

ICL and SYMPOSIA HANDOUT TIP SHEET

Here are some tips to put together your handout:

- Suggested Font: Times or Times New Roman – 12 point
- Page layout should allow adequate space for note taking.
- A good handout helps the listener focus on what is important.
- Handouts do not have to be an exact replication of your slides but should follow your talk point by point. However, your presentation **should follow the handout point by point**.
- Use the physical space on the page to enhance rather than detract from what you have to say.
- Don't try to crowd too much material on one page! Double space some paragraphs or points in the outline.
- Use bullets or symbols to draw attention easily and quickly to key points. Use symbols to:
 - ☺ add interest and call attention to the key points.
 - ☹ add levity to what is usually pretty serious content.
- **MANY PEOPLE PUT IMPORTANT POINTS IN CAPITAL LETTERS. BUT YOU SHOULD AVOID CAPITAL LETTERS FOR LARGE BLOCKS OF TEXT.**

If you have text which you wish to highlight, use bold lower case or put in box:

- Use line drawings, tables and graphs to add useful information or focus attention on key points. **These should be your original material and not published anywhere else.**
- Do not include graphics published in journals, unless you have received written confirmation from the publisher to do so or the paper is published under Creative Commons license. AAOS can help you with this process if you provide full citation within your handout, Please be aware there is often a fee for reuse, even if you are the author.
- Typefaces (“fonts”) that have serifs (little feet on the letters) - like the one used in this document - are generally more readable than typefaces without serifs (called “sans serif” typefaces) - like this one.
- Indent and/or label your most important points, i.e. “Key Facts” or “Special Considerations” or “Pearls”, etc.
- The handout should include an outline and a bibliography listing relevant reference material.
- Handouts will be provided to attendees exclusively on the *AAOS Annual Meeting* mobile app.

Instructional Course Lecture (ICL) Guidelines and Instructions Didactic lecture and audience discussion, they represent the tried and true in Orthopaedics. They often combine the pearls and pitfalls of procedures. Information presented in an ICL represents accepted principles and techniques as well as evidence based practice. This course is limited to 3 faculty and a Moderator (4 total is maximum limit). Instructional Courses should consist of didactic lecture followed by a question and answer segment, allowing audience to ask questions.

Case Presentation Instructional Course Lecture Guidelines and Instructions Focused on case discussion. Small table format with a moderator and 10 faculty as table facilitators (one for each table), with 4-6 cases discussed per course. Moderator presents a case and the table facilitator at each table aids in case discussion and plan formulation. Each table presents treatment plan and then moderator presents the final solution using Evidence Based Data including teaching points and references to support selected treatment. The handout required from the Moderator should include key takeaways and a bibliography for each case presented. This application must list a moderator plus 10 orthopaedic faculty table facilitators at time of submission.

Technical Skills Instructional Course Lecture Guidelines and Instructions This course should be focused on positioning, approach and step by step technical tips in an edited 10-minute video. This would be followed by a 10-minute discussion on pearls. Suggested 4-5 topics per session. This type of course works well with unique procedures (nail tibia, or if humerus) or by dividing a more complex operation (Revision TKA). The faculty must be committed to preparing high quality edited video supplemented with slides as necessary and provide a 10-minute edited video that will be provided as a handout. No literature handout is mandatory. This course is limited to 3 faculty and a moderator (4 total is maximum limit). Faculty limits are strictly adhered to. **The edited 10-minute video is mandatory for this course – due at time of the handout deadline which is December 9, 2022.**

MODERATORS:

Instructional Course Lecture (ICL) and Symposia Moderators, please note that an email with information and upload instructions for handout submission will be sent in November. The handout submission deadline is December 9, 2022.

Handouts can only be submitted by the course moderator in .pdf format.

MODERATORS: The handout **MUST** include an outline as the first page of the handout that includes faculty name, subject, and time allotment of talks and questions and answers. Please see sample suggested template below:

AAOS 2023 Annual Meeting *Sample Outline*
COURSE NUMBER or SYMPOSIA LETTER
COURSE or SYMPOSIA TITLE

| NAME of FACULTY | TITLE of TALK/SUBJECT | *TIME ALLOTTED |
|------------------------|------------------------------|-----------------------|
| Moderator Name | Introduction | 5 minutes |
| Faculty 1 | Topic 1 | 10 minutes |
| Faculty 2 | Topic 2 | 10 minutes |
| Faculty 3 | Topic 3 | 10 minutes |
| All faculty | Topic 4 | 15 minutes |
| All faculty | Topic 5 | 15 minutes |
| All faculty | **Q & A | 25 minutes |

**For a 90-minute session, the Committee requires that you format your session with a maximum of 70 minutes for didactic lectures and a minimum of 20-minutes for discussion and question and answers.*

***Q&A - you may also intersperse the questions and answers during the presentations as this may encourage participants to stay until the end of the session; while also allowing each faculty member to answer questions at the end of their presentations.*

If you have any questions, please email or call:

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