# Table of Contents

## POLICIES

- Presentation Policies .......................................................... 3
- Conflict of Interest ................................................................. 3
- Content Validation ................................................................. 3
- Unlabeled/Investigational Uses ................................................ 3
- Financial Relationships & Commercial Interests ...................... 4
- Commercial Support .............................................................. 4
- Presentation Agreement Remuneration .................................... 4
- Assurance of Patient Confidentiality ....................................... 4
- Permission for Use of Name and Likeness ............................... 4
- Permission for Publication of Material ..................................... 4
- Indemnification Agreement .................................................... 5
- Statement of Ethical Standard ............................................... 5

## GUIDELINES

- Overview ............................................................................. 6
- Poster Design ....................................................................... 6
- Poster Production .................................................................. 6
- Readability of Poster .......................................................... 7
Presentation Policies

The American Society of Dermatopathology (ASDP) is accredited by the Accreditation Council for Continuing Medical Education (ACCME). As such, we are required to meet the ACCME’s expectations for our practice of continuing medical education.

It is the policy of the ASDP to ensure balance, independence, objectivity and scientific rigor in all of its educational activities. Faculty participating in and planning the Annual Meeting must comply with all procedures governing disclosure. The ASDP has implemented a process where everyone in a position to control the content of an educational activity will present evidence based content, disclose all relevant financial relationships with any commercial interest and discussion of unlabeled/investigational uses of a commercial product. In addition, presentations must be free of commercial bias and any information regarding commercial products/services must be based on scientific methods generally accepted by the medical community.

Should it be determined that a conflict exists as a result of disclosure, this will need to be resolved prior to the activity. This information is necessary in order to move to the next steps in planning this CME activity. If a poster presenter refuses to disclose relevant financial relationships, they may be disqualified from being a part of the planning and implementation of this CME activity.

Poster presenters who qualify for the implementation of this activity are required to disclose any of the relationships mentioned above. Faculty relationships will also be disclosed to audiences in Annual Meeting printed materials.

Conflict of Interest

In order to qualify the annual meeting for continuing medical education (CME) credit for physicians in attendance, ASDP must comply with policies set forth by the Accreditation Council for Continuing Medical Education (ACCME).

All CME providers are required to implement mechanisms to identify and resolve any conflicts of interest prior to the education activity being delivered to learners. Any poster presenter who has a commercial interest and is presenting material related to it is considered to have a conflict of interest and is subject to restrictions described below.

The ACCME considers the following to be commercial interests:

- A relationship with any proprietary entity producing regulated health care goods or services consumed by or used on patients, such as a pharmaceutical or medical device manufacturers.

The ACCME does NOT consider the following commercial interests:

- A relationship with an entity that provides direct-to-consumer items or services, such as self-help books or vitamins that can be purchased over the counter by the patient.
- A relationship with a non-profit or government organization, or a business that is not healthcare-related.

A poster presenter who has a commercial interest can no longer make therapeutic recommendations that relate to that interest as part of their meeting presentation. They can discuss theory, procedures, observations, results of research and make unrelated recommendations. Commercially-related therapeutic recommendations must come from someone without a financial conflict.

Content Validation

In accordance with the Accreditation Council for Continuing Medical Education (ACCME) and the American Medical Association (AMA) policies on assuring the independence of CME activities require all CME faculty to attest that:

1) All the recommendations involving clinical medicine in a CME activity are based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients (ACCME July 2002)

2) All scientific research referred to, reported or used in a CME activity in support or justification of a patient care recommendation conforms to the generally accepted standards of experimental design, data collection and analysis (ACCME July 2002)

3) Research findings and therapeutic recommendations are based on scientifically accurate, up-to-date information and are presented in a balanced, objective manner (AMA 2002).

Unlabeled/Investigational Uses

Should your presentation include discussion of any unlabeled/investigational use of a commercial product, you are required to disclose this to the audience PRIOR to your presentation. Disclosure of unlabeled/investigational use of a commercial product can be combined with disclosure of conflicts of interest on the same poster.
Financial Relationships & Commercial Interests

Financial Relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

A Commercial Interest is any proprietary entity producing health care goods and services with the exception of non-profit or government organizations and non-health care related companies.

A conflict of interest may exist if you, your spouse or legally recognized domestic partner, or dependent children currently (within the past 12 months) have had a financial relationship with any commercial interests.

If poster presenters believe a potential conflict of interest exists, they must disclose the financial relationship(s), arrangements, or affiliations with the commercial interests to ASDP. The name of the commercial interest AND indication if the relationship is relevant according to the definition below should be include.

Relevant Financial Relationships: ACCME focuses on financial relationships with commercial interests in the 12-month period preceding the time that the individual is being asked to assume a role controlling content of the CME activity. ACCME has not set a minimal dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship. The ACCME defines “relevant financial relationships” as financial relationships in any amount occurring within the past 12 months that create a conflict of interest.

Commercial Support

The Commercial Support Standards require that your presentation be free of commercial bias and that any information regarding commercial products/services be based on scientific methods generally accepted by the medical community. Presentations must give a balanced view of therapeutic options. When discussing therapeutic options, it is our preference that you use only generic names. If it is necessary to use a trade name, then those of several companies where available must be used.

Presenters should be able to:
1. Keep presentations free of commercial bias.
2. Present content of the CME activity in a fair and unbiased manner if relevant financial relationships exist.
3. Attest that they are not receiving direct payments from a commercial entity with respect to this educational activity.

Presentation Agreement

Presentation Remuneration
Faculty will receive no remuneration from ASDP for participation in educational activities other than that specified in writing by the Society.

Assurance of Patient Confidentiality
Presenters are responsible for ensuring that any information presented regarding patients of dermatopathology services be sufficiently edited or modified to ensure the confidentiality of the patients unless that presenter has obtained specific permission according to applicable ethical standards, laws and regulations from any patient about whom identifying information is presented.

Permission for Use of Name and Likeness
Faculty shall give The American Society of Dermatopathology, its agents and representatives the right to use speakers’ names and likeness in promotional and other material published in relation to the meeting.

Permission for Publication of Material
To the extent that this work is not in the public domain (e.g., by virtue of being performed by an employee of the U.S. Federal Government as part of their official duties), speakers agree to grant The American Society of Dermatopathology copyright permissions for publication of material provided for inclusion in the meeting program, which may be published in print and online on the ASDP Web site. The copyright consists of any and all rights allowed by the copyright laws of the United States and all foreign countries. Faculty should understand that abstracts, including their contributions, will be made available in printed form to the attendees of the conference, members of ASDP, and other interested parties pursuant to policies established by the ASDP Board. Faculty should understand that ASDP will hold the copyright for the meeting program and its contents and; that the copyright of the compilation of abstracts and handouts in the meeting program is not the same as the copyright of an individual item of material included in these publications. Faculty members are encouraged to include copyright notices as appropriate on all materials submitted to ASDP for publication. ASDP takes no responsibility for registering a speaker’s copyright and advises them to take all appropriate steps to do so.
Presenter Agreement (cont.)

Faculty shall authorize ASDP to sell or otherwise distribute said publications to the membership and general public. In return, ASDP shall grant presenters the right to reprint my contribution in any publication.

Faculty must affirm that their contributions contain no matter that is defamatory or is otherwise unlawful or invades individual privacy, or infringes on any proprietary right or statutory copyright and; are original or that they have obtained permission at their own expense from the copyright holder for publication and will submit documentation upon request, showing permission for use, to ASDP at the time of submission of the materials to be distributed.

Indemnification Agreement
Presenters shall agree to indemnify and hold harmless The American Society of Dermatopathology, its agents and its representatives should the material presented or provided for publication be determined to defame, libel or slander an individual or organization, violate the confidentiality of any individual or organization, or infringe on another's copyright.

Ethics Statement

Statement of Ethical Standard
All work presented at the ASDP Annual Meeting must conform to applicable governmental regulations and discipline-appropriate professional ethical standards. Responsibility for meeting these requirements rests with those who submit abstracts and those who make presentations at the meeting.

Human and animal research studies may require approval by an institutional research committee that has been established to protect the welfare of human or animal subjects. Presentation of findings from approved research studies is consistent with the ethical standard for the ASDP Annual Meeting.

Data collection as part of clinical services or for program evaluation purposes generally does not require approval by an institutional research committee. However, analysis and presentation of such data outside the program setting may qualify as research (i.e., an effort to produce general knowledge) and require approval by an institutional committee. Those who submit abstracts to the ASDP Annual Meeting based on data from these sources are encouraged to consult with a representative of the applicable institutional committee to determine if approval is needed.

Presentations that report on a particular person (e.g., a clinical case) generally require written permission from that person to allow public disclosure for educational purposes, and typically involve alteration or withholding of information that might directly or indirectly reveal identity and breach confidentiality. Those who submit abstracts to the ASDP Annual Meeting based on clinical cases are encouraged to consult with a representative of the applicable institutional review board (IRB) to determine if permission is needed.

The ASDP Ethics Committee is appointed to answer questions and provide consultation regarding the Ethics Standard. Abstract submitters and presenters are invited to contact the committee chair via e-mail at ethicscommittee@asdp.org.
Overview

The presentation of new ideas and original observations to the attendees of the Annual Meeting of The American Society of Dermatopathology (ASDP) is an integral part of the Society’s continuing education program. Poster presentations present scientific information utilizing narrative material, photographs, charts, diagrams, etc. This guide has been created to inform presenters of ‘best practices’ when developing and designing a presentation poster and onsite procedures.

Poster Design

The following recommendations may prove beneficial to you in developing your poster. They are suggestions only, and are not intended to replace ideas you may already have. Rather, they are an attempt to guide you in the creation of your poster display.

Your poster presentation should contain succinct headings that organize and logically display the information. The poster should focus on:

✓ Objective or Hypothesis
✓ Methods
✓ Results or Outcomes

A sample arrangement of a poster display is illustrated below.

Poster Production

✓ Poster display area for each poster presentation is 3’10” (1.16 m) high and 3’10” (1.16m) long.
✓ Display area surface is fiberboard contained in a 2” (5.1cm) aluminum frame and supported on “A frame” legs.
✓ The poster must be mounted to the poster display area by the use of ordinary thumbtacks or pushpins (you must supply your own thumbtacks). Do not mount your poster on heavy board because it will be difficult to keep in position.
✓ No other furniture, freestanding equipment, etc. is allowed in the poster area.

All illustrations should be made up beforehand. Keep illustrative material simple. Illustrations must be readable from distances of 3’ (.91m) or more and should be similar to those you would use in making slides.
Readability of Posters

Poster exhibits for presenting medical/scientific papers afford you the opportunity to have your work viewed by a large audience. However, they also present technical challenges. To accommodate a large group at a single poster presentation, the size of the lettering (type) must be large enough to be legible at a minimum distance of approximately 6’ (1.83m).

The key to a visible and eye-catching poster is contrast. Keep this in mind when choosing your shades. For example:

1. Black on white
2. Blue on white
3. White on blue (no diazo)
4. White on black

If the presentation is typeset, choose a typeface (design of type) that is particularly simple and clear (i.e.: Helvetica). The weight of the type chosen (the thickness of each letter) should be medium or bold. The actual size of the type is measured in “points”. To be legible at a distance of 6’ (1.83m), the minimum type size used should be 24 point. Below are suggestions of type for viewing at various distances:

<table>
<thead>
<tr>
<th>TO BE LEGIBLE AT:</th>
<th>USE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 feet</td>
<td>30 pt. M</td>
</tr>
<tr>
<td>10 feet</td>
<td>48 pt. M</td>
</tr>
<tr>
<td>12 feet</td>
<td>60 pt. M</td>
</tr>
<tr>
<td>14 feet</td>
<td>72 pt. M</td>
</tr>
</tbody>
</table>

Identification Signs

Signs will designate only the poster number that corresponds with the program book information. Title of the presentation and authors will not be included as part of the identification sign.

Responsibility for Damage and Loss

The American Society of Dermatopathology and conference hotel will not be responsible for damage, destruction, loss or theft of exhibits or property used in connection therewith, however caused, nor for goods sent to the building prior to or remaining after the poster exhibits have closed. The poster presenter agrees to the above and will present no claims to The American Society of Dermatopathology or the conference hotel.