



Instructions for Using the Instruction Course Submitter

Submission Deadline: January 13, 2009

The 2009 Joint Meeting is a combined meeting with the Pan-American Association of Ophthalmology. Academy members are encouraged to submit abstracts to the American Academy of Ophthalmology. PAAO members are encouraged to submit abstracts to the Pan-American Association of Ophthalmology. Members of both the Academy and PAAO may submit new instruction course abstracts to either meeting, but **please do not submit the same abstract to both meetings**. Academy abstracts should be submitted in English. PAAO abstracts may be submitted in Spanish, Portuguese or English.

To access the online abstract submitter, enter your last name and Academy ID number.

- Members of both the Academy and PAAO should use their Academy ID number.
- Active members of PAAO have been assigned an Academy ID number and should use the Academy ID number to login to the abstract submitter.
- If you are not sure whether you have an Academy account, please contact Michael Rhea, Course Coordinator (415.447.0277; mrhea@aao.org), or Member Services (415.561.8581; member_services@aao.org).

After logging on, you will be asked to submit your financial disclosure information.

Applications for Academy instruction courses will be peer-reviewed by the Annual Meeting Program Committee.

Applications for PAAO instruction courses will be peer-reviewed by the Pan-American Association of Ophthalmology Program Committee.

Applications for Practice Management courses will be peer-reviewed by the American Academy of Ophthalmic Executives (AAOE) Board of Directors.

Applications for hands-on labs will be peer-reviewed by the Skills Transfer Advisory Committee.

Academy and PAAO Policies – Read Carefully!

- The Academy does not permit attendance or participation by optometrists in any educational activity. Any abstract submitted with an optometrist listed as senior instructor/author or co-instructor/author will not be accepted.
- Abstracts should be written and submitted by the author. Abstracts written and submitted by industry personnel on behalf of a doctor are not allowed.
- All Academy submissions must have at least one Academy Fellow or Member or Candidate for Membership as instructor or author of the presentation. This policy does not apply to Practice Management submissions.
- For PAAO instruction course submissions, all senior and co-instructors must be active members of the Pan-American Association of Ophthalmology.
- All submissions must be completed in their entirety and submitted online by the deadline date. The Academy is only able to accept online submissions.

- Changes to abstracts may not be made once the deadline passes.
- Submission of an abstract constitutes a commitment by the instructors/authors to present if selected. Failure to present if selected will result in exclusion from the scientific program for two years.
- All presenters are required to register for the Joint Meeting and pay all applicable fees.
- The Academy does not pay honoraria or travel/housing expenses for any presenters at the Annual Meeting.
- The Academy will notify all senior instructors/authors of the status of submitted abstracts by email. It is the responsibility of the senior instructor/author to contact the Academy in the event that notification is not received within two weeks of the published notification dates.
- Live human subject demonstrations are prohibited in instruction courses and Skills Transfer labs.

Financial Interest Disclosure Policies

- The senior instructor/author listed on a course/abstract must disclose whether or not s/he has any financial interest. This is required even if s/he has no financial interest.
- If a course/abstract is accepted for presentation the Academy will request financial disclosure from all associate instructors/authors. Please provide an accurate email address for each co-instructor/author.
- Submission of this information indicates that each instructor/author has complied with the Academy's policy and will disclose any financial interest at the time of his/her presentation.
- Failure to comply with the disclosure policy when known and deliberate will result in exclusion from the program for two years.
- Financial interest will also be disclosed in the Final Program with an asterisk by the individual's name that will be cross-referenced in an index in the back of the program.
- Even though disclosure has been made, presentations and handouts should not promote the use of any commercial product.
- Disclosure of financial interest should be made at the time of the presentation. Course instructors are required to display a financial interest slide at the beginning of their presentation.

Instruction Course Submission

You will be required to choose one of the following:

- New Academy Instruction Course
- New PAAO Instruction Course
- Old Academy Instruction Course
- New Academy Skills Transfer Lab
- New Academy Skills Transfer Didactic



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A maximum of five instructors (including senior instructor) is recommended per course hour.

A course outline must be submitted for **all** course applications, regardless of whether or not the course has been presented before. You will be asked to upload your course outline. Please prepare your outline prior to submitting the abstract.

New Courses

Course is being submitted for the FIRST time for consideration in the Instruction Course Program.

- Please complete all required pages of the submitter (association, title, instructor information, standard non-exclusive agreement for meeting presenters, subject classification, abstract, course application and course outline).
- The course application page includes questions on the following:
 - Course Format
 - Target Audience
 - Education Level
 - Hours Requested
 - Limited Enrollment
 - Audio Recording Suitability
 - State Society Presentation (Academy only)
 - Financial Interest
 - Cosponsoring Society

For all laboratories there are additional questions regarding the requirements of the lab.

NOTE: Three hour courses will no longer be an option for new Academy submissions. All resubmitted courses that have historically been 3 hours can be resubmitted with the 3-hour option, but this option will not be considered for any courses that have been previously been accepted for 1 or 2 hours.

PAAO course submissions are limited to 1 hour only.

New Skills Transfer labs and didactics must be submitted by the January 13 deadline. The online submitter for reinvited Skills Transfer Courses will open February 10, 2009.

Old Courses (Academy Courses only)

The course submitter will contain any Academy instruction course presented within the last three years. This resubmission will compete with all other new course applications; it will have no special priority because of its previous presentation.



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NOTE: All selected courses will be offered for one year. If a course has been offered previously it will be reviewed by the Annual Meeting Program Committee to determine if 1) it is continuing to fulfill the needs of the Academy's Annual Meeting attendees; 2) it is attracting reasonably sized audiences; 3) there is meeting room space available.

The following information should be reviewed and updated for EACH abstract:

- Title
- Synopsis
- Objective
- Course outline
- Senior Instructor (including standard non-exclusive agreement for meeting presenters)
- Associate Instructors

You will also need to complete questions regarding:

- Course Format
- Target Audience
- Education Level
- Hours Requested
- Limited Enrollment
- Audio Recording Suitability
- State Society Presentation
- Financial Interest
- Cosponsoring Society

NOTE: Three hour courses will no longer be an option for new submissions. All resubmitted courses that have historically been 3 hours can be resubmitted with the 3-hour option, but this option will not be considered for any courses that have been previously been accepted for 1 or 2 hours.

Directors of Skills Transfer labs and didactics presented at the 2008 Annual Meeting will be sent information on the status of their course in late January. The online submitter for reinvited Skills Transfer Courses will open February 10, 2009.

Frequently Asked Questions

What is the submission deadline?

January 13, 2009.

Is there a maximum length for the abstract?

Yes, 1,000 characters. The character limit is set to allow an abstract submission of approximately 100 words.



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Is there a maximum length for titles?

Yes, 120 characters.

Do I need to be a member of the Academy to submit an Academy course abstract?

All Academy submissions (with the exception of Practice Management submissions) must have at least one Academy Fellow or Member or Candidate for Membership as an instructor. The Senior Instructor does not need to be a member of the Academy, as long as there is at least one member on the application.

Do I need to be a member of PAAO to submit a PAAO course abstract?

All Senior and co-instructors of PAAO course submissions must be active members of the Pan-American Association of Ophthalmology.

I'm a member of both the Academy and PAAO. What should I do?

Members of both the Academy and PAAO may submit abstracts to either meeting, but please do not submit the same abstract to both meetings.

To obtain information regarding membership of the Academy, visit the Academy's Web site or send an email to member_services@ao.org. For information regarding PAAO membership, visit PAAO's Web site at www.pao.org, or email info@pao.org.

Do the abstracts need to be submitted in English?

Academy abstracts should be submitted in English. PAAO abstracts may be submitted in Spanish, Portuguese, or English.

I presented an Academy course in 2008, and I would like to present it again in 2009. Do I need to update my course information?

Yes. All courses are reviewed annually, regardless of whether or not they have been previously presented.

What do I need to do regarding Financial Interest Disclosure?

Each Senior Instructor is required to submit his/her financial interest disclosure information. The Academy will request disclosure information from all associate instructors if a course submission is selected for presentation. Please provide an accurate email address for each co-instructor/author.

All Academy contributors are required to disclose financial relationship information annually. The Academy will apply your responses to all educational activities in which you are currently participating and any that are added within the 2009 calendar year.

How to I request 3 hours for my course presentation? Three hours isn't listed as an option for new instruction courses.

Three hour courses are no longer an option for new submissions. All old courses that have historically been 3 hours can be resubmitted with the 3-hour option, but this option will not be



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considered for any courses that have been previously accepted for 1 or 2 hours. PAAO course submissions are limited to 1 hour only.

How does a course become cosponsored?

Academy committees and subspecialty organizations represented on the Academy's Council are eligible and have been previously invited to cosponsor a course. Cosponsored courses may not be submitted without the prior knowledge and approval of the cosponsoring organization.

When will I be notified about the status of my abstract?

Instruction course notifications will be sent by email to senior instructors by April 24, 2009. It is the responsibility of the senior instructor/author to contact the Academy in the event that notification is not received within two weeks of the published notification dates.

I cannot find an answer to my question in this list.

Contact the following Academy staff:

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Program Specialist

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