

AMERICAN SOCIETY OF CYTOPATHOLOGY ANNUAL SCIENTIFIC MEETING SPECIAL COURSE GUIDELINES

Overview

These sessions will focus on morphologic criteria used in interpreting cytopathology specimens. A variety of specimen types will be covered in two separate sessions- one will deal with exfoliative cytology and the other with FNA cytology. Each session will include four 45 minute lectures. The focus of this course can be summed up as "Back to the Basics". The course will be moderated by Dr Richard (Mac) DeMay. The faculty are experts in the field and will share well known criteria as well as personal experiences essential to accurate interpretation.

The Special Course room will be set as classroom seating.

The Special Courses are scheduled in morning and afternoon sessions: The morning sessions will start at 8:00 a.m. and end at 11:15 a.m. There is a 15-minute break scheduled at 9:30 a.m. The afternoon session starts at 1:00 p.m. and ends at 4:15 p.m. The scheduled 15-minute break is at 2:30 p.m. The faculty is suggested to check into their session room 45 minutes prior to the start of their session(s) to check on room set-up and to go over any audiovisual concerns with the AV personnel.

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 (SAMs):

Only the Moderator (with input from the speakers) 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

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- 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

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Audience

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

Handouts or CD-ROMS

We encourage presenters to submit a PowerPoint handout of your presentation as well as a CD Rom with representative images, from your lecture. We have found that those presenters who coordinate both their remarks and their handout materials receive much better evaluations from attendees in the area of relevance to their job, as well as satisfaction with the session overall.

For this session, the ASC office **prefers** to copy and ship either CD-ROMs or hardcopies of your handout for distribution to attendees at your session. This way the different topics can be combined into a large packet. Please send a complete handout or CD-ROM to the ASC Office by **October 1, 2009**. If you have not submitted your handouts/CD-ROM by this date, it will become your responsibility to bring enough handouts/CD-ROMs 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.

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.

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PowerPoint Presentation

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

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

Each Special Course room is equipped with the following

- LCD Projector with remote
- Projection Screen
- Podium with wired lavalier microphone
- Head table
- (1) laser pointer

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

All participants are required to bring their own laptop. The ASC does NOT provide laptops.