

American Thoracic Society INTERNATIONAL CONFERENCE

SESSION CHAIR INSTRUCTIONS

SCIENTIFIC INTEGRITY:

As a provider of CME accredited by the Accreditation Council for Continuing Medical Education (ACCME), the American Thoracic Society (ATS) is responsible for the quality and scientific integrity of its CME activities. ATS relies on its Program Committees, Program/Session Chairs, and Faculty/Presenters to meet ATS requirements, including those of the ACCME. These include:

- Maintaining independence, balance and scientific rigor.
 - Content must provide objective information based on scientific methods generally accepted in the medical community, and be free of commercial bias.
 - Data presented should not be outdated
- A balanced view of therapeutic options
 - Use of generic names will contribute to this impartiality and is preferred. If the presentation content includes trade names, where available trade names from several companies should be used.
- Disclosure of potential conflicts of interests (COI), both to ATS by advance deadline and on-site.
 - Speakers must complete or update the online ATS COI-SMART questionnaire for ATS 2012 San Francisco by advance deadline, and display a speaker-prepared disclosure slide at start of presentation. The following must be disclosed if current (existing at time of disclosure), or recent (within the previous 3 years), or expected to occur by end of conference:
 - Financial relationships with any commercial interests relevant to the subject matter of your presentation(s) and/or Conference role(s). The ACCME defines “commercial interest” as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical service directly to patients are excluded. In addition, the ATS requires disclosure of all financial relationships with manufacturers of devices or other products used in scientific research, and/or manufacturers of products or processes thought to cause respiratory disease or disorders.
 - Funding by non-commercial entities such as foundations or nonprofit organizations (Note: support from government agencies such as the NIH is now excluded from ATS required disclosure).
 - Financial or other relationships with the tobacco industry and affiliated groups that promote the use of tobacco products and/or impede policies to prevent tobacco-caused disease.
- Disclosure of any “off-label” uses of substances or products cited in the presentation (i.e., uses not approved in the United States), and/or the status of substances or products that are being investigated for such use.

Please note:

- **Speakers who fail to disclose relationships by advance deadline, or fail to cooperate in resolution of identified conflicts of interest, cannot be permitted to present.***
- Persons with a tobacco industry affiliation in the 12 months preceding the end of the conference cannot serve as organizer, chair/moderator or presenter at the International Conference.*
- The ATS values the involvement of its members employed by pharmaceutical companies, or other relevant commercial entities, in scientific exchange. The ACCME prohibits the use of employees of commercial interests as presenters in accredited CME activities if the content of CME that the employee controls relates to the business lines and products of its employer. Conference sessions that cannot meet this requirement may be accepted by ATS, but will not be eligible for AMA PRA Category 1 credit.
- In addition, ATS policy states that it is inappropriate to have industry-employed members chair ATS education session that has received funding from their employer
- Session chairs are responsible for making speakers aware of these policies, and for reviewing ATS-provided speaker disclosures and resolving conflicts of interest according to ATS instructions.*

**International Conference procedures and guidelines and COI definitions may be found at www.thoracic.org/go/2012resources.*

FORMAL REVIEW AND MANAGEMENT OF FACULTY DISCLOSURES

- Speakers will receive instructions and deadline for completing the online ATS COI-SMART questionnaire for ATS 2012 San Francisco. All program committee members and session chairs will be notified similarly. (ACCME requires disclosure by “CME planners” in addition to presenters. Final review of “planner” disclosures will be by ATS COI staff, and will not require program committee chair involvement unless an unresolved conflict is identified.)
- Session Chairs will also be instructed to use the ATS COI website to (1) review a concise summary of each speaker’s disclosure, (2) determine if COIs exist and which of the ATS “review action steps” will appropriately resolve the issue, and (3) use a simple drop-down menu to report the decision.
- Session Chairs will be instructed to contact ATS COI Staff if they have any difficulty with formal COI review and management. ATS COI Staff will contact the Program Committee Chair of the sponsoring Assembly in event the session organizer and staff are unable to resolve the matter. (Program Committee Chairs will also be notified in the rare instance where a change of speaker due to a COI issue becomes necessary.)



ONSITE ORCHESTRATION:



During the session, you should follow the following guidelines:

- Read announcements provided on the podium to the attending audience;
- Pay close attention to time. It is important that your session adheres to the schedule. If you see a speaker exceeding their time limit, urge them to wrap-up their presentation;
- Attendees who have questions/comments should be directed to the floor microphones and asked to identify themselves.
- Monitor the questions received from the audience and discourage biased, agenda-based discussions
- Confirm that the speakers have provided a disclosure slide as part of their presentations
- Require speakers who do not show a disclosure slide to disclose their relationships, or lack thereof, verbally
- Resolve any COI issues that may arise during the session
- Complete the COI Documentation Form found on session podium to report the disclosure compliance
- Leave the COI Documentation Form on the podium for pick up by ATS staff

YOU ARE RESPONSIBLE FOR REGISTERING FOR THE CONFERENCE

- All chairs/speakers must register for the conference through the regular registration process. **The ATS office will not register you.**
- ATS members are expected to pay the General Registration Fee.
- Non-ATS member speakers are eligible for a one-day complimentary pass to the Conference. Non-member speakers wishing to attend 2 or more days of the International Conference must register for the entire Conference and pay the appropriate General Registration Fee.
- There are four ways to register for the ATS International Conference:

 Online at www.thoracic.org
 By Telephone

 By Fax
 By mail