

# Tips for Creating an Effective Handout

- All handout materials will be approved by AAOMS upon receipt.
- Handouts will be available for registered attendees only for download at [www.aaoms.org](http://www.aaoms.org) before, during and after the meeting. AAOMS will no longer collect, copy, ship or distribute paper copies of handouts. If you elect to prepare a hard copy handout, you will be responsible for any charges associated with the handouts.

Do's	Don'ts
Include comprehensive information	Include copyrighted materials
Keep your handout short—a handout is a reference tool not a guide for attendees to follow along to	Include recognizable images of faces
Keep the design simple. What appears in your slides may not print well in a smaller size.	Promote or advertise companies or products
Include your contact information	Submit journal articles without receiving written permission. Written permission <b>must</b> accompany all submitted journal article that will be used as part of your handout.
Include a list of references/bibliography	Use company letterhead or company name, logo, etc.
Include specifics from your presentation: key points, dosages, tables, etc.	
Include definitions and descriptions where necessary	
Take a minute to determine what information is relevant for your handout. You may need to include some additional information or exclude some of the information from your presentation.	
Submit a copy of your slides, an outline, an abstract, an algorithm, a journal article or any combination as part of your handout.	
Utilize "easy-to-read" fonts and "white space" so that your handout is reader-friendly and provides room for note taking.	
Provide copyright information if applicable	
Communicate with your AAOMS staff contact regarding your handout. They will inform you on how to submit your files.	
Remember that your handout will be available for download to AAOMS Annual Meeting attendees before, during and after the meeting.	
Submit your handout prior to the deadline provided by your AAOMS staff contact.	