

AMERICAN SOCIETY OF CYTOPATHOLOGY ANNUAL SCIENTIFIC MEETING DIAGNOSTIC SEMINAR GUIDELINES

The moderator chooses 4 panelists and 8 unknown cases. The panelists should include at least one cytotechnologist. All panelists review all 8 cases and submit their diagnoses to the moderator prior to the Seminar. Each panelist is assigned principal responsibility for discussing 2 of the cases during the Seminar.

The moderator is responsible for mailing the 8 unknown cases to the panelists for review. The cases are accompanied by a blank answer key for the panelist to complete and return directly to the moderator. The moderator can choose among several mechanisms for distributing the cases to the panelists:

- All 8 cases are sent to one panelist at a time, and each panelist returns the cases to the moderator. The moderator then forwards the slides to the next panelist until all panelists have had a chance to review the cases.
- All 8 cases are sent to one panelist at a time. The package includes 3 FedEx or other overnight mailing envelopes, each pre-addressed to one of the remaining 3 panelists. With this method, the slides go directly from one panelist to another, bypassing the moderator as an intermediary. Completed answer keys are sent directly to the moderator.
- The cases are divided into 4 sets of 2 cases each, and circulated with pre-addressed mailers in a round-robin fashion.

Given the difficulty of many of the cases, the moderator should ensure that each panelist has ample time to review all 8 cases, as well as photograph images from the 2 cases assigned to him/her for discussion at the Seminar. Ideally, this should be about 2 weeks for each panelist.

Additional Information:

1. Images

- a. A set of 40 to 60 images are due in the ASC National Office by August 10. Please send this set as a PowerPoint presentation, if at all possible, rather than as kodachromes.
 - These images will be available to the registrants for previewing both on the web and on-site during the meeting. Please include a numbered introductory slide with the clinical history with each case. **This set should not have any histologic follow-up images or diagnoses.**

2. Seminar Information

- a. Please send the names and contact information of your panelists to the ASC National Office as soon as possible.
- b. A case history, slide key and final diagnosis for each case will be needed by September 1 for the web site and final program.

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- c. Audience Response Question slides (including pre-questions) are needed and should be entered into your presentation. Due September 15.
 - d. Please inform the ASC office if you'll be using your own PC, so Audiovisual can be planned.
 - e. **Self-Assessment Modules (SAMs):**
Only the Moderator of the Seminar MUST submit a self-assessment module to the ASC Office by August 17, 2009.
1. Questions for the Self Assessment Module (SAM) should focus on valid evidence-based information, and not recent research studies or hypotheses. Presenters may wish to consult the following website on setting examination questions:
<http://www.nbme.org/publications/item-writing-manual.html>
 - The optimal question type is the selection of a single best answer from 3 - 5 choices. "All of the above," "True/False," and multiple responses are NOT-ACCEPTABLE.
 - Avoid the use of non-standard abbreviations, and dubious adverbs, such as "often" and "frequently".
 - 160 character limit for each question, as well as 160 character limit for each answer
 - Pictures are acceptable in .jpeg format. PLEASE title each picture to correlate with the question number.
 - References should be included as support. Please do not use footnotes. Include any reference with its appropriate question (see below).
 - The SAMs should be submitted in a word document in the following format (all information for each question together):

Example:

These images are from the voided urine specimen from a 52-year-old male with a hematuria. The most likely diagnosis is:

- A. Reactive urothelial with changes and lymphocytosis
- B. Urothelial carcinoma, low-grade
- C. Urothelial Carcinoma In situ
- D. Small cell carcinoma
- E. Urolithiasis

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Answer D. Small cell carcinoma.

Explanation: The images show the cytomorphologic features of small cell carcinoma which include small cells arranged singly and in clusters, marked pleomorphism, hyperchromatic nuclei with karyorrhectic nuclei/apoptotic nuclei, nuclear molding, salt and pepper chromatin, and necrotic hemorrhagic background. These cytological features are similar to small cell carcinoma of the lung.

Reference: Koss' Diagnostic Cytology and Its Histopathologic Bases, 2 vol. set (Hardcover), By Leopold G Koss(Editor), Myron R. Melamed (Editor), Urine Cytology Chapter, Publisher: Lippincott Williams & Wilkins, 2005

3. Instructions to Panelists:

The Seminar lasts 2.5 hours in total (not counting a 1 hour break). Each case presentation, therefore, should last no more than 15 minutes from start to finish. **This does not mean that each panelist has 15 minutes to speak.** In actuality, the moderator needs to allow for his/her introduction to each case, the panelist's discussion, the moderator's follow-up, and comments from the other panelists and the audience within the 15 minutes. Therefore, please instruct the panelists that they should aim for a 7-8-minute discussion of each case. The moderator should communicate that the discussion is not meant to be an exhaustive discussion of every differential diagnosis, but should be more geared to the decision making process with emphasis on the morphology and clinical correlation as the case may demand. **IT IS EXTREMELY IMPORTANT TO KEEP ON TIME AND THIS SHOULD BE COMMUNICATED EXPLICITLY TO THE PANELISTS.**

The moderator should ideally discuss the final answer and include histologic follow up where possible.

4. Set-up of Presentation:

The moderator should meet with the panelists and the AV staff at least a half hour prior to the Seminar to arrange for a seamless presentation. Please request all panelists to use

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digital PowerPoint presentation. We would like the presentations complete and ready to load onto AV PC 24 hours before presentation.

5. Reimbursement:

ASC Member Speakers and Participants-

Most ASC Member speakers and participants in the Annual Scientific Meeting will receive an honorarium and must pay a registration fee for the meeting. This includes members who present or facilitate at scientific sessions, panel luncheons, workshops, microscopy tutorials, etc. **EXCEPTION:** The Papanicolaou Awardee, Cytotechnologist Awardee for Outstanding Achievement, Excellence in Education Awardee and President's Awardees basic registration fees are waived. The Chair of the Scientific Program Committee basic registration fee is waived. Speakers who attend **ONLY** to present in a single program session will have their one-day basic registration fee waived.

ASC Non-Member Speakers and Participants-

Annual Scientific Meeting Non-member speakers, who are not practicing in the field of cytopathology or speaking on cytopathology are reimbursed for airfare, hotel and per diem expenses. *(Please note that each ASC non-member participant will need to be approved by the ASC.)* Airfare reimbursed to the maximum of prevailing coach rate (discount rate encouraged), ground transportation to/from airports (maximum of \$60.00), complete coverage of standard hotel room and tax, exclusive of personal amenities and per diem of \$50 for food. Non-members attending beyond their presentation are required to pay the appropriate meeting basic registration fee, unless the registration fee is complimentary in lieu of travel expenses.