American Society for Reproductive Medicine
2019 Pre-Congress Program
Philadelphia, PA
October 12-13, 2019

Pre-Congress Course Chair Handbook

This handbook contains the following:

- Introduction and General Information

- 2019 Pre-Congress Course Timetable

- Pre-Congress Program Contact Information

- Compensatory Information

- Faculty Information Forms

- Course Syllabus Preparation Instructions

- Appendix

    o Audience Response Question Instructions

    o Example Slides

INTRODUCTION AND GENERAL INFORMATION FOR COURSE CHAIRS

A major mission of the American Society for Reproductive Medicine is to provide continuing education for its physician and non-physician members. The Society fulfills this mission through an ongoing educational program consisting of Pre-Congress courses and presentations at the Scientific Congress. The ASRM is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide CME credits to physicians. However, accreditation is awarded only if the Society adheres to very specific guidelines. The CME Committee of the ASRM meets regularly to plan educational activities that address specifically identified educational needs, to evaluate specific educational activities, and to assess the effectiveness of the overall educational programs. While many of the requirements and guidelines presented to Pre-Congress Program Course Directors may seem capricious or trivial, be assured that these guidelines reflect strict adherence to ACCME requirements coupled with many years of experience at the ASRM in producing high-quality Pre-Congress medical educational programs. For these reasons, we ask you to carefully review all the material being provided. It is essential you comply with all the requirements. Please note the following:

- Pre-Congress courses are based on educational needs identified by participants in previous activities, gap analyses, surveys of the members, and discussions among experts. The ASRM welcomes suggestions of topics for future courses.

- Lectures are prepared as Microsoft PowerPoint slide presentations. Each PowerPoint presentation must be complete and freestanding and contain all the information to be taught, including learning objectives and the presenter's disclosure information. PowerPoint presentations must have appropriate literature citations with the complete references submitted as a separate Word document.

- Pre-Congress course materials are submitted by faculty as electronic files in editable format (Word or PowerPoint). The due date for faculty members to submit completed lecture materials is **June 1, 2019.** Files should be uploaded to the presentation management site. All faculty will receive further instructions on how to set up an account and upload materials.

- The Course Chair is responsible for making certain that each lecture presentation meets the standards for content, fulfillment of learning objectives, organization, and format. ***Importantly***, ***the Course Chair is responsible for ensuring that the material is unbiased and evidence-based.***

- The Course Chair should verify that faculty members obtained permission to reproduce any graphs, photographs, artwork, and figures from previously published materials as ASRM distributes the course syllabi using the lecture presentations.

- Course chairs have until **July 1, 2019** to edit, ask for more content, ensure the ASRM template has been used, and review the uploaded materials.

- The syllabi are reviewed by ASRM staff for conformity with generally accepted standards of medical evidence, ACCME Standards for Commercial Support, and ASRM Practice Guidelines. Due to the time-consuming nature of the review process and production of the final syllabi, it is important that materials be submitted in a timely manner by the specified due dates.

- Approximately one month prior to the Pre-Congress Program, the electronic files of the edited PowerPoint slide presentations will be posted by ASRM staff for downloading by faculty members. ASRM urges faculty to use these edited versions for any last-minute updates/edits to the content as these are the versions used to create the course syllabus. Course participants will receive an electronic link to the syllabus in advance of the Pre-Congress Program.

The ASRM recognizes that participation in the Pre-Congress Program as a Course Chair is a significant imposition on your time. Your tremendous dedication and commitment of time are appreciated by the Society and course participants. Please let us know how we can assist you.

2019 Pre-Congress Program Timeline

April 2018
- Request for Pre-Congress course proposals sent to programming chairs of Affiliated Societies, Professional Groups (PGs), and Special Interest Groups (SIGs)

June 2018
- **June 1, 2018** - 2019 Pre-Congress course proposals due

November/December 2018
- 2019 budget worksheets and faculty contact information forms sent to course chairs & due back to ASRM

February 2019
- 2019 contracts sent to faculty.
- Contracts from 2019 faculty due to ASRM office.

June 2019
- **June 1, 2019 -** Deadline for faculty to upload lecture materials to presentation management website

July 2019
- **July 1, 2019** - Deadline for course chairs to review and approve course lecture materials

August 2019
- Audience response questions due to ASRM (for courses pre-approved to use ARS)
- Course lecture materials edited and course syllabi created by ASRM

September 2019
- Edited PowerPoint files uploaded to Presentation management site by ASRM
- Links to syllabi sent to course registrants

October 2019
- October 12-13, 2019 - Pre-Congress Courses (Philadelphia, PA)

October/November/December 2019
- Emails sent to course registrants to claim CME credits

Spring 2019
- ASRM CME Committee reviews course evaluations, monitor reports, and assessment results; follow-up letter sent to course chairs

Pre-Congress Program Contact Information

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Faculty Course Presentation Instructions

Due date for _lecture_ materials to be uploaded by all faculty: **June 1, 2019**

- **Lecture content in PowerPoint presentation**
- **Microsoft Word formatted reference list**
- **Permissions for graphics & other previously published content**

Due date for complete course materials _to be reviewed by chair_: **Monday, July 1, 2019**

- **Guarantee all content above is present for all lectures**
- **Content is reviewed for bias, completeness, and evidence-based information**
- **Appropriate permissions for previously published figures, images, tables**

If all materials are not submitted by July 15th, faculty members missing materials will forfeit $500 of their honoraria allowance.

PURPOSE OF SYLLABUS:
- Provides a complete, stand-alone summary of the content of the presentations
- Eliminates the need for learners to take extensive notes during the presentations
- Provides evidence-based information that can be used by learners to improve their professional practice
- Provides learners with literature references substantiating the lecture content

Syllabus Components

- Faculty Contact Information
- Lecture Schedule
- Overall Course Learning Objectives
- For each lecture
    - Learning objectives
    - PowerPoint slides (excluding ARS questions and on-site discussion content)
    - References (includes citations in PowerPoint)

Creating Your Course

◆ **Finalize the Lecture Schedule**
- Determine final lecture titles and order, confirmations sent to ASRM in January along with course budget

◆ **Learning Objectives for Overall Course and Each Lecture**
- There must be 3 to 5 behaviorally stated learning objectives for the overall Pre-Congress Course
- Learning objectives for each lecture are listed in Slide 2 of each presentation provided in course proposal & edited by ASRM

◆ **Each presenter must disclose commercial/financial relationships with any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.**
  - These are reviewed by ASRM and any conflicts of interest resolved.
 - Disclosures are listed on Slide 3 of each presentation

◆ **PowerPoint Lectures: 1 file for each lecture**
- Prepare each lecture as a PowerPoint slide presentation. If you use a Macintosh computer, please verify on a Windows-compatible computer that the symbols and fonts are reproduced as you intend. The **ASRM template** is located on the Presenter Resources page of the ASRM Congress site: https://scientific.asrmcongress.org
- The first three slides for each lecture should be as follows:
  - **Slide 1** - Lecture title, your full name, highest medical/academic degree and affiliation and/or professional title.

  - **Slide 2** – List the Learning Objectives for the specific lecture.

  - **Slide 3 -** Disclosure list of commercial and/or financial relationships with any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. If no relationships, state "Nothing to disclose."

- Logos, ads, or names of pharmaceuticals/manufacturing companies **cannot be located on any slide**. The only exception is a company name in regular typeface for the reference of a figure.
- Use only generic names of drugs/products. Registered trademarked names of commercial products should NOT be used unless multiple preparations of the same product are being compared or the generic name is extremely cumbersome. Trade names might have to be used in the case of unique specialized pieces of equipment or in citing a published study in which a specific trade-name drug or product is used.
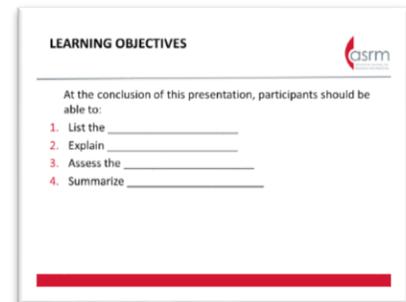
- Previously published graphs, images, and charts must be referenced and need to be clear enough to be read when the syllabus is printed with 3 slides per page.
- Citations of previously published work on individual slides may consist of the name of the first author, "et al." if necessary, and the year of publication. Citations must be fully referenced in the Reference List for each lecture.
- It is the author's responsibility to obtain written permission to use previously published material and/or to use co-authored material since the syllabus will be copyrighted and printed. ***Permission must be obtained from publishers of all illustrations and tables that are copied.*** **(APPENDIX 3)**
- If videos are included as part of the lecture, please embed each video in the PowerPoint presentation and upload the file separately as well.

A brief tutorial on how to prepare excellent PowerPoint presentations is available on the Presenter Resources page of the ASRM Congress site: https://scientific.asrmcongress.org

◆ **References: 1 file for each lecture**
- Submit a separate reference list for each lecture in Microsoft Word format.
- Complete list of EVERY reference cited in the presentation without exception
- Compiled following the citation format used in *Fertility and Sterility* (authors, article titles, journal/book, year, volume, inclusive pages)
- Arranged in alphabetical order
- Upload the reference pages for each lecture in a Word file.

◆ **Audience Response Questions (APPENDIX 1)**
- The Audience Response System (ARS) allows you to ask interactive multiple-choice questions on PowerPoint slides embedded throughout your presentation. ARS is optional and available for a limited number of Pre-Congress courses. The audience will use their mobile devices to answer questions and their responses will be tabulated instantly on the presentation slide.
- You will receive further communication regarding using the ARS in your course.

Submitting Your Files

◆ **Submit a complete syllabus with material for all lectures:**

Lecture 1
- Lecture 1 **PowerPoint**
- Lecture 1 References **in Word**

Lecture 2
- Lecture 2 **PowerPoint**
- Lecture 2 References **in Word**

Lectures 3+ in same format

◆ **Uploading Files**

- All faculty will receive further instructions from once the upload site opens regarding creating a log-in and uploading materials.

REMINDER:
- ASRM will review and edit the PowerPoint presentations and Word documents.
- The edited PowerPoint presentations and the complete syllabus (PDF format) will be available for course chairs and faculty to download in September 2018. ASRM urges faculty to use these edited PowerPoint files for any last-minute updates/edits as these are the versions used to create the course syllabus.

APPENDIX 1

Audience Response (ARS) Questions (only in pre-approved courses)
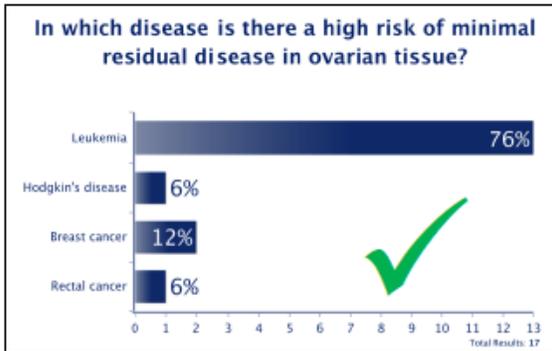
ASRM will send out a call for courses that would like to participate in ARS with a deadline in May. Selected courses have the option of using the Audience Response questions during their lectures. ARS questions will not appear in the syllabi. The ARS system allows you to ask interactive multiple-choice questions on PowerPoint slides embedded throughout your presentation. The audience will answer questions via their own mobile devices and their responses will be tabulated instantly on the presentation slide. The ARS is an excellent way to find out what your audience is thinking about a topic, or to develop a case presentation, challenging them to choose the best "next-step" in care.

Approved ARS courses will be given directions on submitting their ARS questions/answers (in Word document).   If your course is approved:
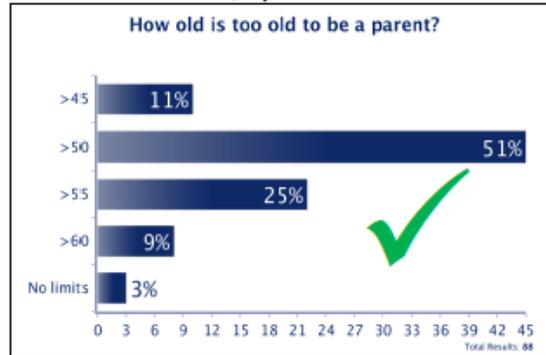
1. Decide how many questions to ask. Each question and answer review will take 1 - 2 minutes—so you should allow 6 to 8 minutes in your lecture time for 4 ARS questions.
2. Choose a format for your questions/answers. See sample good/bad ARS slides on the next pages or at the following link: http://scientific.asrmcongress.org/Portals/1/PresentPDFs/Good-Bad_Example_ARS_Questions.pdf
3. Submit your proposed questions to ASRM; wait for approval and receipt of edits.
4. Insert the approved ARS questions into your presentation at the spots where you would like to ask your questions.
5. Reupload your presentations with the inserted questions.
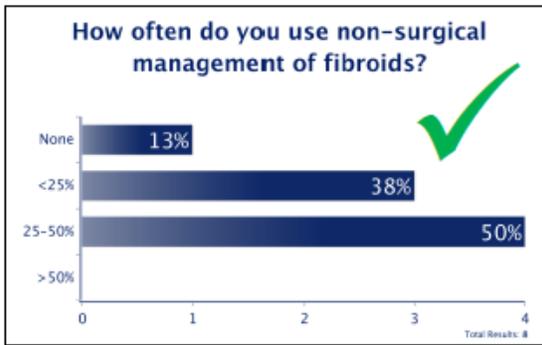
✓ DO USE these types of ARS Questions/Answers

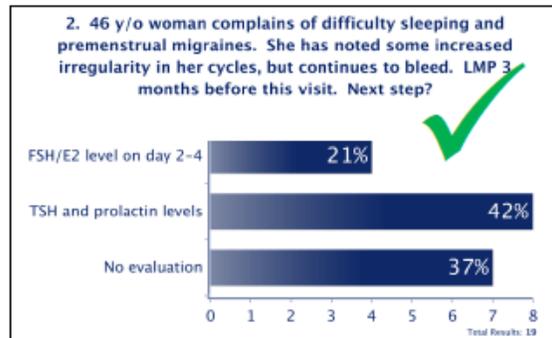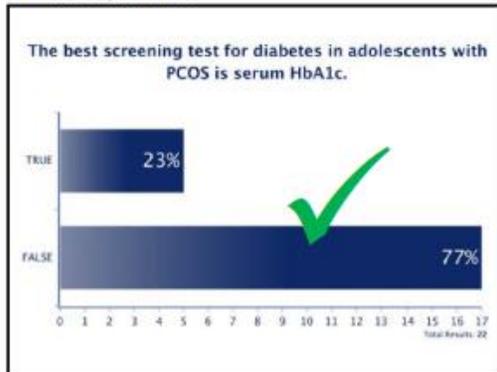▸ **Learner Knowledge** (could use as pre/post)

In which disease is there a high risk of minimal residual disease in ovarian tissue?

Leukemia	76%
Hodgkin's disease	6%
Breast cancer	12%
Rectal cancer	6%

0 1 2 3 4 5 6 7 8 9 10 11 12 13
Total Results: 17

▸ **Controversial/Opinion**

How old is too old to be a parent?

>45	11%
>50	51%
>55	25%
>60	9%
No limits	3%

0 3 6 9 12 15 18 21 24 27 30 33 36 39 42 45
Total Results: 88

▸ **Practice Patterns**

How often do you use non-surgical management of fibroids?

None	13%
<25%	38%
25-50%	50%
>50%	

0 1 2 3 4
Total Results: 8

▸ **Case Study/Next Step**

2. 46 y/o woman complains of difficulty sleeping and premenstrual migraines. She has noted some increased irregularity in her cycles, but continues to bleed. LMP 3 months before this visit. Next step?

FSH/E2 level on day 2–4	21%
TSH and prolactin levels	42%
No evaluation	37%

0 1 2 3 4 5 6 7 8
Total Results: 19

▸ **TRUE/FALSE**

The best screening test for diabetes in adolescents with PCOS is serum HbA1c.

TRUE	23%
FALSE	77%

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17
Total Results: 22

▸ **Audience Demographics**

How do you characterize your specialization?

Reproductive Endocrinologist	37%
Urologist/Andrologist	47%
Embryologist/ Lab Personnel	5%
Nurse	2%
Other	9%

0 2 4 6 8 10 12 14 16 18 20
Total Results: 43
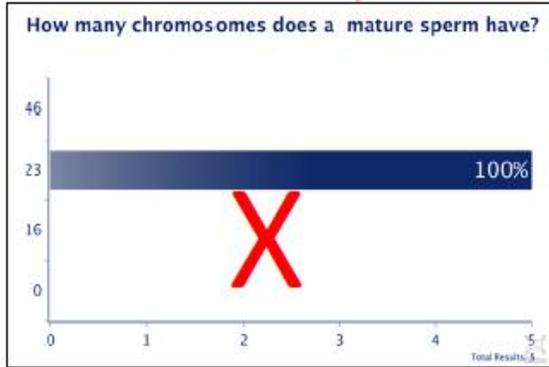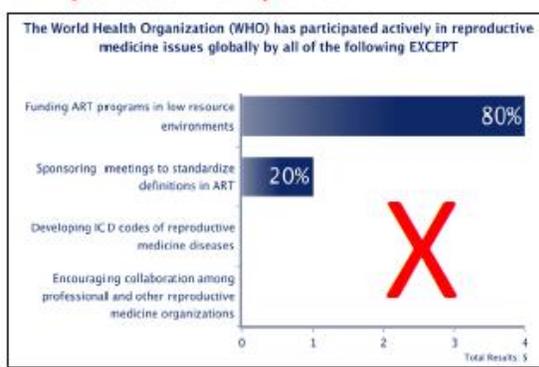
DO <u>NOT</u> USE THESE TYPES of ARS Questions/Answers

‣ *Too Basic – the audience already knew the answer*

‣ *Question is too complicated*

‣ *Too many answer choices/ negative question*

‣ *Answers are too long*