AMERICAN SOCIETY OF CYTOPATHOLOGY

54th ANNUAL SCIENTIFIC MEETING

November 3-8, 2006
Sheraton Centre
Toronto, Ontario, Canada

PARTICIPANT HANDBOOK

Please read the enclosed information carefully.

American Society of Cytopathology
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Wilmington, DE 19801
Phone (302) 429-8802 * Fax (302) 429-8807
Email jelliott@cytopathology.org * Website www.cytopathology.org
American Society of Cytopathology
54th Annual Scientific Meeting
Important Dates - Mark Your Calendar

DON’T FORGET TO DOWNLOAD YOUR POWER POINT TEMPLATE FROM THE ASC WEBSITE

August 1, 2006
◊ Speaker Consent Form Due
◊ Disclosure Form Due
◊ Audiovisual Request Form Due

September 8, 2006
◊ Early Registration Cutoff

October 1, 2006
◊ Handouts Due

October 4, 2006
◊ Hotel Reservations Due

November 3-8, 2006
◊ 54th Annual Scientific Meeting

December 9, 2006
◊ Expense Form Due
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Basic Information

The American Society of Cytopathology (ASC), founded in 1951, is a distinguished national professional society of physicians, cytotechnologists and scientists who are dedicated to the cytologic method of diagnostic pathology. The ASC’s diverse membership of more than 3,500 individuals shares a vision of education, research, and continuous improvement in the standards and quality of patient care.

The educational programs of the American Society of Cytopathology are of prime importance to its members and to the Executive Board. More than 800 attendees are attracted to the ASC’s Annual Meeting to keep abreast of the dramatically changing cytopathology field. They recognize that ASC meetings provide a high-quality forum for the continuing education of the professional cytopathology community. The Annual Meetings consist of Scientific Sessions, Poster Presentations, Panel Luncheon Seminars, Microscopy Tutorials, Workshops and Exhibits.

Educational Programs Coordinator

Your Educational Programs Coordinator is your link to the 54th Annual Scientific Meeting. If you have questions or problems, please contact Jean Elliott at the ASC National Office. If she is not available, please contact Christy Myers, Meetings Manager.

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Participant Reimbursement

All speakers and Annual Meeting participants must pay a basic registration fee for the meeting except those not practicing in the field of cytopathology or speaking on cytopathology.

Speakers and participants may be reimbursed or receive an honorarium for only one category, regardless of the number of sessions they might participate in or present. Reimbursement or an honorarium will be given in the following order: Special Awards and Lectureships, Executive Board, Committees, Scientific Session Speakers, Workshops, Panel Luncheon Seminars, Microscopy Tutorial and Program Faculty Seminar.

Annual Meeting participants may request to donate their honorarium to the ASC Foundation.

Special Awardees and Lectureships

Basic Science Lecture
The Basic Science Lecture/Awardee will receive a $3,000 honorarium plus travel, hotel (max. 5 nights) and per diem expenses. Airfare reimbursed to the maximum of prevailing coach rate (discount rate encouraged), ground transportation to/from airports (max. $60.00), coverage of standard hotel room and tax (exclusive of personal amenities) and per diem of $50.00 for food.

Keynote Speaker (if applicable)
The Keynote Speaker will receive a $3,000 honorarium plus travel, hotel (max. 2 nights) and per diem expenses. Airfare reimbursed to the maximum of prevailing coach rate (discount rate encouraged), ground transportation to/from airports (max. $60.00), coverage of standard hotel room and tax (exclusive of personal amenities) and per diem of $50.00 for food.

Papanicolaou Award
The Papanicolaou Awardee will receive a $3,000 honorarium plus travel, hotel (max. 5 nights) and per diem expenses. Airfare reimbursed to the maximum of prevailing coach rate (discount rate encouraged), ground transportation to/from airports (max. $60.00), complete coverage of standard hotel room and tax (exclusive of personal amenities) and per diem of $50.00 for food.

New Frontiers Lecturer
The New Frontiers Lecturer will receive a $1,500 honorarium plus travel, hotel (max. 2 nights) and per diem expenses. Airfare reimbursed to the maximum of prevailing coach rate (discount rate encouraged), ground transportation to/from airports (max. $60.00), coverage of standard hotel room and tax (exclusive of personal amenities) and per diem of $50.00 for food.

Cytotechnologist Award for Outstanding Achievement
The Cytotechnologist Achievement Awardee will receive $1,500 honorarium plus travel, hotel (max. 5 nights) and per diem expenses. Airfare reimbursed to the maximum of prevailing coach rate (discount rate encouraged), ground transportation to/from airports (max. $60.00), coverage of standard hotel room and tax (exclusive of personal amenities) and per diem of $50.00 for food.
Scientific Sessions
The faculty in the following Scientific Sessions will receive a $500.00 honorarium for their participation in the Annual Meeting:
- Current Issues in Cytology
- Future Directions in Cytology
- Diagnostic Cytology Seminar
- State of the Art Symposium
- Special Course

The $500.00 honorarium will be available at the ASC Registration Desk on the last day of the meeting.

Non-Member Reimbursement
Faculty members who do not practice in the field of cytopathology or who are not speaking on cytopathology will be reimbursed two nights hotel/tax, airfare, ground transportation (max. $60.00) and per diem ($50.00) given that an expense report and receipts are submitted to the National Office within 30 days of the event or they will not receive the honorarium.

Workshops
Workshop speakers will be given an honorarium of $500.00 for their participation in the ASC Annual Meeting. The $500.00 honorarium will be available at the ASC Registration Desk on the last day of the meeting. The honorarium for workshops is limited to two speakers per workshop, plus supplies at a maximum of $75.00 per workshop. For workshops with more than two speakers, the Director and Co-Director will be automatically slated for the honorarium unless the ASC office is otherwise notified by the Director. Please notify the ASC by August 1st if you prefer that other individuals (rather than the Director and Co-Director) receive the honorarium. Please note that if a workshop speaker is participating in the Annual Meeting in another capacity (i.e. a different scientific session, CAC, Executive Board member, etc.) and is receiving an honorarium, that individual will not receive an additional honorarium.

Panel Luncheon Seminar and Microscopy Tutorials
Panel Luncheon Seminar Directors and Microscopy Tutorial Speakers will be given an honorarium of $300.00 for their participation in the ASC Annual Meeting. The $300.00 honorarium will be available on the last day of the meeting and can be picked up at the ASC Registration Desk. Please note that if a Panel Luncheon Speaker or Microscopy Tutorial Speaker is participating in the Annual Meeting in another capacity (i.e. a different scientific session, CAC, Executive Board member, etc.) and is receiving an honorarium, that individual will not receive an additional honorarium of $300.00.

Program Faculty Seminar (excluding the PFS Moderator)
Program Faculty Seminar Speakers will be given an honorarium of $200.00 for their participation in the ASC Annual Meeting. The $200.00 honorarium will be available on the last day of the meeting.
and can be picked up at the ASC Registration Desk. Please note that if a Program Faculty Seminar speaker is participating in the Annual Meeting in another capacity (i.e. a different scientific session, CAC, Executive Board member, etc.) and is receiving an honorarium, that individual will not receive an additional honorarium of $200.00.

**Program Faculty Seminar Moderator**
The Program Faculty Seminar Moderator will be given an honorarium of $500.00 for his/her participation in the ASC Annual Meeting. The $500.00 honorarium will be available at the ASC Registration Desk on the last day of the meeting.

Please note that if a Program Faculty Seminar Moderator is participating in the Annual Meeting in another capacity (i.e. a different scientific session, CAC, Executive Board member, etc.) and is receiving an honorarium, that individual will not receive an additional honorarium.

**Executive Board, Cytotechnology Advisory Committee, Cytotechnology Programs Review Committee, (NEW) Scientific Program Committee (excluding Scientific Program Committee Chair)**
The ASC Executive Board, CAC, CPRC and SPC will be given an honorarium of $500.00 for their participation in the ASC Annual Meeting. The $500.00 honorarium will be available at the ASC Registration Desk on the last day of the meeting. New Committee Members just appointed by the President-Elect or elected will not receive an honorarium or reimbursement.

**Scientific Program Committee Chair**
The Scientific Program Committee Chair will be reimbursed for five nights hotel/tax, airfare, ground transportation (max $60.00) and per diem ($50.00) given that an expense report and receipts are submitted to the National Office within 30 days of the event.

**Additional Awards**
The following awards will receive a monetary award. If they are part of another category, they also receive the honorarium or reimbursement for that category.

- **President's Award** - $500 Award
- **Excellence in Education Award** - $1,000 Award; $500 to educator and $500 to educator’s institution.
- **Warren R. Lang Resident Physician Award** - $500 Award
- **Geno Saccomanno, M.D. New Frontiers in Cytology Award** - $500 Award
- **Cytotechnologist Scientific Presentation Award** - $500 Award
- **Impact of Workload on Diagnostic Accuracy-Research Award** - $500 Award

Approved by the ASC Executive Board on November 8, 2005.
All expense reimbursements are due in the ASC National Office by December 9, 2006. Only expenses approved by the ASC prior to the meeting and indicated on the reimbursement policy will be reimbursed.

Housing and Travel

Hotel
SHERATON CENTRE TORONTO
123 Queen Street West, Toronto, Ontario M5 H 2M9
Phone: (416) 361-1000

The Sheraton Centre Toronto Hotel is located in the heart of Toronto’s live theatre, business and entertainment districts – across from City Hall and directly connected to the Eaton Centre shopping complex and underground PATH system (including over 6 miles of shops and services).

Inside the Sheraton Centre, you’ll discover a unique paradise of waterfalls and gardens covering a breathtaking 2.5 acres. All guest rooms and suites feature the Sheraton’s signature Sweet Sleeper® Bed, complimentary in-room coffee and tea, complimentary use of pool (Canada’s largest indoor/outdoor hotel pool with sundeck), hot tub, saunas, and many other amenities. In addition, the hotel offers a relaxing experience at Senses Spa and Massage Clinic, a 2,500 square foot Fitness Center, and full-service Business Center.

Restaurants and Lounges
- Convenience of in-room dining
- For breakfast, lunch or dinner visit Bistro On Two, also famous for its superb Sunday Brunch
- Traders Bar and Grill with over 30 beers on tap
- Le Biftheque Steakhouse
- In addition to the dining located throughout the PATH system

The Sheraton Centre is …

Steps Away From:
- Air Canada Centre (Toronto Maple Leafs, Toronto Raptors, and concerts)
- Art Gallery of Ontario
- CN Tower
- Chinatown
- Opera House
- And numerous theatres

Within a 2-hour drive of:
- Niagara Falls
- Niagara-on-the-Lake

Within a 1.5 hour flight from:
- Boston, Chicago, New York City and Washington D.C.
A limited block of guest rooms has been reserved at the Sheraton Centre Toronto. **Please note:** October 4, 2006 is the cut-off date for the special room rate, unless the room block sells out first. Rooms at the special rate are available on a first-come, first-served basis. Room reservations are made directly with the Sheraton Centre Toronto Hotel. The ASC National Office is unable to process any hotel reservation requests. Please visit the ASC Website and click on the 54th Annual Scientific Meeting logo to find the link to the hotel’s website for reservations and additional information.

A hotel reservation form will also be included in the Registration Brochure that will be mailed in early July.

**Travel**

UNIGLOBE Red Carpet Travel has been selected as the Official Travel Service of the ASC. UNIGLOBE will find the lowest applicable fare for any carrier.

For Reservations Call or Fax:
Phone: (800) 229-1220
Fax: (302) 475-7350
Reservation Hours: Monday through Friday 8:00 am – 6:00 pm (ET)

Please reference American Society of Cytopathology when contacting UNIGLOBE Red Carpet. Please visit the ASC Website and click on the 54th Annual Scientific Meeting logo to find the link to UNIGLOBE’S website for reservations and additional information.

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**Registration**

ALL faculty members **MUST REGISTER** and **PAY** a registration fee for the meeting **EXCEPT** those not practicing in the field of cytopathology or speaking on cytopathology.

The Scientific Program Committee Chair, in conjunction with the ASC President, has the discretion to waive registration for non-traditional invited speakers.

Registration brochures will be mailed in early July.

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**Social Events**

- President’s Welcome Reception – “Around the World Party” Saturday, November 4th at 6:00 pm. This is the official opening of the ASC Exhibition Hall and is open to all registered attendees. There will be light food stations throughout the hall representing different cultures. What a wonderful way to kick off the Scientific Meeting.
- Welcoming all of our first time attendees, we will once again host a gathering on Saturday afternoon. ASC would like to extend a welcoming hand and provide a familiar face in the crowd. Please join us in welcoming these participants!
• Please plan on attending the Awards Gala at the Sheraton Centre Toronto. This year’s theme is “Winter Wonderland.” Enjoy a sit down dinner with your colleagues; celebrate the ASC’s award winners and then kick up your heels for an evening of dancing. The evening will begin with a reception at 7:00 pm. Seating for the dinner and ceremony will start at 8:00 pm. ($50.00 fee for this event)

Disclosure Information

As a provider accredited by ACCME, the American Society of Cytopathology must insure balance, independence, objectivity and scientific rigor in all educational activities. All speakers are expected to disclose to the audience any significant financial interest or other relationships with manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in your educational presentation. Having an interest or affiliation with a corporate organization does not prevent a speaker from making a presentation, but the relationship must be made known in advance to the audience, in accordance with the standards of ACCME.

In addition, every speaker should begin a formal presentation with a title slide, including speaker name and lecture topic, indicating at the bottom whether or not a relationship exists that might be considered a conflict of interest. This statement must be an appropriate size and color font to be clearly visible at the back of the auditorium. The statement may be very simple, with wording such as: "A relationship [or No relationship] exists that represents a possible conflict of interest with respect to the content of this presentation."

American Society of Cytopathology has implemented a process where everyone who is in a position to control the content of an education activity has disclosed to us all relevant financial relationships with any commercial interest. In addition, should it be determined that a conflict of interest exists as a result of a financial relationship you may have, this will need to be resolved prior to the activity. In order to do this, please complete the enclosed disclosure statement and return it to us by August 1, 2006. This information is necessary in order for us to be able to move to the next steps in planning this CME activity. If you refuse to disclose relevant financial relationships, you will be disqualified from being a part of the planning and implementation of this CME activity.

Off-label Indications of Non-FDA approved products: When an unlabeled use of a commercial product, or an investigational use not yet approved for any purpose is discussed during an educational activity, the faculty must disclose that the product is not labeled for the use under discussion or that the product is still investigational. This information should be included on the slide referenced above.

Please complete the enclosed Disclosure Form and return to the ASC National Office by August 1, 2006.
Speaker Agreement

All speakers must complete and return the Speaker Agreement form to the ASC National Office. A form must be on file for all speakers.

Please complete the enclosed Speaker Agreement and return to the ASC National Office by August 1, 2006.

Audiovisual Information

The American Society of Cytopathology contracts with Visual Aids Electronics to provide professional audiovisual equipment for each session. All speakers must complete an Audiovisual Request Form by August 1, 2006 in order to coordinate with the audiovisual company.

For those speakers in a Workshop, Panel Luncheon Seminar or part of a multi-speaker session, please contact either the Moderator of your session or the Workshop/Panel Luncheon Director regarding your audiovisual needs so that they may be submitted on one form.

In order to provide a more uniform Annual Scientific Meeting presentation the ASC will provide all speakers a Power Point template that should be used for all electronic presentations. The template will be available for download on the ASC website.

Scientific Sessions
Standard audiovisual equipment for the Scientific Session room will include computer with Windows operating system and Power Point, LCD Projector, screen, podium, lavaliere microphone and laser pointer.

*Please note:
A 35mm slide projector is not in the standard equipment; if you need one, it must be requested on the Audiovisual Form.

Program Faculty Seminar, Panel Luncheon Seminars, Microscopy Tutorials and Workshops
All audiovisual needs must be requested on the Audiovisual Form. If an Audiovisual Form is not submitted, NO audiovisual equipment will be ordered for your session.

Please complete the enclosed Audiovisual Request Form and return to the ASC National Office by August 1, 2006.

You Must Bring Your Own Laptop If...
- You are a Workshop, Special Course, Program Faculty Seminar, Microscopy Tutorial or Panel Luncheon Seminar Speaker
Scientific Sessions Presentation

Electronic Presentation
Scientific Session speakers are encouraged to use electronic presentations. A computer with Windows operating system and PowerPoint Presentation Software will be provided for electronic presentations. Presentations will be loaded to the hard drive of the computer located in the Scientific Session Room. It is requested that PowerPoint files be transferred to the meeting computer via floppy disk, USB Flash Drive or CD ROM. Please use standard fonts for PowerPoint in preparing your presentation. The file name should begin with the speaker’s last name. The ASC will provide all speakers a PowerPoint template that should be used for all electronic presentations. The template will be available for download on the ASC website.

Kodachrome Presentation
Kodachromes should be loaded into slide trays and turned into the Audio Visual Desk in the Scientific Session Room before your session begins. You may use your carousel slide trays or the trays provided by the Audiovisual Company. Please clearly mark each tray with speaker, session and presentation time. You will advance your kodachromes from the podium.

*Please note: A 35mm slide projector is not in the standard equipment; if you need one, it must be requested on the Audiovisual Form.

Scientific Session Moderators
Moderators for Current Issues in Cytology, State of the Art Symposium, Future Directions 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 your session.

Scientific Session Speakers Must Bring Your Own Laptop If...
- Your presentation uses Macintosh files
- You utilize a software program other than Microsoft PowerPoint
Speaker Ready Area

The Speaker Ready Area will be available from 7:00 am - 6:00 pm Saturday, November 4th to Wednesday, November 8th or by special request. Minimal audiovisual equipment will be available. Please note: this area can also be a place for you and other participants to meet and coordinate presentations.

If you wish to view your PowerPoint Presentation in the Scientific Session Room, you must request this in advance so that a time can be arranged when the room is not in use.

Handout Information

Program Faculty Seminar, Panel Luncheon Seminar, Microscopy Tutorial and Workshop Directors

It is important to provide attendees with written material to accompany your presentation. Specific, detailed handouts enable audience members to fully focus on the presentation, rather than any lengthy notes they might be trying to jot down. Attendees value written materials, and this need comprises the majority of comments found in the speaker evaluations each year.

The ASC will copy and ship your handouts to the hotel. Please submit handout materials electronically to the Educational Programs Coordinator by October 1, 2006*. If you have not submitted your handout by this date, it will become your responsibility* to bring enough handouts for all registered attendees in your session.

Handouts are limited to 20 pages and will be copied in black and white.

*Please note:
If you are unable to meet the deadline, you may either ship the materials to yourself at the hotel for the ASC Annual Scientific Meeting or take advantage of the on-site copy center at your own cost (which could be an expensive option). Speakers WILL NOT be reimbursed for the cost of producing or shipping materials if they fail to meet the October 1, 2006 deadline.

Conclusion

The Scientific Program Committee and the ASC National Office Staff would like to thank you for participating in the 54th Annual Scientific Meeting. We hope that you will enjoy your experience as a participant at the Annual Meeting. We also hope that this handbook will be a helpful source of information for you as you prepare your presentation. Do not hesitate to contact the Educational Programs Coordinator, Jean Elliott, at the National Office, to help make your experience enjoyable and successful.

SEE YOU IN TORONTO!