

# AAO Guidelines for Symposia Held at the Annual Meeting

Symposia are an integral part of the Academy's Annual Meeting. This document provides guidelines for the planning, development, and execution of: 1) Section and Special Interest Group (SIG) sponsored symposia and 2) the joint ARVO/AAO symposium.

Each Section is required to submit one symposium proposal for the upcoming Annual Meeting. SIGs are also encouraged to submit proposals. In addition, Sections and SIGs can also submit a proposal for the ARVO/AAO joint symposium (guidelines below). Sections and SIGs can partner to program joint symposia and are encouraged to do so.

## **Section- & SIG-sponsored Symposia Guidelines**

Symposia highlight topics of interest to the Section/SIG area of focus. These special events carry themes that are current topics in the profession's lexicon and often include expert speakers from outside of optometry as well as Academy Fellows and Diplomates.

### **Length of Program**

Although often described as a 2-hour symposium, the actual time allotted for each symposium is 1 hour and 40 minutes (100 minutes). The time needed for the introduction, changing between speakers, and a question and answer time or a panel discussion, if desired, should be considered when deciding the number of speakers to invite.

A Section or SIG may not hold more than one symposium during the hours of 8 am -- 5 pm, including a symposium that is co-sponsored by another Section/SIG. However, on occasion and by request of Section/SIG leadership, the Annual Meeting Chair may approve an evening symposium regardless of whether or not the Section/SIG is holding or co-sponsoring a daytime symposium.

### **Submission Procedures & Timeline**

All items should be submitted to the Academy Senior Director, Programs and the Annual Meeting Chair by the following deadlines:

February 2

- Title
- Brief general description of symposium
- Confirmed speakers (pending acceptance of the symposium by the Annual Meeting Chair)
- Program budget (as part of the Section/SIG's yearly budget process) submitted to the Academy's Finance Director

April 15

- Full outline (approximately 3 pages)
- Speakers' CVs

### **Honoraria/Travel Expense Reimbursement**

Optometrists (regardless of whether a non-member, Fellow, or Diplomate) and non-optometrist Academy Fellows do not receive honoraria, reduced registration, or other compensation. Guest speakers who are not Academy Fellows or optometrists may receive honoraria of up to \$1000 (amount determined by Program Chair with final approval by the Meeting Chair), advance purchase economy airfare, ground transportation to and from airport, 1-2 nights at the meeting headquarters hotel (if needed), and 1-2 days

per diem of \$45. An honorarium request for more than \$1000 needs to be approved by the Annual Meeting Chair.

Presenters who need hotel accommodations send in a travel information form with their credit card information (which is used for room/hotel incidentals and any room nights beyond those for which the Academy is responsible); the Academy office books their hotel rooms.

Speaker agreement letters that include honoraria amounts and travel expense reimbursement details are sent to the speakers by the Academy's Program Administrative Assistant, with a request to return a signed copy. Honoraria and travel expense reimbursements are made within 30 days of receipt of the request for reimbursement.

### **Continuing Education**

The Academy office submits all symposia to COPE and CE Broker for continuing education approval. Symposia are audio-recorded for online CE if all speakers accept the terms of agreement in their contracts.

## **Guidelines Specific to the ARVO/AAO Symposium**

### **Purpose**

The purpose of the joint ARVO/AAO symposium is to promote an active exchange between researchers and clinicians regarding recent eye/vision or medical developments having clinical importance for optometry in the near and long term.

### **Sponsor(s)**

Academy Sections, SIGs, and the Research Committee may submit topics for consideration.

### **Leadership/Responsibility**

The sponsor of the proposed symposium designates the Symposium Chair who is responsible for organizing the program. The Chair of the Scientific Program Committee and the Senior Director of Programs will serve as contacts for information and guidance. The ARVO meeting management staff person (Senior Manager, Meeting Operations) will serve as the ARVO/AAO liaison.

### **Format**

Although often described as a 2-hour symposium, the actual time allotted for each symposium is 1 hour and 40 minutes (100 minutes). The time needed for the introduction, changing between speakers, and a question and answer time or a panel discussion, if desired, should be considered when deciding the number of speakers to invite.

### **Funding**

Optometrists (regardless of whether a non-member, Fellow, or Diplomate) and non-optometrist Academy Fellows do not receive honoraria, reduced registration, or other compensation. As designated in the ARVO Travel Policy, ARVO will cover the costs of up to 2-3 invited speakers who are not Academy Fellows or optometrists pursuant to ARVO's travel policy.

### **Topic Selection and Timeline**

Those wishing to submit a topic for consideration should begin planning the symposium at least 18 months prior to the Academy meeting at which the symposium will be presented because proposals are due to the Scientific Program Committee Chair 15 months prior to Annual Meeting. Proposals should include a

general description of the focus of the proposed program and a tentative list of speakers. The Symposium Chair is encouraged to have made preliminary contact with the proposed speakers to confirm their willingness to participate should the symposium be accepted.

The Scientific Program Committee selects the preferred proposal from among those submitted. The Chair of the Scientific Program Committee then submits the selected proposal for consideration to the Academy Board of Directors via the Board liaison to the Scientific Program Committee. Following Board approval, the Symposium Chair must confirm all speakers.

Upon approval by the Board, the Senior Director of Programs will send notice of approval to the Symposium Chair, the Chair of the Scientific Program Committee, and the ARVO Executive Director for ARVO's review and approval.

The ARVO liaison to the Academy will notify the Senior Director of Programs and the Chair of the Scientific Program Committee when the symposium proposal has been approved by ARVO (not later than 10 months prior to Annual Meeting). The Senior Director of Programs will inform the Symposium Chair of ARVO's approval.

### **Implementation**

The Symposium Chair will send all speaker contact information to the Senior Director of Programs, who will in turn send out speaker agreement letters to the participants containing the following: an outline of the symposium with time and date, a request for permission to audiotape the session, audio-visual equipment information, conflict of interest policy, copyright information, and notification that the ARVO liaison will contact them regarding travel. The letter will also indicate that the Symposium Chair will be in contact with the speakers by email on a regular basis in the months leading up to the Annual Meeting.

The Symposium Chair is responsible for working with Academy staff to reserve an appropriately-sized lecture room, request audio/visual equipment, and help organize the promotion of the symposium. The Symposium Chair will also assist with facilitating communication about the symposium with other Sections and the Lectures & Workshops Committee.

### **Termination**

ARVO or the AAO may suspend or terminate their support of the joint ARVO/AAO Symposium by timely notification. Since final planning for the next symposium occurs at the Annual Meeting preceding the symposium, notification of the desire to suspend or terminate the program should be given to the other party at least one year in advance.

### **Support**

The Academy will provide the meeting room and audio-visual support, and will schedule the symposium so that it is accessible to both clinician and researcher meeting attendees. ARVO will be provided details of the symposium for their use in promotion if so desired.

<b>Timeline for Joint ARVO/AO Symposium at AAO Annual Meeting</b>	
<b>Timing Relative to Annual Meeting at Which Symposium Will Be Presented</b>	<b>Action</b>
18 months prior	Senior Director of Programs sends reminder to Section/SIG/ Research Committee Chairs, providing guidelines and format for submitting symposia proposals
15 months prior	Proposals are due to the Scientific Program Committee Chair
14 months prior	Scientific Program Committee Chair works with the Scientific Program Committee to select a proposal to recommend to the Board; forwards the proposal to the Board via the BOD Committee Liaison
Subsequent Board Meeting	Board considers and votes on proposed program
Prior to the Annual Meeting	Final program and confirmed speakers submitted for Board approval
Annual Meeting	Board approval of final program to be held at the following year's Annual Meeting
Two months after the Annual Meeting	ARVO response/approval due to Senior Director of Programs, and Scientific Program Committee Chair