

Breakfast roundtables are informal peer discussions, held in a restaurant setting, with approximately 40-60 roundtables scheduled per day. A continental breakfast is included. Roundtable discussions are limited to 9 attendees, who are encouraged to bring problem cases and questions to present to the moderator. Only one moderator can be accommodated per table.

Prior to the Meeting

As the moderator of the roundtable, you should not plan a lecture or PowerPoint presentation (audiovisual equipment will not be available), but rather facilitate discussion from participants. Moderators should be prepared to ask directed questions to open the discussion. Although not required, moderators are encouraged to supply a handout for the attendees regarding the discussion topic.

Breakfast Roundtable Handout Preparation Guidelines

- The handout should present a moderate amount of detail about the main points of your topic.
- Page count is limited to 20 single-sided pages. If you exceed the page limit, you will be responsible for copying and shipping your handout.
- Handouts copied by the Academy will be in black and white format; no color copies will be made.
- Supply an interior cover page with the handout, including roundtable title and number. Do not list any affiliations or use letterhead. The Academy will design an exterior cover page listing the roundtable title, number, moderator, and location.
- Type all text, including page numbers.
- The handout should act as a reference after the Annual Meeting, so include material attendees cannot readily obtain elsewhere.
- If including copyrighted articles with handouts, it is required that you obtain copyright permission. On the first page of the article, indicate that the article has been reprinted with permission from the holder of the copyright (i.e. Reprinted with permission from *Ophthalmology*).
- If including any copyrighted diagrams or illustrations, it is also required that you obtain permission. Clearly label the diagrams or illustrations, and include a legend or explanation.
- All references should appear at the conclusion of major sections, or at the conclusion of the handout.
- Please send your handout as an email attachment to mrhea@aao.org (limit 3MB per attachment) by **August 26, 2009**. Name the attachment with the roundtable number and the first four letters of your last name (i.e., for Dr. Smith – B101Smit.doc). You may submit your PowerPoint file, if your handout consists of a slide presentation. We will print six slides per page unless otherwise noted. If your handout exceeds 3 MB, please contact Michael Rhea, Course Coordinator, at mrhea@aao.org. You may also mail a master copy

of your handout to Michael Rhea, Meetings and Exhibits Division, American Academy of Ophthalmology, 655 Beach St, San Francisco, CA 94109-1336.

- If you are copying and shipping your own handouts, you must request shipping labels from the Academy. Visit Presenter Central beginning **September 2**, to submit shipping label requests. Shipping labels and course passes will be mailed in October.

At the Meeting

The Moderator should plan to arrive at least half an hour early to the presentation area to locate the assigned roundtable, confirm roundtable number, topic, and presence of handouts, and to get settled prior to the arrival of the first attendees.

Prior to the start of the discussion, the Moderator should disclose financial interest.

The Moderator should open the discussion with a request for the attendees' questions or issues.

At the conclusion of the discussion, all attendees should be instructed to complete the distributed evaluation forms present on the table. These forms should be handed to the room monitors as attendees are exiting.

Academy Policies

Speakers at Academy courses or functions should not make any remarks that could be interpreted as being prejudicial against a group or an individual on the basis of race, color, sex, sexual orientation, age, religion, national origin, ancestry, marital status, physical handicap or medical condition.

No product specific promotional material or event may appear or occur in educational space or material or during an educational activity.

All presenters are required to disclose financial interest. At the beginning of each presentation each presenter is required to disclose any and all financial relationships from the past 12 months. Disclosure is required even if the presenter has no financial interest.

Responsibilities and Penalties

A program participant who (1) fails to appear for the assigned presentation; and/or (2) fails to disclose financial interest prior to and at the time of the presentation will be prohibited from participating in the scientific program for two years. The program participant will be notified of this disciplinary action and will have future submissions for presentations rejected until the penalty has been served.