



GUIDELINES FOR AASLD SINGLE TOPIC CONFERENCE (CM03-97-38-10)

Location:

All conferences are to have a minimum of 60 attendees including speakers, and a maximum of 250-300 participants including speakers unless otherwise requested by the AASLD Governing Board. The accepted location for these conferences will be based on facility availability.

Time:

Three (3) Single Topic Conferences will be planned each year. The Hepatitis Conference will be held in June, The Henry M. and Lillian Stratton Basic Research Conference will be held in March, along with the Clinical Research Conference, (NOTE: the Clinical Research conference may be either clinical, pediatric or transplant in content).

Registration Fee:

Registration fees will be determined during the AASLD annual budget process and be based on current market value.

Budget:

Single Topic Conferences are to be budget neutral as directed by the Governing Board.

Trainee Travel Awards:

Up to ten (10) travel awards will be available for trainees in the field of hepatology with a special interest in the conference topic. In order to qualify for a travel award, an abstract on related research must be submitted and accepted. Accepted abstracts will be presented as either a poster or oral presentation. The course director(s) will determine the award recipients and the presentation type. These awards will be for \$500/person.

Faculty:

The standard format is a one and one-half day conference with no more than 20 speakers, **including Course Directors.**

- No more than 6 of the 20 may be international (excluding Canada and Mexico). Beyond this number, approval must be received from the AASLD President.
- Non-refundable coach airfare, hotel and actual expenses are provided for speakers, but no honorarium will be given. Speakers are required to utilize an AASLD predetermined Travel Agency in order for the Central Office Staff to better manage airline travel. Speakers, who choose not to utilize an AASLD predetermined travel agency, resulting in a failure to comply with AASLD travel guidelines, shall not be reimbursed.
- Session moderators and panel participants **must** be selected from the speaker pool.

NOTE: Partnerships with sister societies to support international speakers above and beyond the 6 listed above is acceptable.

Continuing Medical Education (CME)

CME credits will not be offered. However, all faculty participating in a STC are expected to disclose to the audience any significant financial interest or other relationship (1) with the manufacturer(s) or any commercial product(s) and/or other provider(s) of commercial services discussed in the educational presentation and (2) with any commercial supporters of the activity. They are also expected to disclose if the content of their presentation includes discussion of any unapproved, off-label, or investigational uses of a product.

Sponsorship:

Direct commercial sponsorship will not be allowed. However, contributions to an STC general fund will be permitted and acknowledged. Exhibitors or other commercial activities shall also be prohibited. AASLD will solicit educational grants and co/joint sponsorship when appropriate.

Special Requests:

The Course Director(s) are expected to adhere to the Board approved budget. All unbudgeted requests, such as special audiovisual equipment, transcription of tapes, and interactive voting systems, must be coordinated and approved in advance by the AASLD. A written proposal for the special request must be submitted to the AASLD Central Office. Financial commitments on behalf of the Association will be made by the Central Office with Board approval.

Publication of Conference Proceedings:

Meeting reports will be published in *Hepatology*. The course director should contact *Hepatology* at least two months prior to the meeting concerning the appropriateness of the topic and guidelines as to manuscript length and due date. In general, a meeting report should be a concise synopsis of new information, written by two or three organizers at the conclusion of the conference or immediately afterwards. The completed report should be submitted to the *Hepatology* Journal office no later than three weeks following the meeting.

Single Topic Conference Timeline

Due Date	Item	Responsible Party
18 months prior to implementation of Course	Course director(s) to provide preliminary course outline to Clinical or Basic Research Committee for review. Course Director attends Clinical or Basic Committee meeting.	Course Director(s)
12 months prior to implementation of Course	Clinical or Basic Committee reviews revised course outline	Course Director and Clinical or Basic Committee
10-11 months prior to course	Course Directors make initial contact with speakers (confirms speaker participation); forwards speaker list to AASLD	Course Director and AASLD
9 months prior to course	AASLD sends confirmation/invitation and information letters to speakers	AASLD
8 months prior to course	Program outline must be finalized	Course Directors
6 months prior to course	Marketing materials mailed out and posted on the AASLD web site	AASLD

2 1/2 months prior to course	Speakers provide handout material	Speakers and Course Directors
2 months prior to course	Course Directors review materials if desired	Course Directors
2 months prior to course	Abstract submissions sent to Course Directors for review and selection	AASLD
7 weeks prior to course	Course Directors provide selected abstracts to AASLD	Course Directors
1 ½ months prior to course	Abstract status letters sent to submitters	AASLD
1½ months prior to course	STC Course Handout released to Printer	Printer/AASLD
1 week after course is completed	Speaker and course evaluations sent to Course Directors for review and approval	AASLD and Course Directors
2 weeks after course is completed	Thank you letters to speakers (included are speaker evaluations)	AASLD