

American Thoracic Society
INTERNATIONAL CONFERENCE
SESSION ORGANIZER INSTRUCTIONS

The ATS has developed these instructions to assist you in the preparation of your session for the ATS International Conference. Please review them carefully. If someone else will be developing the program and inviting the speakers, please contact the ATS at 212-315-8659 or dbrown@thoracic.org so we can reassign the online work form.

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 - Data presented should not be outdated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.*

INVITING SPEAKERS:

Upon session approval, you are responsible for inviting each speaker, confirming their participation and making an initial assessment of conflicts of interest for each speaker.

- first look to the ATS Membership when choosing the speakers for your session.
- Be sure the content of each presentation complements the other presentations and that there are no overlaps.
- notify each speaker of the date/time and length/title of their presentation.
- stress the importance of adhering to their schedule.
- share the objectives and target audience with your speakers for a better understanding of the session.

At this time, you should also:

- Review with speakers the ATS Policy on Management of Conflict of Interest (COI) in ATS Official Documents, Projects and Conferences.
- Review with your speakers the ATS Policy Governing Relationships Between the Tobacco Industry and ATS Members and Non-Member Participants in ATS Activities
- if you identify that a speaker has a conflict of interest, you should take steps to resolve the issue consistent with the ATS Procedure for Resolving COI in International Conference CME.*

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

SPEAKER RESPONSIBILITIES:

The ATS 2012 San Francisco participants (including the session chairs) will be required to complete the online ATS COI-SMART questionnaire and online Presentation Recording Permission form.

Participants must also prepare and display at the start of their presentation a disclose slide. (Stating these disclosures orally at start of talk, without a slide is also acceptable, if necessary, but not preferred.)

Speakers are responsible for registering for the Conference.

SPEAKER REGISTRATION:

ATS Members: will pay the General Registration fee and fees for all courses, seminars and workshops accordingly.

Non-Members: Non-ATS members invited to participate in the International Conference sessions may register one of two ways as follows:

- **One-Day Complimentary Pass:** registration for the day of your presentation. This allows access to the Conference for one day only; attendance on other days is not permitted. Speakers wishing to register for courses, seminars and/or workshops scheduled for that day will be expected to pay respective fees accordingly.
- **General Conference Registration:** Anyone wishing to attend 2 or more days of the Conference must register for the entire Conference and pay the General Registration Fee. Speakers wishing to register for courses, seminars and/or workshops will be expected to also pay respective fees accordingly.

SPEAKER REIMBURSEMENT:

ATS Members are not eligible for the reimbursement of their travel/hotel expenses for the Conference.

Non-Members: According to ATS policy, up to two (2) non-member speakers may be reimbursed per session for Clinical Topics in Pulmonary Medicine sessions, Clinical Year in Review sessions, Critical Care Track sessions, and scientific symposia. One (1) non-member speaker may be reimbursed per Workshop.

The ATS office must be notified of any speaker needing reimbursement by indicating this on the session work form. All requests are subject to approval by the Society.

Speakers Approved for Reimbursement: Each speaker will receive a confirmation letter from the ATS Office. This letter will re-affirm their session participation and reimbursement status. An Expense Voucher and the Reimbursement Guidelines will be sent to speakers approved for reimbursement. After the Conference, the speaker must submit the voucher along with original receipts for reimbursement. Speakers from North America will be reimbursed to a maximum of \$1,000 US and speakers from outside North America will be reimbursed to a maximum of \$2,000 US.

WORK FORM:

You must submit the session work form confirming all session and speaker information. Completed work forms **must** be submitted online by **Monday, October 10, 2011**.

To submit your session work form:

- go to the International Conference website: https://cms.psav.com/cPaper_ATS/ats2012
- log into the site by using the username and password you used when submitting your original proposal.

REVIEW OF DISCLOSURE FORMS AND NOTIFICATION OF ATS

The Session Chair will need to do the following:

- review the official disclosure made by each speaker in the session.
- if needed, resolve any COI issues as per the ATS Procedures for Resolving COI in International Conference CME.
- complete and submit to ATS online a simple form that will report your review findings. This form will confirm that any COI issue was resolved according to ATS prescribed methods or is in process of resolving.