

Poster Presentation Policies Manual

The American Society of
Dermatopathology

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Poster Presentation Policies

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. Poster presenters participating in and planning CME activities must comply with all policies and procedures in this manual.

Definitions

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.

Providers of clinical or laboratory services directly to patients are *not* considered to be commercial interests as are the following entities:

- 501-C Non-profit organizations
- Government organizations
- Non-health care related companies
- Group medical practices
- For-profit hospitals
- Diagnostic laboratories

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

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

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.

Poster presenters who qualify for the implementation of this activity are required to verbally *and* visually disclose to learners any of the relationships mentioned above, or that no relevant relationship(s) exist. They must verbally disclose to the audience during the Poster Defense and visually disclose by adding the disclosure to the poster. Poster presenter relationships will also be disclosed to learners in printed and electronic materials.

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, poster presenter 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 Poster Presenter Disclosure forms that decline acceptance of any part of this manual, the Poster Presenter 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.

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.

A poster presenter who has a commercial interest cannot make *therapeutic, diagnostic or technological recommendations that relate to that interest as part of their poster 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

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.

Poster presentations will be peer reviewed immediately following poster set up. Posters that contain any type of commercial promotion, as described above, will be removed from the poster hall without notice to the presenter.

Content Validation & Commercial Bias

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

All poster presenters 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.

Poster presenters 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

Poster presenters 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

Poster presenters shall give the American Society of Dermatopathology, its agents and representatives the right to use presenters' 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), presenters 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. Poster presenters 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. Presenters 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. Poster presenters are encouraged to include copyright notices as appropriate on all materials submitted to ASDP for publication. ASDP takes no responsibility for registering a presenter's copyright and advises them to take all appropriate steps to do so.

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

Poster presenters 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

Poster presenters 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.

Ethics Statement

Statement of Ethical Standard

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. Poster presenters are invited to contact the committee chair via e-mail at ethicscommittee@asdp.org.

Poster Presenter Agreement/Disclosure

In order to participate in ASDP CME activities, all poster presenters must complete the agreement and disclosure during the abstract submission process. Poster presenters who refuse to complete these forms may be disqualified from participating in the CME activity.

Meeting Registration

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.

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:

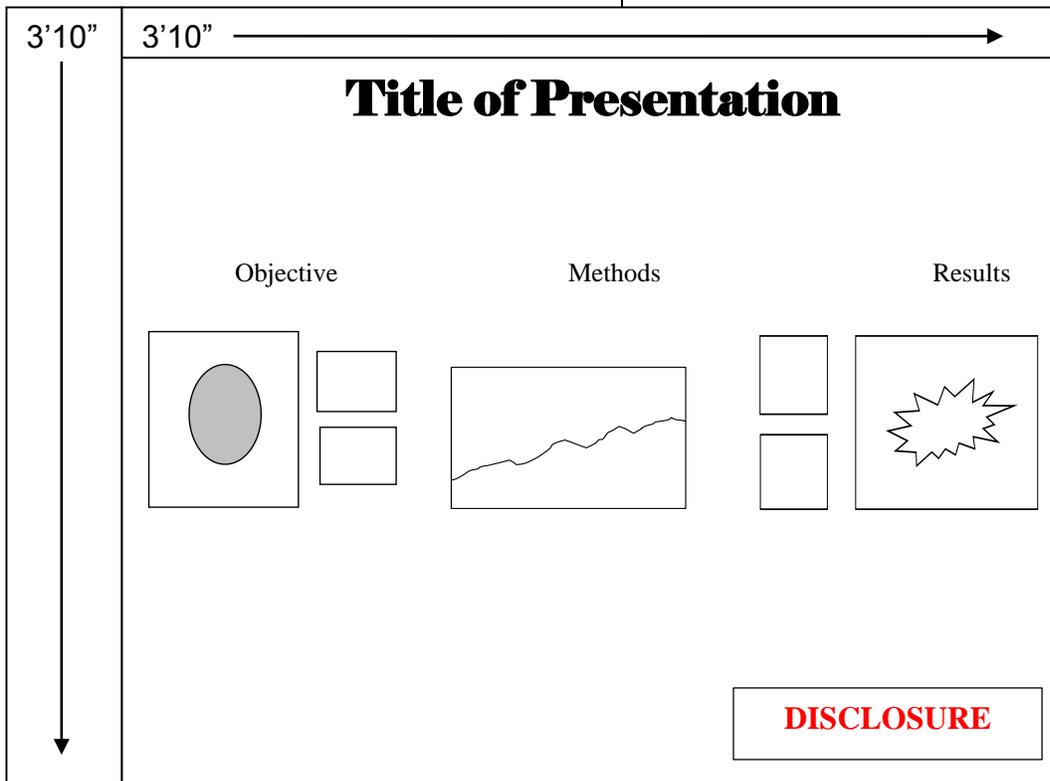
- ✓ Objective or Hypothesis
- ✓ Methods
- ✓ Results or Outcomes

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:

TO BE LEGIBLE AT:	USE:
8 feet	30 pt. M
10 feet	48 pt. M
12 feet	60 pt. M
14 feet	72 pt. M

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.
