



# **Faculty & Speaker Policies Manual**

The American Society of  
Dermatopathology

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## Presentation Policies

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The American Society of Dermatopathology (ASDP) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide *AMA PRA Category 1 Credit™*. As such, we are required to fulfill the ACCME and AMA criteria for our practice of continuing medical education (CME).

It is the educational mission of the ASDP to ensure balance, independence, objectivity and scientific rigor in all of its educational activities. Faculty and speakers participating in and planning CME activities must comply with all policies and procedures in this manual.

## Definitions

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### CME Content

Continuing medical education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of healthcare to the public.

### Commercial Interest

A Commercial Interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.

Further, the ASDP considers relationships with businesses that sell health related products to other physicians including but not limited to electronic medical records (EMRs), special stains, non-ASDP educational events or other molecular pathology technology and technical components of laboratory services to be commercial interests.

Read the complete [ACCME definitions of commercial and non-commercial interests](#).

### Conflict of Interest

Circumstances create a conflict of interest when an individual has an opportunity to affect CME content about products or services of a commercial interest with which he or she has a financial relationship.

### Financial & Relevant Financial Relationships

Financial Relationships are 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. Relationships of

the person involved in the CME activity must include financial relationships of a spouse or partner.

Relevant Financial Relationships are those with a commercial interest occurring within the 12-month period preceding the time that the individual is assuming a role controlling content of the CME activity that create a conflict of interest. There is not set a minimal dollar amount for relationships to be significant.

## Independence

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ASDP must ensure that all CME activities and educational interventions are developed independently of commercial interests, including but not limited to the following:

- a) Identification of CME needs;
- b) Determination of educational objectives;
- c) Selection and presentation of content;
- d) Selection of all persons and organizations that will be in a position to control content of the CME activity;
- e) Selection of educational methods and;
- f) Evaluation of the activity.

## Disclosure & Conflict of Interest

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Everyone who is in a position to control content of a CME activity must disclose all relevant financial relationships with commercial interests to learners prior to the beginning of the CME activity. Disclosure must include the individual's name, the name of the commercial interest(s) and the nature of the relationship the person has with each commercial interest. Disclosure must never include the use of a corporate logo, trade name or a product group message.

Faculty and speakers who qualify for the implementation of this activity **are required to disclose to learners verbally and visually, immediately prior to the presentation, any of the relationships mentioned above or lack thereof** (using a slide embedded in their presentation slide deck). Faculty and speaker relationships will also be disclosed to learners in printed and electronic materials.

The magnitude of financial relationships with commercial interests will be gauged by the classification of their financial relationships with commercial interests into two categories: 1) Category 1-total monies received from a given commercial interest < \$10,000 over the past calendar year, 2) Category 2-total monies received from a given commercial interests > \$10,000 over the past calendar year. This information will be part of standard disclosure and will be available to members of the society who review disclosures. For those presenting at ASDP events, this information should be disclosed to audience members as part of the disclosure slide.

Any individual who refuses to or does not disclose relevant financial relationships when they are present will be disqualified from being a planning committee

member, faculty, speaker or author of CME, and cannot have control of, or responsibility for, the development, management, presentation or evaluation of any CME activity.

**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 interest.**

The Ethics Committee is charged with the review of Faculty & Speaker Disclosures that decline acceptance of any part of this manual, the Faculty & Speaker Agreement and/or contains disclosures of relevant financial relationships or conflict of interest with commercial interests. The Ethics Committee will make a determination prior to the CME activity based upon established guidelines and a simple majority vote by a quorum of the committee.

Non-conflicted representatives of the Ethics Committee will review the financial relationship disclosures of the Program Committee Chair and those of other members of the Ethics Committee and make recommendations about the management of conflict of interest to the Board of Directors, as needed.

Any faculty member or speaker 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.

**A faculty member or speaker who has a commercial interest cannot make *therapeutic, diagnostic or technological 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, diagnostic or technological recommendations must come from someone without a financial conflict.

For individuals with no relevant financial relationships the learners must be informed that no relevant relationship(s) exist.

## **Commercial Promotion**

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Product and event-promotion material or product and event-specific advertisement of any type in or during CME activities is prohibited. Live or enduring promotional activities must be kept separate from CME. Advertisements and promotional material cannot interfere with presentations, be displayed or distributed in the educational space immediately before, during or after a CME activity. Educational materials that are part of a CME activity, such as slides, abstracts and handouts, cannot contain any advertising, corporate logo, trade name or product-group message of a defined commercial interest.

Presentation slides will be peer reviewed prior to the scheduled presentation. Slides that contain any type of commercial promotion, as described above, will be removed from the presentation slide deck without notice to the speaker.

## **Educational Opportunities Table**

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ASDP speakers and members are invited to promote acceptable educational products and events during the Annual Meeting via flyers placed in a designated space for perusal by and distribution to meeting attendees. Acceptable educational products and events include books authored by ASDP members, dermatopathology courses run by ASDP members, dermatopathology-related electronic app developed by ASDP members and journals edited by ASDP members. Catalogs of book titles available from a single publisher and training sessions for new software for pathology report sign-out are unacceptable and will not be permitted. To be eligible, flyers must be approved by the ASDP Ethics Committee prior to participation.

To participate:

- Flyers must be no larger than one standard 8.5"x11" page in size (flat or folded).
- Flyer drafts must be submitted by email to Leah Smith at [lsmith@asdp.org](mailto:lsmith@asdp.org) by July 31.
- Flyers must comply with the following criteria:
  - 1) Products must have a primarily educational focus, not commercial;
  - 2) Flyers must be submitted by ASDP speakers and/or members and not affiliated commercial entities.
- Each approved flyer will be assigned an authorization code that should be placed in small font in one corner of the flyer. Flyers without a valid authorization codes will be removed.
- Up to 100 copies may be placed on the designated Educational Opportunities Table by the speaker or speaker's agent at any time during the meeting.
- Flyers will be screened throughout the meeting and removed if deemed non-compliant.
- Flyers remaining on the table at the end of the annual meeting will be discarded.

## **Content Validation & Commercial Bias**

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ASDP actively promotes improvements in healthcare and not proprietary interests of commercial interests. 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.

Presentations must give a balanced view of therapeutic and diagnostic options based on scientific methods generally accepted by the medical community. Use of generic names will contribute to this impartiality. If the CME educational material or content includes trade names, where available trade names from several

companies should be used, not just trade names from a single company.

All recommendations involving clinical and diagnostic 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.

All scientific research referred to, reported or used in a CME activity in support or justification of a patient care or diagnostic recommendation must conform to the generally accepted standards of experimental design, data collection and analysis, and the ASDP Ethical Standards described below.

Presentations that promote recommendations, treatment, or manners of practicing medicine that are not within the definition of CME, or known to have risks or dangers that outweigh the benefits or known to be ineffective, or that advocate for unscientific modalities of diagnosis or therapy in the treatment of patients will not be accepted.

## **HIPAA Compliance Attestation**

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All faculty members and speakers must attest that the materials presented in CME activities will not include individually identifiable health information, in accordance with the Health Insurance Portability and Accountability Act (HIPAA), as amended.

Faculty members and speakers are responsible for ensuring that any information presented regarding a client and/or patient is sufficiently edited or modified to ensure HIPAA compliance, confidentiality of the client and/or patient unless they have obtained specific permission according to applicable ethical standards, laws and regulations from any client and/or patient about whom identifying information is presented.

## **Presentation Remuneration**

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Faculty and speakers will receive no remuneration from ASDP for participation in educational activities or the rights and licenses granted to ASDP in this policy manual other than that specified in writing by the Society.

## **Permission for Use of Name and Likeness**

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Faculty and speakers 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**

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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 website. The copyright consists of any and all rights allowed by the copyright laws of the United States and all foreign countries. Faculty and speakers 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 of Directors. Faculty and speakers 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 and speakers 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.

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

Faculty and speakers 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**

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Faculty and speakers shall agree to indemnify and hold harmless the ASDP, its agents and representatives, from and against any and all claims, expenses (including responsible attorney fees), and liability whatsoever arising directly or indirectly, out of a breach of this agreement or your actions or inaction at, or participation in, the educational activity. You must acknowledge that ASDP undertakes no obligation to hold the educational activity, your session or to record, broadcast or otherwise publish the presentation or handouts. If the presentation or CME activity is cancelled, ASDP will not be liable for any expenses, costs or damages that you incur in connection with the educational activity.

## **Statement of Ethical Standard**

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All work presented at ASDP CME activities 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 CME activity.

**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 ASDP CME activities.

**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 or present CME content at ASDP CME activities 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 or present CME content at ASDP CME activities 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. Faculty and speakers are invited to contact the committee chair via e-mail at [ethicscommittee@asdp.org](mailto:ethicscommittee@asdp.org).**

## **Faculty & Speaker Agreement/Disclosure**

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In order to participate in ASDP CME activities, all faculty and speakers must complete the agreement and disclosure online. Faculty and speakers who refuse to complete these documents may be disqualified from participating in the CME activity.

## **Meeting Registration**

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All speakers, session chairs and meeting attendees are required to pay the registration fee for the meeting according to ASDP policy and fee schedule. Registration and fee schedule apply even when the speaker attends the meeting for a short time only to present his/her paper or participate in a panel discussion.

## **The Meeting Room Setup\***

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The meeting room will be equipped with:

1. One laptop computer at podium for slide advance.
  2. An LCD projector.
  3. 1-2 screens for PowerPoint presentations.
  4. 1-2 comfort monitors on or near stage.
  5. Podium w/ mic and wireless lavalier mic.
  6. One laser pointer or computer mouse.
  7. Speaker timer at or near podium.
  8. Two aisle mics for audience questions.
- **Unless instructed otherwise by ASDP, all presentations must be submitted in the Speaker Ready Room at least 24 hours prior to presentation.**
  - **Speakers will not be permitted to hook up laptops to the LCD projector.**
  - **Speakers will not be permitted to use flash drives at the computer at the podium.**

*\*This meeting room setup is only applicable to large didactic sessions, not consultations in dermatopathology, or the essentials course.*

## **Your Presentation**

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**It is very important that speakers keep within the allotted time.** Participants who exceed the time allotment will be curtailed.

Speakers should sit near the front of the meeting room or on the stage at the head table – this will be at the discretion of each session director. Session director will introduce each speaker when it is time for his or her presentation. Speakers should be ready to begin their presentation as soon as they are introduced.

## **Guidelines for Presentations Using Microsoft PowerPoint®**

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### **PC & Macintosh Platform Support**

The computers supplied in the Speaker Ready Room (SRR) will be both Windows 7 PCs and MAC OSX to support all your formatting needs including PowerPoint, Keynote and PDF. We also support Prezi; however, you will need to download a local copy to submit. Internet accessed Prezi presentations are not supported. Speakers must bring their Prezi presentations to the SRR at least 24 hours in advance.

The standard wide format screens are now being implemented in all courses and sessions. Please ensure that your presentation is in 16:9 widescreen format. **Presentations in 4:3 format will project with black bars on the sides.** View instructions to convert or set up a presentation in a widescreen format using the [metric](#) and [imperial](#) systems.

If you plan to include movie media files in PowerPoint the proper formats are: .WMV, .MOV, .MP4, .AVI (although some types of AVI files will not work). If you are using music files, please use .WAV.

To ensure that fonts will display correctly, please remember to embed any special fonts (PC capability only) in your presentation.

Speakers must submit one copy of presentation in advance and bring at least one copy the presentation to the meeting on a USB flash media stick. exFAT or FAT32 format on the USB flash will ensure operation on both the PC and MAC, if needed. It is also advisable to upload presentation and media files (movies, sound clips, pictures) and special fonts (if applicable) to an online cloud storage solution such as Dropbox or Google Drive as another form of precautionary backup.

### PowerPoint® Presentation Checklist

- The presentation format is selected for 'Presented By A Speaker (Full Screen)'.
- Presentation is in "widescreen" format. This is usually defined by 16:9, or 16x10 (MAC format). Presentations using 4:3 format can be changed to 16:9 format. However, this may cause formatting changes that will need to be adjusted accordingly.
- A font size of at least 24 points is utilized for body text and 36-40 points for headings.
- The presentation contains only standard fonts. For cross-platform compatibility, the use of Arial, Helvetica, and Symbol fonts is advised. Some other fonts may not transfer properly from presenter's computer to the system used for presentation. If using Windows based PowerPoint speakers may "embed" fonts upon saving.
- Use either, white or light color font against dark background or dark color font with light background for optimal legibility.
- The maximum number of lines in text slides is no more than 6 or 7.
- Images placed in PowerPoint slides should be resized to approximately 800 x 600 pixels and saved as JPG or BMP files. Images should be inserted in the slide using INSERT/PICTURE/From FILE command. (A presentation of 20 slides containing 15 image slides will typically be 1-2 MB in size).
- If the presentation contains video or audio, all needed files must be in the same folder as the presentation. (If these files are not present, they will be unavailable during your presentation).

- The presentation includes a disclosure slide with the name of the commercial interest(s) and the nature of the relationship the person has with each commercial interest. Speakers who do not have relevant financial relationships may state "*I have no relevant financial relationships to disclose*" on their disclosure slide.
- Proofread and spell check.
- Back up the presentation and associated files (video clips, audio files) on a USB flash disk and confirm that the presentation runs properly from the backup on a totally different computer than the one with the presentation installed.