

Speaker's FAQ

I am interested in speaking at an AAOMS annual meeting. What should I do?

Scientific Sessions

Annual Meeting speakers are scheduled a year or more in advance of the meeting. To be considered for an upcoming Annual Meeting, visit <http://www.aaoms.org/speakers> beginning in July and complete a course application. Applications are only accepted through the electronic system and must be fully completed to be eligible for consideration.

Practice Management and Staff Courses

Interested in speaking for Practice Management or Professional Allied Staff? Select the Practice Management application at <http://www.aaoms.org/speakers> or contact Practice Management staff at 800-822-6637.

All speakers must be approved by the Board of Trustees before an invitation to speak can be made.

What types and formats of courses are offered at the Annual Meeting?

The Annual Meeting features plenary sessions, breakouts, master classes, hands on courses, sessions on simulation, practice management, and more, as well as sessions for specific audiences such as OMS staff and residents. Descriptions of course types can be found on the Speaker's Resource Page. To view past meeting programming, please review the 2017 Annual Meeting Program [here](#).

I have completed the Annual Meeting application. Now what?

After the submission process has closed, the planning committee will review the applications. This takes place in late October to early November. You will be notified of their decision regarding your submission in early December.

After acceptance, what do I need to do?

Emails will be sent to all accepted speakers requiring them to visit the Speaker's Corner. This is where speakers accept their assigned presentation time, acknowledge the A/V setup, complete speaker paperwork and disclosures. All of these steps must be completed in order for an accepted speaker to present.

The [Speaker Checklist](#) is also a useful tool to keep track of your responsibilities as a speaker

Will AAOMS pay honoraria or other costs to speakers?

The AAOMS policy on reimbursement/honoraria is dependant on the type of presentation scheduled to be given and the membership status of the speaker. AAOMS staff will notify each speaker of their arrangement.

Will AAOMS make my travel/hotel arrangements?

No, AAOMS does not make hotel or travel arrangements for speakers. Information is provided to speakers on when and how to make their travel arrangements and is also available on the AAOMS website. Speakers are encouraged to book a room at AAOMS contracted hotels to receive AAOMS group rates.

Should I provide a handout?

Per recent ACCME changes, commercial entity logos may not be included on any educational materials including handouts & slides. Be sure to adhere to this standard.

Handouts are the most frequently requested meeting resource by attendees. You are requested to submit a handout and will receive email reminders prior to the meeting. Handouts are entirely electronic and will be available through a secure connection on the AAOMS website. AAOMS will not print or distribute your handouts for the meeting. For guidelines and assistance on creating a handout, please view [Tips for Creating an Effective Handout](#). All handouts are reviewed for compliance with AAOMS policy and ACCME guidelines prior to posting. Details can be found on the Speaker's Resource page.

Handouts must be received a minimum of two weeks prior to the meeting to ensure they are included online. Handouts received any later than this will be accessible after the meeting.

Copyrighted Material

When creating a handout, speakers must adhere to copyright law. Please review copyright requirements and tips [here](#).

When necessary, please reference material as such:

Reprinted with permission from [name of publication] (year; volume no. if applicable: page number(s)). Copyright [year], [Entity Name].

If any material in your handout requires a copyright release, you must submit written permission from the publisher when you submit your handout.

Advance Submission?

Speakers are expected to submit their presentations in advance. This means that all presentations will be “pushed” to the appropriate room from a central location so to provide a seamless transition from one speaker to the next. You will be notified of the submission deadline by your staff contact.

Submitting your presentation in this way helps to avoid A/V issues and/or discrepancies between computer systems. Our goal is to help you look your best and reduce equipment malfunction stress.

Arrive Early

Speakers must arrive to their session room at least fifteen minutes prior to the scheduled start time.

I am interested in presenting an online educational session.

AAOMS offers online CE throughout the year. If you are interested in leading a webinar, or developing an online program please visit www.aaoms.org/speakers and access the Webinar Application.

Do you have other questions not addressed here? Please contact the Continuing Education Department at conteducate@aaoms.org.