57th Annual Scientific Meeting
American Society of Cytopathology

AMERICAN SOCIETY OF CYTOPATHOLOGY
ANNUAL SCIENTIFIC MEETING
SCIENTIFIC SESSIONS GUIDELINES

Overview

The ASC's Annual Scientific Meeting provides a high quality forum for the continuing education of the professional cytopathology community. Scientific Sessions encompasses three days of panel discussions, invited lecturers and platform presentations. The presentations represent all aspects of cytopathology. The Scientific Sessions features many different components, described below.

Papanicolaou Address – The 30-minute address is presented annually by the Papanicolaou Award recipient. The Award is the highest award given by the Society and is given to a physician who is recognized for his/her meritorious contributions to the field of cytology.

Current Issues in Cytology – The session focuses on new areas or unresolved problems in cytology and is usually presented as a panel discussion. The length of the session is 2 hours with a one-hour break.

New Frontiers Lecture – The one-hour lecture provides updates on the latest developments, which may come in the purview of the cytology professional.

State of the Art Symposium – The Symposium is designed to provide in depth information on important topics in cytology. The length of the session is 2.5 hours with a one-hour break.
*SAM required (see below)

Innovation and Trends in Cytology – The Session focuses on new technologies and advances in cytology and is usually presented as a panel discussion. The Session is scheduled for 1.5 hours.

Keynote Address – The Keynote Address offers attendees the opportunity to hear first-hand insights and vision from a leader in the field of medicine.

Diagnostic Cytology Seminar – The Seminar provides the opportunity for attendees to make diagnostic decisions and compare their decisions with nationally known experts. The length of the Seminar is 2.5 hours with a one-hour break.

Presenters

The PowerPoint presentation should be presented to the ASC Staff or Audiovisual Team 24 hours before the presentation. The moderator and faculty should plan to arrive at the Scientific Sessions meeting room at least 15 minutes before presentation time. Your presentation should end with a question and answer period. Moderators for the Current Issues in Cytology, State of the Art Symposium, Innovation and Trends in Cytology, and Diagnostic Cytology Seminar are encouraged to coordinate their panelists' presentation on one PowerPoint Presentation. Panelists, it is a good idea to contact your session moderator to confirm how he or she plans to run the session.

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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.

Self-Assessment Modules (SAM):

Only the Moderator of the State of the Art Symposium MUST submit a self-assessment module to the ASC Office by August 17, 2009.

1. Questions for the Self Assessment Module (SAM) should focus on valid evidence-based information, and not recent research studies or hypotheses. Presenters may wish to consult the following website on setting examination questions: http://www.nbme.org/publications/item-writing-manual.html
    - The optimal question type is the selection of a single best answer from 3 - 5 choices. "All of the above," "True/False," and multiple responses are NOT-ACCEPTABLE.
    - Avoid the use of non-standard abbreviations, and dubious adverbs, such as "often" and "frequently".
    - 160 character limit for each question, as well as 160 character limit for each answer
    - Pictures are acceptable in .jpeg format. PLEASE title each picture to correlate with the question number.
    - References should be included as support. Please do not use footnotes. Include any reference with its appropriate question (see below).
    - The SAMs should be submitted in a word document in the following format (all information for each question together):

Example:

These images are from the voided urine specimen from a 52-year-old male

with a hematuria. The most likely diagnosis is:

A. Reactive urothelial with changes and lymphocytosis
B. Urothelial carcinoma, low-grade
C. Urothelial Carcinoma In situ
D. Small cell carcinoma

E. Urolithiasis

Answer D. Small cell carcinoma.

Explanation: The images show the cytomorphologic features of small cell carcinoma which include small cells arranged singly and in clusters, marked pleomorphism, hyperchromatic nuclei with karyorrhectic nuclei/apoptotic nuclei, nuclear molding, salt and pepper chromatin, and necrotic hemorrhagic background. These cytological features are similar to small cell carcinoma of the lung.

Reference: Koss' Diagnostic Cytology and Its Histopathologic Bases, 2 vol. set (Hardcover), By Leopold G Koss(Editor), Myron R. Melamed (Editor), Urine Cytology Chapter, Publisher: Lippincott Williams & Wilkins, 2005

Audience
The Meeting is available to and will be attended by pathologists, cytopathologists, cytotechnologists, students, and other members of the cytopathology community. The number of participants ranges from 700 to 900 normally.

PowerPoint Presentation
The ASC will provide all speakers with a PowerPoint template that should be used for all Annual Scientific Meeting electronic presentations. The template is available for download on the ASC Web site.

Tips for creating a PowerPoint Presentation:

- Follow the 6 X 6 rule: Use no more than 6 words per line, and no more than 6 lines per slide.
- Font size recommendations: 40 point for titles/main headings, 24-36 point for sub topics.
- Standard fonts to use: Geneva, New Roman, Arial.

- Use contrasting colors for the text and the background so the text will be easy to read.
- Only include key words, phrases, and/or concepts rather than sentences and paragraphs. You will explain/discuss these key points in your oral presentation.

Audiovisual Equipment

The Scientific Session room will be equipped with the following:

- Podium with a wireless lavaliere microphone
- Head table with table-top microphone
- Projection screen
- Laser Pointer
- Computer with Windows Operating System (with PowerPoint Software)
- LCD Projector with wireless remote
- Floor microphones for audience
- Confidence Monitor for referencing projection screen
- Audiovisual technician

All additional audiovisual needs must be submitted on the appropriate AV forms found on the ASC Web site.

Scientific Session speakers must bring their own laptop if your presentation uses Macintosh files or you utilize a software program other than Microsoft PowerPoint.

The ASC Scientific Program Committee would like the Annual Scientific Meeting attendees to have the opportunity to download Scientific Session presentations from the ASC Web site. Forward your presentation to the ASC National Office (education@cytopathology.org) by November 20, 2009 for posting on the Web site. **Please note:** Presentations will be posted in a Portable Document Format (.pdf).
**The ASC office requires a Scientific Session Agreement to be signed.*

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-

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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.