

**AMERICAN SOCIETY OF CYTOPATHOLOGY
ANNUAL SCIENTIFIC MEETING
ROUNDTABLE DISCUSSION GUIDELINES**

Overview

Roundtable Discussions are 90-minute sessions that give participants a chance to interact with experts in the field. The sessions provide the participants an opportunity to discuss the topics in a smaller, less formal group. The room will have several tables, spaced adequately for intimate discussions on different topics. Each table will have one speaker who acts as facilitator and at least 3, but no more than 9 participants. Participants will register for one topic and are not permitted to switch tables.

Some structure is recommended to keep participants on track. The speaker/facilitator should present the topic and some background information, then lead the group discussion by encouraging participation and providing focus on the topic. The didactic portion should be limited in length to ensure there is adequate time for interaction between participants and speaker/facilitator. The session should be interactive (e.g., provide opportunities for questions and answers, for sharing participants experiences, interactive case studies, etc.).

The 1.5 hour sessions are scheduled Monday, November 16, 2009 from 12:00pm to 1:45pm. Boxed lunches will be served at the beginning of the session and are included in the registration fee. The Presenters for each discussion should check into the room 15-minutes prior to the start of their discussions to check their table assignment and distribute handouts.

Continuing Medical Education

The American Society of Cytopathology is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor continuing medical education for physicians.

The Continuing Medical Education mission of the American Society of Cytopathology (ASC) is to provide and support educational activities to encourage and promote greater knowledge of cytopathology, resulting in enhanced detection, diagnosis and prognostication of disease processes, and set the highest standards for quality patient care.

Audience

This session is available to and will be attended by pathologists, cytopathologists, cytotechnologists, students, and other members of the cytopathology community.

Handouts

Handouts are encouraged to facilitate discussion; electronic equipment (e.g., laptop, LCD) will not be permitted for these sessions.

The ASC Office will copy and ship your handout for distribution to attendees at your session. Please send a complete handout to the ASC Office by **October 1, 2009**. If you have not submitted your handouts by this date, it will become your responsibility to bring enough handouts for all registered attendees in your session. You WILL NOT be reimbursed for the cost of producing or shipping materials if you fail to meet the October 1, 2009 deadline.

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Audiovisual Equipment

NO AUDIOVISUAL EQUIPMENT. This format does not allow for laptops or projectors. There will be no electronic equipment available.

Reimbursement:

ASC Member Speakers and Participants-

Most ASC Member speakers and participants in the Annual Scientific Meeting will receive an honorarium and must pay a registration fee for the meeting. This includes members who present or facilitate at scientific sessions, panel luncheons, workshops, microscopy tutorials, etc. EXCEPTION: The Papanicolaou Awardee, Cytotechnologist Awardee for Outstanding Achievement, Excellence in Education Awardee and President's Awardees basic registration fees are waived. The Chair of the Scientific Program Committee basic registration fee is waived. Speakers who attend ONLY to present in a single program session will have their one-day basic registration fee waived.

ASC Non-Member Speakers and Participants-

Annual Scientific Meeting Non-member speakers, who are not practicing in the field of cytopathology or speaking on cytopathology are reimbursed for airfare, hotel and per diem expenses. *(Please note that each ASC non-member participant will need to be approved by the ASC.)* Airfare reimbursed to the maximum of prevailing coach rate (discount rate encouraged), ground transportation to/from airports (maximum of \$60.00), complete coverage of standard hotel room and tax, exclusive of personal amenities and per diem of \$50 for food. Non-members attending beyond their presentation are required to pay the appropriate meeting basic registration fee, unless the registration fee is complimentary in lieu of travel expenses.