

AMERICAN SOCIETY OF CYTOPATHOLOGY ANNUAL SCIENTIFIC MEETING PANEL LUNCHEON SEMINAR GUIDELINES

Overview

The Panel Luncheon Seminars are interactive groups formatted around a single topic and presented by nationally known experts. A panel of experts (maximum of three panelists and one director/moderator) in certain subject areas are identified, with each giving a brief presentation. After each talk, the other panelists may become discussants of the material just offered. At the conclusion of the presentations, the audience is given an opportunity to ask questions of the entire panel.

The scheduled session time is 12:00 pm to 1:45 pm. (1.75 hours). The director and faculty should plan to arrive at the meeting room at 11:00 am to check the room setup and to meet with the audiovisual personnel. The director and faculty will have lunch served to them at 11:30 am. Participants will start arriving between 11:30 am and 12:00 pm, with their lunches being served at 12:00 pm. At 12:15 pm, the 90-minute presentation will begin: Time should be allotted for a question and answer period at the end of the session.

Continuing Medical Education

The American Society of Cytopathology is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor continuing medical education for physicians.

The Continuing Medical Education mission of the American Society of Cytopathology (ASC) is to provide and support educational activities to encourage and promote greater knowledge of cytopathology, resulting in enhanced detection, diagnosis and prognostication of disease processes, and set the highest standards for quality patient care.

Self-Assessment Modules (SAMs):

Only the Director of the Panel Luncheon 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

**AMERICAN SOCIETY OF CYTOPATHOLOGY
ANNUAL SCIENTIFIC MEETING
PANEL LUNCHEON SEMINAR GUIDELINES**

- 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

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

AMERICAN SOCIETY OF CYTOPATHOLOGY ANNUAL SCIENTIFIC MEETING PANEL LUNCHEON SEMINAR GUIDELINES

Audience

This session is available to and will be attended by pathologists, cytopathologists, cytotechnologists, students, and other members of the cytopathology community. The number of participants can range from 50 to 150 normally. The ASC Office will notify you of the number of pre-registrants in October.

Handouts and CD ROMS: We encourage presenters to submit a PowerPoint handout of your presentation as well as a CD ROM with representative images, if applicable, from your lecture. We have found that those presenters who coordinate their remarks and their handout materials receive better evaluations from attendees in the area of relevance to their job, as well as satisfaction with the session overall.

Please send a complete handout/CD ROM to the ASC Office by **October 1, 2009** so that they can be copied and shipped to the hotel. The ASC Office will copy and ship your materials to the hotel. If you have not submitted your presentation materials by this date, it will become your responsibility to bring enough materials for all registered attendees in your session. You WILL NOT be reimbursed for the cost of producing or shipping materials if they fail to meet the October 1, 2009 deadline.

Power Point Slides: The ASC will provide all speakers a PowerPoint template that should be used for all Annual Scientific Meeting electronic presentations. The template will be available for download on the ASC Web site.

Tips for creating a PowerPoint Presentation:

- Follow the 6 X 6 rule: Use no more than 6 words per line, and no more than 6 lines per slide
- Font size recommendations: 40 point for titles/main headings, 24-36 point for sub topics.
- Standard fonts to use: Geneva, New Roman, Arial
- Use contrasting colors for the text and the background so the text will be easy to read
- Only include key words, phrases, and/or concepts rather than sentences and paragraphs. You will explain/discuss these key points in your oral presentation

Audiovisual Equipment

Each Panel Luncheon Seminar room is equipped with the following:

- LCD Projector
- Screen
- Podium
- Head table

AMERICAN SOCIETY OF CYTOPATHOLOGY ANNUAL SCIENTIFIC MEETING PANEL LUNCHEON SEMINAR GUIDELINES

- (1) lavalier microphone
- (1) laser pointer
- (1) audience standing microphone

All additional audiovisual needs must be submitted on the appropriate AV forms. All participants are required to bring their own laptop. The ASC does NOT provide laptops.

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.

Cancellation Policy

It is the policy of the ASC to have a minimum occupancy in each session. By OCTOBER 1, 2009, the registration of participants in your session must be at least 10 or the ASC can authorize the cancellation of your session for the 2009 Annual Scientific Meeting. If your session is cancelled, there will be no honorarium or reimbursement of expenses.