



GUIDELINES FOR AASLD SINGLE TOPIC CONFERENCE (CM03-97-38-10)

Location:

All conferences are to have a minimum of 60 attendees including speakers, and a maximum of 250-300 participants including speakers unless otherwise requested by the AASLD Governing Board. The accepted location for these conferences will be based on facility availability.

Time:

Four (4) Single Topic Conferences will be planned each year. The Hepatitis Conference will be held in March, The Henry M. and Lillian Stratton Basic Research Conference will be held in June, the Clinical Research Conference in September, and the Endpoints Conference in December (see separate AASLD Endpoints Single Topic Conference guidelines). A Pediatric Course will be held every other year.

Meetings that include a Saturday night stay are recommended to minimize financial spending. However, they are not required. The Course Directors are asked to be fiscally responsible when making these types of decisions. Evaluations will be made annually based on current airline market conditions.

Registration Fee:

Registration fees will be determined during the AASLD annual budget process and be based on current market value.

Trainee Travel Awards:

There may be up to 10 trainee travel awards given. The course director(s) will determine the awardees. These awards will be for \$500/person.

Faculty:

The standard format is a one and one-half to two-day conference with no more than 28 speakers, including up to three (3) Course Directors.

- No more than 6 of the 28 may be international (excluding Canada and Mexico). Beyond this number, approval must be received from the AASLD President.
- Non-refundable coach airfare, hotel and actual expenses are provided for speakers, but no honorarium will be given. Speakers are required to utilize an AASLD predetermined Travel Agency in order for the Central Office Staff to better manage airline travel. Speakers, who choose not to utilize an AASLD predetermined travel agency, resulting in a failure to comply with AASLD travel guidelines, shall not be reimbursed.
- Session moderators must be selected from the speaker pool.

NOTE: Partnerships with sister societies to support international speakers above and beyond the 6 listed above is acceptable.

Continuing Medical Education (CME)

CME credits will not be offered. However, all faculty participating in an STC are expected to disclose to the audience any significant financial interest or other relationship (1) with the manufacturer(s) or any commercial product(s) and/or other provider(s) of commercial services discussed in the educational presentation and (2) with any commercial supporters of the activity. They are also expected to disclose if the content of their presentation includes discussion of any unapproved, off-label, or investigational uses of a product.

Sponsorship:

Direct commercial sponsorship will not be allowed. However, contributions to an STC general fund will be permitted and acknowledged. Exhibitors or other commercial activities shall also be prohibited.

Special Requests:

The Course Director(s) are expected to adhere to the Board approved budget. All unbudgeted requests, such as special audiovisual equipment, transcription of tapes, and interactive voting systems, must be coordinated and approved in advance by the AASLD. A written proposal for the special request must be submitted to the AASLD Central Office. Financial commitments on behalf of the Association will be made by the Central Office with Board approval.

Publication of Conference Proceedings:

Meeting reports will be published in *Hepatology*. The course director should contact *Hepatology* at least two months prior to the meeting concerning the appropriateness of the topic and guidelines as to manuscript length and due date. In general, a meeting report should be a concise synopsis of new information, written by two or three organizers at the conclusion of the conference or immediately afterwards. The completed manuscript should be submitted to the *Hepatology* Journal office no later than three weeks following the meeting.