up with round tables: chairs will be reserved for the speakers, and the remaining chairs are for attendees. We request that experts arrive at least 15 minutes prior to the start of the session. Each table will be numbered and labeled with the discussion topic. Experts do not need to prepare a formal presentation; however, they can bring their personal laptops and use them to share videos and other material with the roundtable attendees.

7. FREQUENTLY ASKED QUESTIONS

PRESENTER RESPONSIBILITIES

Adding/Removing participants from a presentation- To add or withdraw faculty (speaker, instructor, co-instructor, author, co-author, producer, co-producer) contact submissions@ascrs.org by March 14, 2024. All faculty must be listed on the program and must meet all the Financial Interest Disclosure requirements.

PLEASE NOTE: ASCRS considers **presenting authors** to be in control of the CME content. As a professional courtesy, ASCRS acknowledges co-authors and all people contributing to the research in its final program; however, as co-authors do not have control of the CME content their disclosures are not published or resolved.