

23rd ANNUAL NORTH AMERICAN CF CONFERENCE

INSTRUCTIONS FOR SESSION CHAIRMEN

*****All speakers/session chairs/moderators/leaders/instructors must submit their PowerPoint presentations to Audio Visual Management Company (AVMG) by September 25, 2009. Specific submission instructions will be sent to each participant. Changes will be allowed after initial submission. We strongly recommend that session chairs also collect and review the presentations for their session in advance of the meeting.**

All presentations must be prepared in PowerPoint format. Standard audio-visual equipment will include an LCD projector, screen, laser pointer, and lavalier microphone.

SYMPOSIUM & WORKSHOP SESSIONS – GENERAL INFORMATION

All symposia and workshops are one hour and fifty minutes long. The Program Committee is determined to keep the conference on schedule and maximize the ability of attendees to move from session to session to hear individual presentations. Therefore, all sessions must contain the same number of speakers (four for symposia, six for workshops), and each talk, including the session introduction, must be scheduled for the same amount of time. In addition, once the session schedule is published in the program, NO CHANGES will be allowed.

Presentation of the same data in more than one session is to be strictly avoided (see Items 9 & 10 below). However, more detail and opportunity for further discussion of data summarized in a symposium is permitted in a workshop. If this is planned, the symposium speaker should refer to the workshop talk in his/her presentation. Speakers should be chosen carefully for their platform presence, clarity of thought, and the quality of data they have to present.

Symposium Chairman/Workshop Moderator Responsibilities:

1. Coordinate with co-chairman, if applicable.
2. Invite, secure agreement from session speakers and provide detailed instructions.
3. Ensure that speakers understand what is expected of them, and what financial incentives, if any, are being offered. It is **critical** that all session chairs adhere to the 2009 NACFC Faculty Financial Considerations policies when recruiting speakers for their sessions.
4. Finalize the session's agenda and revise the title, if necessary.
5. Complete and submit a form (to be provided) outlining the complete session agenda, including: time of each presentation, presentation titles, speakers' names, degrees, addresses, phone and fax numbers, and e-mail addresses. **DEADLINE: March 20 for symposia and June 30 for workshops.**
6. Make sure that each speaker clearly understands the overall plan for the session, the desired content for his/her presentation and how it relates to the whole, as well as the expected size and makeup of the audience.

7. Communicate specific presentation times and time limits to session speakers, enforce these time limits during the sessions, and make sure your own presentation, if applicable, also conforms.
8. Ensure that all speakers are aware of and meet the **September 25** deadline for submission of presentations to AVMG.
9. Be familiar with what is being presented by all speakers in the session in order to be able to properly structure your introduction and guide the discussion periods. Ensure that there is no redundancy in the talks and that all appropriate data are presented. **This will require talking with all speakers in the session at least twice – initially and again closer to the conference dates.**
10. Coordinate with chairmen of other similar sessions, both symposia and workshops, to avoid duplication in presentation content.
11. All session chairs will be required to write a brief statement of objectives for their session.

SYMPOSIUM CHAIRMEN

1. Symposia are didactic sessions with opportunities for discussion. Presentations should summarize the body of data in the topic area and should be structured with a large, multidisciplinary audience in mind. Symposia audience size typically ranges from 350 to 750 people.

Four speakers should be scheduled in each symposium. The following schedule must be followed for each session:

- A five-minute introduction/overview
 - Four 20-minute presentations, each followed by five minutes of discussion
 - A five-minute wrap-up at the end of the session
2. Chairmen **must** tell speakers in their initial conversations that they will be required to submit a 1-2 page written summary of their talk for publication in *Pediatric Pulmonology*. **Summaries must be submitted online and are due by June 10, 2009.** Instructions for preparing and submitting summaries will be sent with our initial letter to each speaker.
 3. The Foundation will pay a \$500 honorarium and waive the registration fee (but not pre-conference course tuitions or other event fees) for **symposium chairmen**. **Symposium speakers will receive a registration fee waiver only.** This information will be in our letter sent to each speaker confirming his/her participation. However, chairs should ensure that speakers understand that we will not be paying expenses for chairmen or speakers, and we will not offer an honorarium to speakers. Requests for exceptions to this policy must be discussed with Cynthia Adams **before** promising any additional incentives to any speaker.

WORKSHOP MODERATORS

1. Workshops are meant to be interactive sessions. The audience size typically ranges from 150 to 450 people. Discussion time should be paramount. A **maximum of six speakers** should be scheduled per workshop. Abstract presenters in workshops will be limited to **five slides**: one to review data in the original abstract, the rest to present new/additional data. **A five-minute introduction and a five-minute wrap-up by the moderator to “tie the session together” are mandatory.** The following schedule must be followed:
 - A five-minute introduction
 - Six 10-minute presentations, each followed by five minutes of discussion
 - A 10- minute discussion at the end of the session, followed by a five-minute wrap-up by the moderator
2. Depending on the subject matter, workshops may be made up of abstract presentations or invited talks, or a combination of the two. It is desirable for workshops, where possible, to serve as forums for oral presentation of abstracts. In some cases, workshops will be made up entirely of abstract presentations. For this reason, workshop moderators in all categories also serve as abstract reviewers. They will be asked to review only the category or categories of abstracts that apply to their subject area. Immediately after the review is concluded, the moderators will decide which of the accepted abstracts they want to include in their session and make their choices through the online system. Due to overlap in many abstract categories, workshop moderators may request to have access to the accepted abstracts in a category or categories other than the one to which the moderators are formally assigned. Only those abstracts that are accepted by each review group’s chair during the final decision-making process can be chosen for presentation in workshops.

The abstract due date is **May 13, 2009**. The abstract review will be conducted online **May 21-May 27**. Final decisions will be made by review group chairs between **June 3 and June 8**. Workshop moderators will choose abstracts for their session between **June 10 and June 16**. **These choices must be completed by June 16**. Workshop agendas must be finalized, speakers contacted/invited and confirmed, and the completed agenda form received by the CFF by **June 30**. A form on which to submit the agenda will be sent to each moderator with our initial letter.
3. The Foundation will pay a \$500 honorarium for workshop moderators. **Their registration fee will NOT be waived. No financial incentives will be offered to workshop speakers from North America (see Item 4 below).** Occasional exceptions may be made if there is an invited speaker who is key to the session, but is unable to attend without some financial assistance. These cases should be discussed with Cynthia Adams, and her approval must be obtained **before the speaker is invited**.
4. Participants from outside of North America who have abstracts accepted for workshop presentation or are invited speakers in workshops will be offered a \$500 travel stipend. **No financial aid of any kind will be given to invited speakers or abstract presenters in workshops from North America.**

SHORT COURSE INSTRUCTORS

Short Courses are four hours long. The primary instructor(s) will be responsible for developing the course curriculum and producing a course syllabus. If more than one instructor is involved in writing the syllabus, the primary instructor must collect, organize, paginate, etc. the document and send it to the CFF. The CFF will not accept individual pieces of a syllabus from multiple instructors. A **camera-ready, black and white, hard copy original** for the syllabus must be sent to the CFF by **August 5**. Travel expenses will be paid and the registration fee will be waived for a maximum of two instructors per course. **One** \$500 honorarium per course will be paid for development of the syllabus. This can be paid to one person or split between instructors. If additional speakers are needed for a Short Course, the primary instructor must contact Cynthia Adams **before** extending an invitation to discuss whether any further financial concessions can be offered. In general, the CFF will not pay expenses for more than two instructors per course. However, expenses can be divided among several instructors, if necessary, e.g., airfare for one, lodging for another, waiver of registration for a third, as long as the total is no more than what would be paid for total expenses for two people.

DISCUSSION & NETWORKING GROUPS/CONSULTATION CLINICS/BROWN BAG LUNCHEONS/ROUNDTABLES

1. All leaders/moderators will be responsible for ensuring that their sessions begin and end on time. **Caregiver Discussion Group** leaders also are responsible for notifying the CFF **before July 24** if they plan to use additional audio-visual equipment or any special set-ups (e.g., head table, a set other than theatre, etc.).
2. CFF will waive registration fees (but not pre-conference course tuitions or other event fees) for a maximum of 2 leaders for each of the **Thursday Caregiver Networking groups** and the **Friday and Saturday Caregiver Discussion groups**. CFF will also waive registration fees for a maximum of 4 speakers for each of these groups.
3. **Consultation Clinic** moderators will be required to review the cases submitted for their session. The review will take place **May 29-June 5**. Registration fees (but not pre-conference course tuitions or event fees) will be waived for Consultation Clinic moderators and case presenters. **The CFF will not pay expenses for individuals chosen to present in these sessions.** This policy will be explicitly stated in the 2009 NACFC Consultation Clinic case submission instructions.
4. Registration fees (but not pre-conference course tuitions or other event fees) will be waived for **Brown Bag Luncheon** speakers (**maximum of 2 per session**).
5. **NO** financial incentives will be offered for **Roundtable** moderators.