



NANOS - MODERATOR AND SPEAKER GUIDELINES

**38th Annual NANOS Meeting
February 11-16, 2012**

JW Marriott San Antonio Hill Country Resort & Spa | San Antonio, TX

Definition of Commercial Bias: Significant Financial Relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (i.e. stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities for which remuneration is received or expected. ACCME considers a relationship of the person involved in the CME activity to include financial relationships of a spouse or partner. ACCME considers financial relationships to create actual conflicts of interest in CME when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of CME about the products or services of that commercial interest.

MODERATOR GUIDELINES

1. Scientific Symposia:
 - a. Two moderators and one theme are selected for each morning symposium by the Scientific Program Committee and NANOS Board *after the annual meeting*. Moderators of the Scientific Program must be members of NANOS and ideally should have served previously as a NANOS speaker. In general, one moderator should be a more long-standing member. Moderators may present a lecture or choose not to present. Moderators should not be Officers or Board members of the Society, except under special circumstances.
 - b. NANOS requires that all of its speakers and moderators comply with the ACCME Standards of Commercial Support of CME. As part of this compliance we require that *any planner of a CME activity in addition to disclosing any potential conflicts of interest, also excuse themselves from participation in choosing topics or speakers for topic areas which they have a significant financial interest or relationship with a potential supporter or the manufacturer of any commercial product or service that will be discussed under that topic*. In order to enforce this policy, as an invited moderator, you will be asked to disclose any potential conflict with your assigned topics before you are confirmed as Moderator.
2. **By June 13:** Moderators of a Scientific Symposium prepare a provisional program **including topics, speakers and possible guest speakers**.
 - For a full morning symposium the guest speaker, gives two talks totaling **a minimum of one hour**. If a half-morning symposium has a guest speaker, he/she gives a talk of at least 30 minutes. All guest speakers are expected to attend the entire symposium at which they are speaking, including any panel discussion. The guest speakers should not be members of NANOS, nor should they be physicians whose main body of work is in neuro-ophthalmology. The Executive Office will provide guest speakers with a program book from the prior year to familiarize them with the structure of the program and our syllabus expectations. **Guest speaker honorarium policy provides for a \$1,000 honorarium and a \$1,000 reimbursement of travel. This is the maximum.** No member of NANOS who agrees to speak is entitled to an honorarium or stipend for participation in the scientific program. **IMPORTANT! Speakers may not be contacted or invited to participate until the final program is approved by the Board of Directors.**
 - All other speakers lecture only once, for a minimum of 20 minutes to a maximum of 45 minutes.
3. **By June 17:** The Chair of the Scientific Program Committee will review the final proposed program with the NANOS President and the NANOS Board. Upon receiving the approval of the NANOS Board, the Moderator(s) may then invite speakers to participate.

4. **By June 24:** Moderators to submit final program (including a 2-3 paragraph description of the symposium including 2-3 learning objectives, exact title of each talk, and a complete listing of the speakers including name, title, institution, address, city, state, zip, email address, telephone and fax) to the Program Chair. ***This information will be used to produce the printed advance program which gets widely distributed and posted to the NANOS website.***
5. **By August 3:** Speaker outline due to moderators.
6. **By August 29:** The moderator and Program Committee Chair will review the speakers' submission: Each speaker, including the guests, must provide a syllabus (lecture in prose style) in an electronic format. The length of the syllabus is at least 4 single spaced pages (8 x 11" paper) in essay (not point) format. **Please refer to Manuscript Guidelines (page 5) for detailed content and formatting instructions.**
7. **By September 8:** Edits are due back to the speaker.
8. **By September 8:** The Program Committee Chair, in conjunction with the moderators, will make recommendations for revision of the syllabi.
9. **By September 29:** The final syllabi, in electronic format must be received by the Chair of the Program Committee.
10. **By November 1:** The NANOS Board will consider inserting a platform presentation into each symposium based on the relevance of topic and content. Please set aside a total of 15 minutes in the program for the presentation. The Program Chair will announce the presentation (if selected) by November 1.
11. Guidelines for moderators:
 - a. If you are moderating a controversy session, have discrete questions that can be addressed by the panel. Make the session interactive and lively. Encourage audience participation.
 - b. Moderator's job at the meeting for the platform/general sessions:
 - Read the abstracts/lectures before the session. Co-chairs may want to divide them. Be knowledgeable about each of the abstracts (or syllabus material) and have at least two questions prepared to ask if there is no discussion.
 - Critique speakers on how they followed guidelines, how prepared they were and perceived bias.
 - As a Moderator you have a right to call attention to situations where you perceive commercial bias and question it. For example, if a speaker did not declare a bias and presents material you perceive as having commercial bias you can comment at the conclusion of that talk that NANOS had no prior knowledge of this bias. In addition, you should be prepared to stop audience members from presenting commercial material.
 - Be familiar with CME guidelines, and make sure that they are adhered to throughout the session.
 - Make sure the speakers are familiar with these guidelines.
 - Begin the meeting on time.
 - Announce the speaker's name, institution, and title of the talk.
 - Time the speakers and give a warning by lights or signify "time to summarize please" at the end of the speaker's allotted time.
 - If there is a series of platform abstract sessions, ask for questions. If there is no question, and if the moderator feels it is appropriate, have at least one question prepared ahead of time to ask the speaker.
 - Be sure all discussants use the microphone.
 - Monitor the situation—is the room comfortable, is there enough light, are the microphones working well?
 - If there are problems with the meeting room, alert a NANOS Staff member.
 - At the question and answer session, ask that the participants come to the front table. Be sure there are enough chairs and microphones (usually 1 for 2-3 individuals).
 - If discussion is slow, prepare questions on the topic for the panel that will generate discussion among the panelists.
 - If there is inappropriate discussion, or advertising, the co-chairs should halt that type of discussion.
 - Remind the attendees to fill out their critiques about the session—announce this at the beginning and end of the session.

MODERATOR RESPONSIBILITIES & CHECKLIST

Moderator responsibilities include (all dates are **DEADLINES** for that task):

- ☐ **June 6** – Work with Program Chair to prepare a provisional program.
- ☐ **June 6** - Recommend speakers (including list of alternates) to Program Chair (**IMPORTANT! No speakers can be invited before Board approval is received**).
- ☐ **June 13** – Upon the approval of the Board of Directors, the moderators invite speakers to participate.
- ☐ **June 17** – Moderators to submit the final program (including a 2-3 paragraph description of the syllabus including 2-3 learning objectives for the symposium, exact titles of talks, and confirmed speakers) to Program Chair. **(Board approval by email). This information will be used in the Advance Program (registration brochure) which is sent as a .pdf file to NANOS members and non-members to generate interest in the meeting and is posted to the NANOS website.**
- ☐ **June 17** – Provide guest speaker contact information (name, academic title(s), institution, street address, city, state, zip, email address, telephone and fax) to NANOS Office. Speaker letters (including deadlines and necessary forms) will be sent by office staff.
- ☐ **August 3** – Speaker outline due to moderators. Review speaker outline and provide feedback **by August 10**.
- ☐ **August 10** – Outline feedback due from moderators to speakers.
- ☐ **August 29** – First draft of manuscripts due from speakers to moderators.
- ☐ **August 29 – September 8** - Review speaker's manuscript for:
 - ☐ style (prose) and format (prose, electronic),
 - ☐ length (at least 4 single spaced pages),
 - ☐ references,
 - ☐ keywords (maximum of 5),
 - ☐ illustrations (with references),
 - ☐ any necessary publication permissions,
 - ☐ learning objectives,
 - ☐ 3 CME questions and answers.
- ☐ **September 8** – Editing of manuscript completed and returned to speaker. Any revisions need to be received from speaker by **September 29, 2011**.
- ☐ **September 29** - Collect final speaker manuscripts in electronic format. **MANUSCRIPTS MUST BE PROOFED BY MODERATORS TO ENSURE THAT THE ABOVE MENTIONED CRITERIA IS SUFFICIENTLY MET** and send to Program Committee Chair for editing/proofing.
- ☐ **November 1** – Any significant edits by Program Committee due to Moderator/ Speaker.
- ☐ **November 1** – Program Chair will announce whether a platform presentation has been selected for one or more symposia.
- ☐ **November 15** - Final (complete) symposium syllabus, in electronic format, due to NANOS office for input into Syllabus (if no edits necessary, can be sent by Program Chair to Office).

Complete symposium syllabus includes:

- ☐ Manuscripts for all speakers with keywords.
- ☐ Learning objectives.
- ☐ CME questions and answers.
- ☐ References.
- ☐ Illustrations and any publication permissions.

MODERATOR RESPONSIBILITIES DURING ANNUAL MEETING:

- ☐ Begin symposium on time.
- ☐ Introduce speakers including name, institution and title of talk.
- ☐ Time the speakers.
- ☐ Be sure all discussants use the microphone.
- ☐ Monitor the situation (room comfortable, lighting, microphones work, etc.).
- ☐ Prepare questions just in case none are asked.
- ☐ Stop inappropriate discussions in accordance with NANOS Commercial Support policy.
- ☐ Remind attendees to complete evaluation form.
- ☐ Complete speaker critique.

CRITIQUE OF THE MODERATORS (Moderators will be critiqued by the Education Committee):

The following guidelines will be used to critique how well a moderator performed:

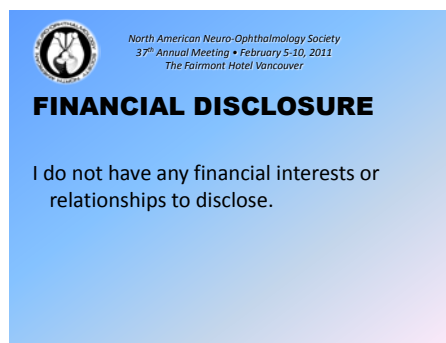
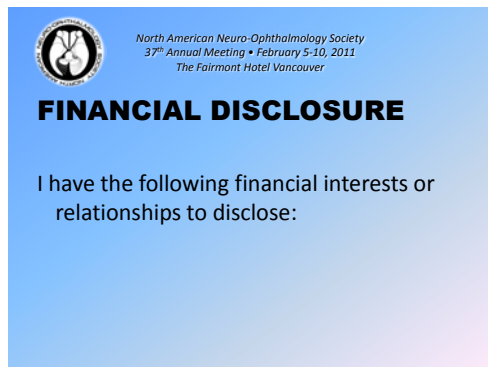
0=not at all 1=somewhat 2=adequate 3=very good 4=outstanding

- 1) How well did the moderator follow the guidelines?
- 2) How well did the moderator coach the speakers to follow the guidelines?
- 3) How well did the moderator meet the deadlines?
- 4) How well did the moderator run the session?
- 5) How well did the moderator encourage discussion?

SPEAKER GUIDELINES

1. **By August 29, 2011:** Each speaker, including the guests, provides a complete syllabus (lecture in prose style) to the Moderator(s) for review. The length of the syllabus is at least 4 single spaced pages in essay (not point) format, plus references. Each speaker should list key words for indexing the syllabus. Illustrations are welcomed; please provide good electronic images or clear originals sent as separate files to be included in your syllabus. Any material that has been published elsewhere must be accompanied by a signed release from the author(s) and the publisher for a book, or editor for a journal. **Please refer to Manuscript Guidelines for important content and formatting details.**
2. As an accredited CME sponsor, NANOS requires that its speakers comply with the ACCME Standards for Commercial Support of CME. We are required to disclose to our participants if the CME activity you have been invited to participate in has been supported by an educational grant. Each speaker, including the guests, must provide a disclosure of any significant financial interest or relationship to the NANOS office prior to their being confirmed as a speaker at the NANOS Annual Meeting. The Scientific Program Committee will then determine if you have a conflict with any potential supporter of your particular topic.
3. Prior to the scientific session, speakers are urged to review their slides for material that may be offensive to some of our members on the basis of gender, body images, group caricatures or grammatical errors. **NO OFFENSIVE MATERIAL WILL BE TOLERATED.**
4. All slides will **not** contain any patient names or identifying information.
5. **All presenters are required to state whether or not they have financial interest at the beginning of each presentation.** The first slide of your presentation should state that you either have no financial interest or that you have financial interest; the slide should include all disclosures, not only those the author feels are relevant to the presentation. The template for this slide is enclosed. Please contact the NANOS Executive Office at (952) 646-2037 or info@nanosweb.org if you have questions or need assistance in preparing the disclosure slide.

Secondly, presenters are required to verbally state at the start of their talk any financial interests that specifically pertain to their presentation or state there are none.



6. Speakers will be given a two-minute warning prior to the scheduled end of their presentation and they are expected to conclude without exceeding more than one minute of overtime. Moderators are responsible for adherence to the schedule so that time for free discussion is not compromised.
7. It is understood that presentations must give a balanced view of therapeutic options. Faculty use of generic names will contribute to this impartiality. If trade names are used, those of several companies should be used rather than only that of a single supporting company. The speaker will make every effort to insure that data regarding the company's products (or competing products) are objectively selected and presented, with balanced discussion of prevailing information on the product(s) and/or alternative treatments. When an unlabeled use of a commercial product, or an investigational use not yet approved for any purpose is discussed during an educational activity, the accredited sponsor shall require the speaker to disclose that the product is not labeled for the use under discussion or that the product is still investigational.

8. Slide preparation:
- First slide **MUST** be the financial disclosure slide.
 - Slides should be no more than 7 lines.
 - Font size should be at least 32 and preferably 36.
 - Colors should make viewing easier (no red slides).
 - Content should be non-sexist and not offensive.
9. The speaker's job:
- a) Research the topic completely.
 - b) Present information which has basis in validity.
 - c) Present current information.
 - d) Present the information in an unbiased fashion.
 - e) Begin the presentation on time and end on time.
 - f) Prior to the scientific session, speakers are urged to review slides for material that may be offensive to some of our members on the basis of gender, body images, group caricatures, or grammatical errors. Avoid all offensive material. **OFFENSIVE MATERIAL WILL NOT BE TOLERATED.**
 - g) All slides and presentation materials should not contain any patient names or identifying information.
 - h) Write the above mentioned syllabus according to the guidelines below.
 - i) Use slides and videos which can be seen by the audience.
 - j) Avoid slides with too much information, or colors which impede the viewing by the audience—remember that there should be no more than 7 lines to a slide and no font smaller than 32 or 36.
11. The speaker will be critiqued on the following: (to be filled out by the moderator/educational committee for each speaker)
0= not at all well 1=somewhat, 2= adequate, 3=very good, 4=outstanding
- a) How well did the speaker follow the guidelines for speakers?
 - b) How well did the speaker follow the time deadlines?
 - c) How well did the speaker present a well-developed talk?
 - d) How well did the speaker prepare handout?
 - e) How well did the speaker prepare the presentation?
 - f) A copy of the member's rating from the audience
12. The speaker will be critiqued by the audience and a copy will be made available to each speaker after the meeting when the critiques have been assembled.

SPEAKER TIMELINE AND CHECKLIST

(all dates are DEADLINES for that task)

- ☐ **August 3** – Outline due to moderators. Moderator feedback due to speaker by August 10.
- ☐ **August 29** – First draft of manuscript due to moderator. Manuscript should include the following mandatory sections:
 - **Learning objectives** (3 required) written in the following form: The attendee will be able to (list, describe, name, recite, know, explain)...
 - **CME questions and answer key** (3 required). The answer key should be included at the end of your manuscript.
 - **Key words** (maximum of 5).
- ☐ **September 8** – Manuscript edits due back from moderator. Any requested revisions are due to moderator by **September 29**.
- ☐ **September 29** – Final manuscript due to moderator in electronic format. Moderator will proof manuscript to ensure that the above mentioned criteria have been met.
- ☐ **November 1** – Any significant edits by the Program Committee is due to moderator/speaker.
- ☐ **November 15** – Final (complete) syllabus, in electronic format, due to NANOS office for input into syllabus.

2012 NANOS SYMPOSIUM MANUSCRIPT GUIDELINES FOR SPEAKERS

MANDATORY SECTIONS

The following information must be submitted in the attached form and uploaded online for the moderator's review by **August 29, 2011**. Please see the attached guidelines and speaker submission template for further instructions.

LEARNING OBJECTIVES (3 required)

Objectives should be written in the attached form: The attendee will be able to (list, describe, name, recite, know, explain). There should be three objectives for each talk.

CME QUESTIONS

Prepare 3 questions based on the objectives that you want the audience to be able to answer at the end of the lecture. Be sure the answer key is included at the **end** of your manuscript.

KEY WORDS

Include the answer key at the end of your manuscript. Authors should review their manuscripts to make certain their "key words" actually appear in the manuscript as written. The automatic indexing programs searches for the key words as written in the text.

TEXT

- Each speaker will prepare a syllabus that must be submitted through the online submission system.
- The length of the syllabus will be no shorter than 4 single spaced pages in essay (not point) format, plus references.
- Use single spaced, 11 point type and (if possible) Times New Roman font.
- When typing the text use word wrap, not hard returns to determine your lines.
- If headings and subheadings are used, these may be highlighted by using all caps and bold.
- **Do not use** the header or footer feature or endnotes in preparing the text.
- **The submission must be submitted in the attached template.**

REFERENCES

- Type single spaced 9 point, in Times New Roman font in the attached template.
 - Number consecutively using **the numbering tool in Word**.
 - If more than three authors, cite first three and add et al.
 - **Do not use the endnotes or footnotes feature in preparing your references:**
 - The following is an example of the preferred format for references:
1. Damasio, A., Yamada, T., Damasio, H., et al.: Central achromatopsia: Behavioral, anatomic, and physiologic aspects, *Neurology* 30:1064, 1980.
 2. Felleman, D.J., and Van Essen, D.C.: Distributed hierarchical processing in primate cerebral cortex, *Cerebral Cortex* 1:1, 1991.

OPTIONAL SECTIONS

TABLES

- Number consecutively; do not mix with figures.
- Provide a title at the top of each table.
- Refer to the table by number in the text.

FIGURES

- Submit the illustrations in the online submission system (i.e., JPEG file, TIFF file, or presentations file).
- ALSO: Number each figure consecutively AND refer to each figure by number in the text.

FIGURE LEGENDS

- Type figure text single spaced, 11 point and New Times Roman font.
- Explain each part of multi-part figures using capital letters A, B, C, etc.
- Obtain permission for any borrowed or courtesy figures; provide a complete credit line at the end of the legend of each borrowed figure.

OTHER

TRANSMISSION

Authors will sign the transmission form and in doing so, understand that NANOS may chose to place the author's submission on its website.

PERMISSIONS

If you plan to use borrowed material, it is necessary to obtain permission from the original source. We cannot publish borrowed material without proper written permission, so it is imperative that you begin the permissions process as soon as possible.

CONFLICT OF INTEREST

Your syllabus will be reviewed for any perception of commercial bias by your Moderator and one or more representatives of the Scientific Program Committee. Any material that is perceived to have a bias will be returned and revisions will be required. Educational materials that are part of a CME activity, such as slides, abstracts and handouts, cannot contain any advertising, trade name or a product-group message. Your presentation/syllabus/slides must be scientifically rigorous, balanced and free from bias. Any speaker that violates this policy will risk being banned from future presentations at NANOS or subject to advance screening of all materials to eliminate bias.