2014 Subspecialty Day Faculty Notebook

Subspecialty Day

AAO 2014

Key Dates

➥ *NOW*

Required Faculty Forms

Complete your participation forms online through presenter central (update your financial disclosure for 2014, presenter agreement, photo). www.aao.org/2014

➥ *JUNE 4*

Outlines and Test Questions

Presenters submit a course outline that should be between 2–4 pages long. Outlines should include current and clinically relevant material, especially material that will supplement your presentation, including references. (Moderators and panelists are not required to submit an outline). See pages 6–9 of this notebook.

New this year, in order to offer self-assessment CME credit for the Subspecialty Day meetings we must ask 3–5 self-assessment questions at the beginning and end of each section of the meeting. Presenters will be asked to submit 1–2 questions on the topic of their talk at the same time they submit their outlines in June. We will select the best test questions and the moderators of each section will be responsible for asking the questions during the meeting. Note: answers will not be revealed at the beginning of the session; only at the conclusion so attendees learn the answers from participating in the session. See pages 9–10 for tips on creating questions.

Why are outlines due in June? All outlines are reviewed by a medical editor and sent to a designer to create the uniform style of the syllabus. With over 500 individual outlines to edit and design, it takes time to complete the process. Unfortunately, the book cannot be designed until all outlines are received. An additional month is need to allow for printing and shipping to the meeting site.

➥ *SEPTEMBER 17*

Slide Permissions

Beginning September 4 through September 17, submit slide permissions online for AAO Meetings On Demand. We create a Online/USB that includes all presentations (PPT, video and audio). The link to submit slide permissions will be e-mailed to you on September 4.

➥ *SEPTEMBER 17*

Upload Presentations to Speaker Ready Room

Presentation Management system available. Upload your presentation to the Speaker Ready Room before you arrive in Chicago! The link to this system will be emailed to you on September 17.

➥ *OCTOBER 10*

ARS Questions

If you are incorporating audience response (ARS) questions into your presentation, questions must be submitted to our ARS vendors. ARS instructions will be sent in the summer.

Table of Contents

Program Locations

McCormick Place

Registration

Thursday, October 16: 4–6 pm
Friday and Saturday,
October 17–18: 7:00 am–5:00 pm
South Hall A

Speaker Ready Room

Thursday, October 16: 1–5 pm
Friday and Saturday,
October 17–18: 7:00 am–6:00 pm
Grand Concourse Lobby

Cornea

Saturday, October 18
Room E354 — Lakeside Center

Glaucoma

Saturday, October 18
Grand Ballroom, S100ab

Ocular Oncology and Pathology

Saturday, October 18
Room E350 — Lakeside Center

Oculofacial Plastic Surgery

Saturday, October 18
Grand Ballroom, S100c

Pediatric Ophthalmology

Saturday, October 18
Vista S406a

Refractive Surgery

Friday and Saturday, October 17–18
Arie Crown — Lakeside Center

Retina

Friday and Saturday, October 17–18
North Hall B

Uveitis

Saturday, October 18
Room E450 — Lakeside Center

General Information

Registration

Faculty members do not need to register for Subspecialty Day. We will register you for your specific Subspecialty Day meeting. Your registration is complimentary.

Members of the American Academy of Ophthalmology who register for Subspecialty Day will be automatically registered for the AAO 2014. Nonmembers should register for the AAO 2014 at www.aao.org/2014.

If you do not receive your Subspecialty Day badge prior to traveling to Chicago, pick-up a badge at Express Registration area.

Housing

Academy member and Subspecialty Day faculty housing **opens June 25, 2014**. From June 25 – July 8, ONLY member and faculty housing requests will be processed. Each Subspecialty Day faculty member is responsible for making his/her hotel reservation. A housing map with a detailed list of participating hotels can be found online at www.aao.org/2014.

Housing Reservations

Expovision
Expovision is the designated housing service for Subspecialty Day and AAO 2014.

Online Housing Reservations
Visit the Academy's Web site at www.aao.org/2014 to view hotel locations and descriptions, check room availability, and make hotel reservations. It is the most efficient way to secure housing, with immediate confirmation provided. The online reservation service will be available beginning June 25 for Academy members and faculty and July 9 for nonmembers.

Go to www.aao.org/2014

Travel

Airfare and Car Rental Discounts
Association Travel Concepts offers Subspecialty Day attendees the lowest available fares to New Orleans. A car rental discount has been arranged with Avis and Budget Rent a Car. To make your air and car reservations:

Book online by visiting the Academy's Web site at: www.aao.org/2014

Web Sites

For the most relevant and up to date source for information relating to Subspecialty Day, AAO 2014, and Chicago, please refer to the Academy's Web site: www.aao.org/2014.

Faculty Guidelines

Academy Policy

Speakers at Academy courses or functions should not make remarks that could be interpreted as being prejudicial against a group or an individual on the basis of race, color, sex, sexual orientation, age, religious creed, national origin, ancestry, marital status, physical handicap, or medical condition.

Responsibilities and Penalties

A program participant who:

- has previously published selected material;
- fails to submit an outline by the assigned deadline;
- fails to appear for the assigned presentation or discussion; and/or
- fails to disclose financial relationships on the disclosure form and at the time of presentation will be prohibited from participating in the program for two years after the first offense and for five years after the second offense. The program participant will be notified of the disciplinary action.

The Academy does not permit attendance by optometrists or participation by optometrists as a presenting/senior author. Any outline/presentation submitted with an optometrist listed as Senior Author/Instructor will not be accepted for presentation. An optometrist may be listed as a co-author on a paper/poster abstract.

Policy for Payment of Honorarium

The American Academy of Ophthalmology does not provide honoraria in exchange for work provided by member or nonmember volunteers in educational programs or educational product development.

Scientific Integrity and Disclosure of Financial Interest

The American Academy of Ophthalmology is committed to ensuring that all continuing medical education (CME) information is based on the application of research findings and the implementation of evidence-based medicine and seeks to promote balance, objectivity and absence of commercial bias in its content. All persons in position to control the content of this activity must disclose any and all financial interest. The Academy has mechanisms in place to resolve all conflicts of interest prior to an educational activity being delivered to the learners.

ACCME Guidelines

In accordance with the Accreditation Council for Continuing Medical Education (ACCME) guidelines, presenters' PowerPoint slides should not indicate or identify by name or logo any commercial company.

As a provider of CME, the Academy must present activities in compliance with the ACCME policies for disclosure and commercial support.

- **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 any financial relationships an individual in a position to control the content of an education activity (ie, meeting presenter, author, contributor or reviewer) and their immediate family has with any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients within the past 12 months.**
- **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.**
- **Electronic slides for this purpose are available on Presenter Central, www.aao. org/meetings/annual_meeting/program/ presenter_central.cfm.**

Presenters may create their own slide for their Subspecialty Day presentation or download a template from Presenter Central.

Role of Faculty in Academy Educational Activities

Congratulations on being invited to participate in an Academy educational activity. The diverse and internationally regarded faculty contribute significantly to the quality of this program. Your primary responsibilities are:

1) Develop content that meets the educational needs of the learners
2) Understand and adhere to ACCME and Academy policies in regards to financial disclosure and conflict of interest
3) Prepare balanced presentations free of commercial bias

AAO CME Mission Statement

The purpose of the American Academy of Ophthalmology's Continuing Medical Education (CME) program is to present ophthalmologists with the highest quality lifelong learning opportunities that promote improvement and change in physician practices, performance, or competence, thus enabling such physicians to maintain or improve the competence and professional performance needed to provide the best possible eye care for their patients.

Reviewing the Academy's CME Mission Statement and Subspecialty Day educational objectives will guide you in developing your presentation.

Links to Subspecialty Day Objectives

Cornea Subspecialty Day
http://www.aao.org/meetings/annual_meeting/subspecialty/cornea.cfm

Glaucoma Subspecialty Day
http://www.aao.org/meetings/annual_meeting/subspecialty/glaucoma.cfm

Ocular Oncology and Pathology Subspecialty Day
http://www.aao.org/meetings/annual_meeting/subspecialty/oncology.cfm

Oculofacial Plastic Surgery Subspecialty Day
http://www.aao.org/meetings/annual_meeting/subspecialty/oculofacial.cfm

Pediatric Ophthalmology Subspecialty Day
http://www.aao.org/meetings/annual_meeting/subspecialty/pediatric.cfm

Refractive Surgery Subspecialty Day
http://www.aao.org/meetings/annual_meeting/subspecialty/refractive.cfm

Retina Subspecialty Day
http://www.aao.org/meetings/annual_meeting/subspecialty/retina.cfm

Uveitis Subspecialty Day
http://www.aao.org/meetings/annual_meeting/subspecialty/uveitis.cfm

Chair/Section Moderator Responsibilities

The Chair or Section Moderator introduces each speaker in the session and is responsible for keeping the session running on time. The preferred format of the introduction is:

"The next presentation, (complete title of presentation), will be presented by Dr. (or appropriate title)(full name) of (city)".

Please impress the importance of staying within the allotted time frame to each speaker. You should be alert to the telephone on the table for communication with the floor manager and/or Program Director.

If the presenter does not declare their financial interests at the beginning of their talk, the Chair/Moderator should stop them and remind them to disclose.

New this year, in order to offer self-assessment CME credit for the Subspecialty Day meetings we must ask 3–5 self-assessment questions at the beginning and end of each section of the meeting. Moderators of each section will be responsible for asking the pre-selected questions during the meeting. Note: answers will not be revealed at the beginning of the session; only at the conclusion so attendees learn the answers from participating in the session.

Panelist Responsibilities

The primary goal of the panel is to cover a specific range of topics giving expert advice on clinical diagnosis and management. Keep your comments clinically oriented. The majority of attendees are clinicians who want up-to-date information from the experts. The panel discussions are not intended as a time to give mini-presentations. Panelists are encouraged to answer questions and to provide succinct commentary on various topics. Occasionally, it will be necessary to repeat questions before answering to ensure the audience heard the question. You should initiate conversation with the Panel Moderator of your section in late August. Please notify the Panel Moderator if you plan to bring prepared PowerPoint slides, so they can ensure enough time for each panelist.

Panel Moderator Responsibilities

Well-coordinated panel discussions present more useful and relevant information than those that are completely spontaneous. Mold questions to fit to the recognized skills of the individual. Strive to keep the audience engaged. Use humor, great slides, etc. Names and contact information for the panelists included in your section will be sent to you in August. Please contact them in late August to initiate discussion of ideas. The Academy will send you presentation outlines included in the section you are moderating at that time. Moderators should send the outlines along to the panelists.

Presenter Responsibilities

A written outline of your presentation is required for inclusion in the syllabus. Carefully review the instructions on pages 6–9 to assist you with your outline preparation. The required length of the outline is 2–4 pages. Please rehearse your presentation to ensure you stay within your allotted timeframe.

Break With the Experts

The intent of Break with the Experts is to give attendees direct interaction with the faculty. The discussion area will be separated into topics. Experts are assigned to each topic and will talk one-on-one with attendees. The Experts will sit in an enclosed area and attendees can come and ask questions or just listen in on other conversations. You do not need to prepare an outline for the syllabus or handouts for the discussion.

Speaker Ready Room

To assist Subspecialty Day faculty with their audio-visual needs, the Speaker Ready Room will be staffed during the following hours:

Thursday, October 16:   1:00 p.m. – 5:00 p.m.
Friday, October 17:   7:00 a.m. – 6:00 p.m.
Saturday, October 18:   7:00 a.m. – 6:00 p.m.

Commercial Free Zone: To comply with ACCME guidelines and create an environment free of perceived commercial bias and financial interest, representatives from commercial companies will not be allowed access into the Speaker Ready Room.

Scientific session presenters are encouraged to submit presentations to the Speaker Ready Room online prior to the meeting. Submitting presentations in advance gives the AV staff opportunity to review presentations for compatibility with the equipment in the session room. We encourage presenters to submit presentations 24 hours in advance, but require at least four working hours in advance at a minimum. Presenters of early morning presentations should submit their materials by 4:00 PM the preceding day. Panelists, Moderators and Chairpersons, please check-in with the Speaker Ready Room attendant at least two hours (2) prior to the scheduled start-time of your participation.

Outline Instructions for Presenters
Due June 4, 2014

Each year, the Academy produces a syllabus book for each Subspecialty Day program. These syllabi provide attendees and those who did not attend Subspecialty Day with a valuable resource that can be used as an educational reference in their practice. Since presentation times vary from 5–10 minutes, we suggest you use your outline to expand on your topic beyond the time available in your actual presentation. The following guidelines are designed to help you organize and format your outline so that it conforms as closely as possible to our syllabus style. Please review carefully.

New this year, in order to offer self-assessment CME credit for the Subspecialty Day meetings we must ask 3–5 self-assessment questions at the beginning and end of each section of the meeting. Presenters will be asked to submit 1–2 questions on the topic of their talk at the same time they submit their outlines in June. We will select the best test questions and the moderators of each section will be responsible for asking the questions during the meeting. Note: answers will not be revealed at the beginning of the session; only at the conclusion so attendees learn the answers from participating in the session. See page 9 for tips on creating questions.

General Outline Content

All outlines should be a minimum of two pages and a maximum of four pages long (approximate length between 500 and 1,000 words). Outlines may be in traditional outline form, or in essay form. They may include graphs, tables, computer graphic images, and/or photographs. **(Please send as a separate files.)** Outlines that do not meet the minimum or exceed maximum length requirement will be returned for revision.

Current and clinically relevant material is desired, especially material such as tables and illustrations that will supplement the lectures.

The outline should be an original work that was not previously published in part or whole in another publication. Including this information in the syllabus does not restrict the author from publishing this material in another publication after October 18, 2014, however it is the responsibility of the author to advise the publication that the information was included in the Subspecialty Day syllabus and AAO on Demand. In addition, the Academy will maintain the right to use this information in other publications in the future.

Please type your full name and the title of your presentation as the first two lines of your outline.

Names of additional authors may be listed, if these individuals have made significant contributions to the research project or the content of the presentation. Each person listed with your outline must submit a CME financial disclosure to the Academy.

Abbreviations and acronyms: Restrict abbreviations to those that are widely used and understood and avoid abbreviations that have meaning only in context of your outline. Spell out all acronyms at first appearance.

Drug/Manufacturer Names: Use generic names in the text body and include the trade name of a particular drug, in parentheses, only after the first use of the generic name. In the case of equipment, include manufacturer's name, city, state, or country.

All outlines will be formatted and reviewed by an editor and the program directors.

Outline Format

If you create your outline in a **traditional** format, please type everything flush left; do not insert tabs. Simply identify each element with the appropriate number or letter. Please do not use your word processing program's automatic list-generating function (*Autoformat* or *Bullets* and *Numbering*). Please see sample below:

Title of Presentation
Your Name, Degree

I. FDA-approved indications for verteporfin therapy

  A. Predominantly classic subfoveal choroidal neovascularization (CNV) secondary to AMD

  B. Subfoveal CNV secondary to pathologic myopia (VIP-PM Trial)

  C. Subfoveal CNV secondary to ocular histoplasmosis syndrome

    1. Safety and efficacy study

    2. Open-label, multicenter, uncontrolled prospective case series

    3. 25 patients followed for at least 1 year

    4. Treated with verteporfin therapy and followed according to standard protocol from TAP investigation

    5. One-year results:

      a. Median visual acuity improvement from baseline: + 7 letters

Essay Format

If you choose to create your outline in **essay** format, please type everything flush left, double-spacing between paragraphs. Please see sample below:

Title of Presentation
Your Name, Degree

Introduction

There are well over 5 billion people on this planet and every one of us either is or will be presbyopic. Advances in refractive surgery over the past decade have brought tremendous strides in the treatment of myopia, hyperopia, and astigmatism. Our next great challenge is the surgical treatment of presbyopia. In this presentation, I would like to discuss an innovative new IOL design, which may prove to be an answer to the problems of presbyopia for many individuals.

Background Observations

All of us who perform IOL implantation have patients who feel that they do not need glasses after cataract surgery. Objective evaluation of these patients often confirms that the uncorrected distance and near acuity is quite good. In my experience . . .

Case Presentations

Provide a brief pertinent history and case summary, operative course, postoperative results, and conclusions.

Please ensure that the text, images, and video contain *no specific patient information*.

Video Presentations

Provide a brief synopsis of your video for presentation.

Graphs, Tables, and Charts

Please use adequate titles for each column headings. All abbreviations must be explained in the legend.

If a table or graph is borrowed from another publication, please ensure that permission is received from the publication before submitting the information. Please list the source in a note underneath the table, including the words "Reprinted by permission."

To ensure proper placement of graphs, tables or charts created separately from your outline document, please type for instance, "Insert Graph Here" where you wish the graph to appear. This text will be removed when your outline is edited. If you have more than one graph, table, or chart, please number each and include the proper numbers in the insertion instructions (For example, "Insert Graph #2 Here.")

Please create tables using your word processor program's table function. Please do not create tables using tabs, as the format is lost when the data is transferred.

Please create graphs and tables in black and white. The syllabi for each program are printed in black and white.

Any graph, table, or chart should include a title or legend.

If you plan to use a scanner to reproduce an existing graph, table or chart, please follow the resolution and size requirements outlined in the *Computer Graphic Images* section.

If you are using someone else's graph, table or chart, please ensure that permission has been granted. Include a source note including the words "Reprinted by permission."

Computer Graphic Images

Most computer graphic images should be saved as a *TIFF file* with a preferred resolution of 300 dpi and a minimum width of 3". Simple tables, graphs and drawings (line art) should be scanned at a resolution of 1200 dpi or higher and saved as a *Bit Map file* for best results. Please submit all images either on a CD, diskette or as an e-mail attachment separate from your outline. **Do not insert them into your outline.** As a backup, mail a hard copy version illustrating exactly how the graphic(s) should appear in the document to the Scientific Meetings Coordinator at the Academy.

Indicate in the document where the image(s) should appear by typing "Insert Graphic Here."

If you have more than one graphic image, please number each and include the proper numbers in the insertion instructions (For example, "Insert Graphic #2 Here.")

Also, include or identify any text that corresponds to any image, such as title, figure notes, or source notes.

If you are using someone else's images, please ensure that permission is granted include a source note, including the words "Reprinted by permission."

References

All outlines should include at least five but not more than twenty-five clinically relevant references.

Please list your references at the end of your document (as endnotes) instead of as footnotes. Please do not use your word processing program's note function to embed the notes in the text.

Type all references flush left, without tabs.

Submitting Your Completed Outline

We require an electronic version of your presentation. You may either e-mail it or send it to us on a disc. Our goal is to have the highest quality syllabus; outlines that do not meet these guidelines will be returned for revision.

Submitting Outlines by E-mail (subday@aao.org)
The preferred method to send your outline is via e-mail. Remember to send your electronic photographs/images as separate attachments.

Where to Submit Outline
DUE JUNE 4, 2014

Please e-mail outlines and graphic files to:
subday@aao.org

For questions please e-mail:
Ann L'Estrange
Scientific Meetings Specialist
American Academy of Ophthalmology
655 Beach St
San Francisco, California 94109-1336
United States
alestrange@aao.org

Guide to Writing Multiple-Choice Questions

Characteristics of Good Questions

Every question should:

• end in a question mark?	AAO and ABO formats require a question mark as final punctuation! Avoid open-ended statements ending in colons (:); they will have to be edited
• be answerable even with the options covered	passing this "cover test" means that the wording of the question is straightforward and eliminates most obscure and irrelevant questions. AAO and ABO questions must meet this standard
• be worded in a positive manner	avoid negatively worded questions: "All of the following EXCEPT"; "Which is NOT"; "Which is LEAST likely"; and avoid questions that have double negatives
• be clear and focused	avoid open-ended statements
• be concise	reducing the word count increases comprehension and clarity
• gauge knowledge or clinical competence	questions should test useful information. avoid trivia and memory recall questions
• ask for an answer, not "which is correct or true/false"	question formats that ask which of the following are true statements do not meet the AAO or ABO format
• use current, widely-accepted terminology	jargon is common in ophthalmology, lead-in statements can contain definitions of rare terms
• avoid ambiguous, indefinite, and absolute terms	e.g., might, may, sometimes, never, always

Note: **If you write a clinical scenario, a clear question should be presented at the end:**

> "Which of the following is the most likely diagnosis, cause, complication?"
> "Which of the following procedures, tests, treatments is most appropriate?"

Characteristics of Good Answer Choices

Note: **Ensure that there is only one correct/defensible answer and three incorrect answer choices.**

Content that is controversial or varies regionally should be avoided in order to eliminate the possibility of more than one correct answer.

Every answer choice should:

• be of parallel type	e.g., all choices are tests, treatments, symptoms, diagnoses
• be balanced in plausibility, length, and amount of detail	preferred English uses balanced clauses, and answer structure should be the same for each choice
• be as brief as possible	rarely exceed more than one line, several words per choice are even better
• be listed in logical, alphabetical, or numerical order unless doing so gives away the correct response	
• be attractive to at least some candidates	incorrect answers should not be obviously wrong, implausible, or silly
• avoid having the same words appear in both the question and the answer choices	
• avoid mutually exclusive responses	these help candidates, because if you know one response is false, then the other must be true
• not include "All of the Above" or "None of the Above"	These are not used in AAO or ABO formatted questions

Tips for Presenters Seeking to Reuse Copyrighted Material

The American Academy of Ophthalmology's Standard Non-Exclusive Agreement for Meeting Presenters is the legal document that records our mutual agreement and understanding about what you're giving us permission to do with your presentation. By agreeing to the agreement, you make it possible for the Academy to share your Presentation and/or Presentation materials with our members and other interested individuals. "Non-Exclusive" in the title of the document means that you retain the right to use your own materials.

Go to Presenter Central to view the entire agreement. In the event that you would like to use previously copyrighted material in your presentation, you will first need to secure permission from the copyright owner. Most publishers have a permission request form they prefer to use available on their own websites. However, there are several types of permission. Please inform the publisher of the potential uses of the material:

- **Reprint** — If the image is included in your outline printed in the Course Syllabus (an educational supplement to the live meeting)
- **Educational Purposes** — If the image is included in your visual presentation during the live meeting
- **Resale** — Captured and reproduced on the DVD, a product which will be for sale post-meeting

   NOTE: If a publisher grants you permission to use material in your presentation only and not for replication on the AAO on Demand, you MUST notify the Academy so those images can be removed.

Tips for Presenters Seeking Permission to Reuse Copyrighted Material

- If you intend to reuse previously published material that you authored, and the publisher did not relinquish copyright to you, then you need to get permission from the publisher.

- As you place figures in your presentation, keep track of them — as you would text references — with citation information.
- Request permission as soon as you decide to include copyrighted material in your presentation. A publisher may take weeks or even months to respond. Contact information (and sometimes permission request information) should be posted on the publisher's website.
- Follow up on your permission requests every two weeks until permission is granted for use.
- If you have difficulty securing permission for any material by the time of publication or presentation, your MUST notify the Academy so those images can be removed from the course syllabus and/or AAO on Demand.

Additional Tips

Internet Images:
- Do not take images from a web site if possible; they usually have a low resolution that does not reproduce well. If a web image must be used, copyright permissions are required of Internet images, so you must give the complete citation and obtain the copyright owner's permission. This includes cartoons, celebrity pictures,
- Images from a public domain website (such as ClipArt) may be used

Patient Identities:
- Never include patient names or identifiers.
- Avoid using full face images of patients. Facial pictures can be cropped in order to make the patient unidentifiable.
- If it is essential to the educational content to show the full face, the presenter must obtain written permission from the patient to use their image.

On the Stage in Chicago

The Academy Lectern

Speaker Timer Warning System

Standard Computer Mouse

Standard Computer Keyboard
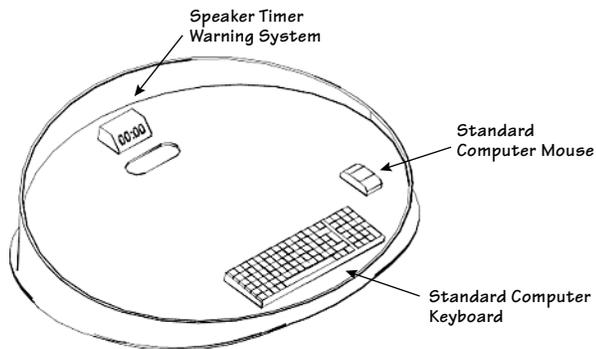
Each lectern is equipped with lectern microphone, a light, a mouse for slide advance, and a timed warning light.

Advancing your Presentation: As last year, presenters will review their presentations with the assistance of the in-room technical staff. Each presenter will advance their own presentations controlled by a mouse located at the lectern. Once discussions conclude, the technical staff will advance the title slide of the next presentation.

Mouse: A computer mouse will be placed on the right side of the lectern to control your PowerPoint during the presentation. Presenters will have the capability of advancing and reversing their slides, as well as launching their own embedded video clips. As another feature, the mouse icon on the screen is a large green arrow which allows the presenter to use as a pointer. It is important to use this feature in rooms with more than one projection screen to allow viewers to see the pointer on all screens. Please be aware not to move the mouse if you are not utilizing the green arrow as a pointer, as it will be a distracting during your presentation. If a presenter is not comfortable with advancing their own presentation, please check in with the room coordinator to make those arrangements.

Timed Warning Lights: The lectern is also supplied with a speaker timer warning system, which will be operated by the floor managers. The lighting stand has three-color display panels, which will alert you to the following:

Green Light — this will be activated at the beginning of your presentation and will remain green until you have one minute left.
Yellow Light — this is activated with one minute left in your presentation alerting you to start your summary and concluding comments.
Red Light — when your allotted time has expired this light will be activated. Please conclude your presentation.

Stage Set-Up

Next to the lectern is the chairpersons table equipped with a table microphone, telephone and timer control unit. The telephone is used by the chairperson to discretely contact the floor manager for any technical issues or programming changes.

The technical control area is located near the stage. This will give the presenters, floor managers and session chairpersons more direct contact with the technical staff. Also, all presentations will be given from a single lectern. Presenters are asked to check in with the Floor Manager. Here the presenter will confirm the order in which they speak and will also have the ability to confirm their presentation is loaded and ready to go. The presenter will enter from stage right, audience left, when they are introduced by the chairperson as the previous presenter exits the stage. These procedures will increase the controllability of the session and create a good flow of presentations.