

American Thoracic Society INTERNATIONAL CONFERENCE

SESSION SPEAKER 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 - Data presented should not be outdated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.*

PRIOR TO THE CONFERENCE:

- Complete and submit the online ATS COI-SMART questionnaire for ATS 2012 San Francisco faculty and online Presentation Recording Permission Form.
- When preparing your talk, refer to the session objectives and title for your presentation
- Adhere to the time allotment specified by the session chair; and leave 5 minutes of this allocated time for a general discussion with the audience after your talk
- Prepare your PowerPoint presentation, including a disclosure slide to show at start of presentation. In order to keep you talk on schedule, consider including slides based on one slide per minute.
- To ensure visuals are consistent in format, please see the Procedures for Electronic Presentations available on the ATS website.
- Do not use industry logos or brand names in your PowerPoint presentations
- Upload your PowerPoint presentation (including disclosure slide) online according to ATS instructions



AT THE CONFERENCE:

- Visit the Speaker A/V Preview Room prior to your session to be sure your PowerPoint presentation is running correctly
- Display the disclosure slide you prepared (an ATS template is available*).
- When speaking to the audience:
 - adhere to time allotment specified by the session chair;
 - allow time for questions from the audience;
 - speak slowly and clearly into the microphone;
 - make eye contact with the audience.

* See www.thoracic.org/go/2012resources.

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 only 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 full non-member 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