



**American Society of Tropical Medicine and Hygiene
59th Annual Meeting
November 3-7, 2010
Marriott Atlanta Marquis
Atlanta, Georgia USA**

***Symposium Submission Guidelines
and Presentation Agreement***

Symposium Proposals Due March 2, 2010

When an individual submits a symposium proposal, he/she is acknowledging that he/she has read and agrees to the Symposium Submission Guidelines and Presentation Agreement, and has shared this information with the proposed symposium chair, co-chair and speakers.

SYMPOSIUM SUBMISSION GUIDELINES

Symposium Proposal Process

- The symposium proposal submission deadline is **March 2**.
- Submit your proposal to the online submission site **beginning February 3**, available via link at <http://www.astmh.org/AM/Template.cfm?Section=Home>.
- By March 2, you are required to provide the symposium title, symposium description and symposium topic category, as well as the symposium organizer, co-chair and four probable speaker names, organizational affiliations and presentation titles.

You will notice that the speaker disclosure fields are not required fields during this initial symposium proposal period. ***However, you may enter the speaker disclosure information during the symposium proposal process if this information is available.***

- Return to the symposium submission site to make changes or corrections before the submission deadline of March 2. Simply click the word **Symposium** under the heading **Sessions List** to call up your submission(s).
- Abstracts are not required for individual symposium talks. Symposium speakers should not submit abstract proposals in response to the ASTMH Call for Abstracts that duplicate their symposium talks. Speakers are, however, welcome to submit abstracts on topics not covered in their symposium session for consideration as an oral presentation in a scientific session or as a poster.
- A scientific review committee will evaluate and select symposium proposals.
- ASTMH headquarters will issue contingent acceptance notices to selected symposia in late April.
- For symposia that receive contingent acceptance, the symposium organizer is responsible for finalizing the complete symposium data (symposium title, presenter names and organizations, titles of talks, learning objectives and financial disclosure information for final roster of speakers) in the online symposium database by June 2.
- **Very important!** All annual meeting speakers are required by ASTMH policy and the Accreditation Council for Continuing Medical Education (ACCME) to provide pertinent financial disclosures (if any exist) so that meeting attendees are aware of such relationships. This policy applies to symposium speakers. If your symposium proposal is accepted, forward the financial disclosure form to each of your proposed speakers. Ask each speaker to complete the form and return it to you so that you may enter disclosure data into the symposium site. Speaker disclosure information for accepted symposia must be entered into the ASTMH online symposium submission site by **June 2**.

SYMPOSIUM SUBMISSION GUIDELINES (continued)

- Final symposium acceptance is issued only upon complete entry of session data and speaker disclosure information by June 2. Symposia with contingent acceptance that do not have complete session data entered by June 2 will receive notification that the symposium is declined.
- After June 2, accepted symposium submissions cannot be edited by submitter. ***The symposium organizer will NOT receive a proof of the symposium before it is printed in the Final Program book.*** The Final Program book will include the symposium data as it appears in the online submission database as of June 2.
- Final schedule information for symposium sessions will be sent in mid-August.
- The program committee asks that individual speakers limit their participation to a maximum of two symposia, or in exceptional cases, three symposia. Symposium organizers are asked to ensure speakers in their sessions follow this guideline.
- ASTMH reserves the right to make editorial changes to symposium descriptions, presentation titles and speaker affiliations in order to clarify the data communicated in the session text and to adhere to continuing medical education (CME) guidelines.

Symposium Length

Typically a symposium features four presenters at approximately 25 minutes each. However, the program committee will consider other creative presentation formats.

Symposium Content

As specified by the society's continuing medical education (CME) accreditation by the ACCME, ASTMH maintains responsibility for and controls all symposium content. Symposium content must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest. Symposium presentations must give a balanced view of therapeutic options and reference the best available evidence. Use of generic names will contribute to this impartiality.

Symposium Categories

The categories for symposium submission are as follows:

- Clinical Tropical Medicine
- Diarrhea and Bacterial Illness
- Entomology
- Filariasis
- Global Health (see listing of specific topics below)
- Intestinal and Tissue Helminths, Cestodes
- Kinetoplastida
- Malaria
- Molecular Parasitology
- Opportunistic and Anaerobic Protozoa
- Pneumonia, Respiratory Infections and Tuberculosis
- Schistosomiasis-Helminths
- Tick-Louse-Flea-Mite-Borne Diseases
- Tropical HIV and Co-Infections
- Virology
- Water, Sanitation and Hygiene
- Other

Global Health Topic Areas

Global health topic areas focus on globalization's impact on health, health disparities and global health partnerships. Examples of topics include but are not limited to:

- Multidisciplinary approaches to north-south global health partnerships/core curricula, academic competencies and models of partnered research
- Non-communicable diseases and chronic health problems of the developing world
- Socioeconomic determinants of health in the developing world
- Climate and environmental impact upon the health of the developing world
- Cost-effective prevention of tropical diseases in the developing world
- Improving health metrics in the developing world
- Global health workforce crisis
- Rapid diagnostics and drug delivery for low-resource settings
- Tobacco and multinational industry impact on health overseas
- Product and process innovation
- Implementation strategies

SYMPOSIUM SUBMISSION GUIDELINES (continued)

Satellite Symposia

If you are interested in proposing a symposium that is organized or co-organized by a commercial entity, please complete a Satellite Symposium Proposal Form, available beginning early March at www.astmh.org.

Symposium Submission Site...Helpful Hints When Entering Your Proposal

- Symposium proposals must include the symposium title, symposium description and symposium topic category, as well as the symposium organizer, co-chair and four probable speaker names, organizational affiliations and presentation titles. You will notice that the speaker disclosure fields are not required fields during this symposium proposal period.

However, you can enter the speaker disclosure information during the symposium proposal process if this information is available. A speaker disclosure form that can be distributed to your proposed speakers can be found at the end of this document.

- **Internet Browsers.** Use Internet Explorer version 6.0 or higher for Windows. Use Safari version 2.0 or higher for MAC.
- **Username and Password.** The username and password for the symposium submission site is not the same as the ASTMH Web site username and password. Use the links in the LOGIN box of the symposium submission site to create a new account or retrieve your password from a previously submitted proposal.
- **Co-Chair Screen.** The submission site features a Co-Chair page that will require you to identify a session co-chair. If your symposium does not feature a co-chair, click on "People Lookup" and search for the last name=NotApplicable. (Do not insert a space between words. Simply type NotApplicable.) In the financial disclosure form that follows, click the box that reads "I have nothing to disclose."
- **Presentation Length.** You are asked to indicate the approximate presentation length for each speaker's talk. The presentation lengths for all speakers should add up to 105 minutes. Enter the presentation lengths using time periods that are multiples of five.
- **Character Lengths for Data Fields.** When entering data for your symposium participants, please note the character limits for the following data fields. If you exceed the character counts for these fields, the submission site will generate an error message.

ORGANIZATION INFORMATION Section

Organization = 255 characters

Department = 100 characters

CONTACT INFORMATION Section

Contact Address 1 = 50 characters

Contact Address 2 = 50 characters

- **Use SUMMARY page to view your data.** You will not find a SUBMIT button after entering your data. The system captures your data as it is entered. Use the SUMMARY link on the left side of the screen to view the information you have submitted.

Questions? Contact:

ASTMH Headquarters
111 Deer Lake Road, Suite 100
Deerfield, IL 60015 USA
+1-847-480-9592
Fax +1-847-480-9282
info@astmh.org
www.astmh.org

SYMPOSIUM PRESENTATION AGREEMENT

By submitting a symposium proposal for presentation at the ASTMH 59th Annual Meeting, the symposium organizer has agreed to the stipulations in this Symposium Presentation Agreement on behalf of all symposium participants (symposium organizer, symposium chair and co-chair, symposium speakers).

Symposium Participants

I understand that for the purposes of this agreement, the term "Symposium Participants" refers to the symposium organizer, chair, co-chair, moderator, speakers, and anyone else who may have a role in my symposium.

Symposium Funding and Conference Registration Fee Policy

I confirm that my symposium participants understand that there is no ASTMH funding for symposia. Symposium organizers, chairs and speakers are responsible for their own funding to attend the meeting. Symposium speakers who are not ASTMH members receive a complimentary annual meeting registration. Symposium speakers who are ASTMH members must pay the registration fee. Symposium organizers, chairs and co-chairs must pay the conference registration fee.

Presentation Schedule

I understand that the symposium participants will be available to present anytime during the program schedule on the dates of November 4, 5, 6 and 7. I confirm that the symposium participants will be able to present on the date and time that the program committee schedules the symposium. I understand that the symposium participants cannot ask for a symposium to be re-scheduled once it has been assigned a presentation time.

Presentation Materials

I confirm that my symposium participants understand any slides, abstracts and handouts presented during our symposium cannot contain advertising, trade names or product group messages.

Assurance of Client Confidentiality

I confirm that my symposium participants understand that they are responsible for ensuring that any information presented regarding clients of health services be sufficiently edited or modified to ensure the confidentiality of the clients unless the symposium participants have obtained specific permission according to applicable ethical standards, laws and regulations from any client about whom identifying information is presented.

Permission for Use of Name and Likeness

On behalf of my symposium participants, I hereby give the American Society of Tropical Medicine and Hygiene, its agents and representatives the right to use the names and likenesses of symposium participants in promotional and other material published in relation to the meeting.

Permission for Recording of Presentation

On behalf of my symposium participants, I hereby give permission for the American Society of Tropical Medicine and Hygiene, its agents and representatives to audio record and make audiotapes, audio CDs or audio DVDs of all presentations in this symposium and grant ASTMH a nonexclusive, royalty-free license to distribute those electronic media, and to use the material they contain, including any printed materials the symposium organizer, chair, co-chair and speakers choose to provide, for any lawful purpose, including publication in a conference proceedings, sales to members and the general public and/or distribution via the Internet. I confirm that symposium participants understand that they will receive no remuneration for such usage.

I confirm that I have received permission from all speakers in this symposium to audio record the session. If there is a speaker replacement for this session, I confirm that I give permission on behalf of the replacement speaker to audio record his/her presentation.

SYMPOSIUM PRESENTATION AGREEMENT (continued)

Permission for Publication of Material

On behalf of my symposium participants, I agree to grant the American Society of Tropical Medicine and Hygiene one-time copyright for publication and reproduction of material that symposium participants may provide for inclusion in the proceedings for the conference. The copyright consists of any and all rights allowed by the copyright laws of the United States and all foreign countries. I confirm that the symposium participants understand that the proceedings, including their contributions, will be made available in printed and/or digital form to the attendees of the conference, ASTMH members, and other interested parties pursuant to policies established by the ASTMH council. I confirm that my symposium participants understand that ASTMH will hold the copyright for the proceedings and its contents. I confirm that my symposium participants understand that the copyright of the compilation of materials in the proceedings is not the same as the copyright of an individual item of material included in the proceedings. I confirm that my symposium participants understand that they are encouraged to include copyright notices as appropriate on all the materials that they choose to submit to ASTMH for publication. I confirm that my symposium participants understand that ASTMH takes no responsibility for registering any copyright and advises symposium participants to take all appropriate steps to do so.

On behalf of my symposium participants, I authorize ASTMH to sell or otherwise distribute said proceedings to the membership and general public. In return, I confirm that my symposium participants understand that ASTMH grants us the right to reprint our contributions in any publication.

On behalf of my symposium participants, I affirm that our contributions contain no matter that is defamatory or is otherwise unlawful or invades individual privacy, or infringes on any proprietary right or statutory copyright. On behalf of my symposium participants, I affirm that our contributions are original with us or that we have obtained permission at our own expense from the copyright holder for publication and will submit documentation, showing permission for use, to ASTMH at the time of submission of the materials to be distributed.

Indemnification Agreement

I confirm that my symposium participants agree to indemnify and hold harmless the American Society of Tropical Medicine and Hygiene, its agents and its representatives should the material we present or provide for publication be determined to defame, libel or slander an individual or organization, violate the confidentiality of any individual or organization, or infringe on another's copyright.

Symposium Organization

I confirm that no commercial for-profit entity has an organizational role in this symposium program.



**American Society of Tropical Medicine and Hygiene
59th Annual Meeting
Atlanta Marriott Marquis
Atlanta, Georgia USA**

**Continuing Medical Education
Speaker Financial Disclosure Form**

**Return immediately to the symposium organizer:
<< Your name here with e-mail and/or fax number >>**

1. ASTMH Speaker Financial Disclosure Policy

As a sponsor accredited by the Accreditation Council for Continuing Medical Education (ACCME), ASTMH must ensure balance, independence, objectivity and scientific rigor in all its individually-sponsored or jointly-sponsored educational activities. ACCME requires ASTMH to document that anyone in a position to control the content of an educational activity has disclosed all relevant financial relationships with a commercial entity. ASTMH must then resolve any conflict of interest in order so that a financial relationship does not affect the content of the presentation.

Please indicate on this form if you have received, or anticipate receiving, any money, stock or other financial benefit from any commercial interest (see definition below) between November 22, 2009 and November 7, 2010. If you have a conflict of interest, ASTMH will work with you to ensure that the conflict is resolved before your presentation at the annual meeting.

2. Definitions of “Commercial Interest” and “Financial Relationships”

Commercial Interest

The ACCME defines a “commercial interest” as any entity producing, marketing, re-selling or distributing healthcare goods or services consumed by, or used on, patients.

Financial Relationships

Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (i.e. stocks, stock options or other ownership interest, excluding diversified mutual funds) or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership and other activities from which remuneration is received or expected. ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

3. Financial Disclosure Statement

Circle a) or b):

- a) Neither I nor my spouse/domestic partner have a significant financial interest or other relationship with any manufacturers of commercial products or service providers. I am not receiving direct payments from a commercial entity with respect to this activity.
- b) Either I or my spouse/domestic partner have a financial relationship, arrangement or affiliation with one or more commercial entities that could be perceived as a real or apparent conflict of interest ***in the content of this presentation.***

Salary: _____
 Grant/Research Support: _____
 Consultant: _____
 Ownership Interest (i.e. stockholder): _____
 Speakers Bureau: _____
 Other financial/material interest: _____

4. Resolving a Conflict of Interest

If you responded that either you or your spouse/domestic partner have a financial relationship with a commercial entity that will affect the content of your presentation, please indicate the method you will use to resolve this conflict of interest (circle one):

- a) The financial relationship indicated does not affect the content of my presentation.
- b) Limit the content to a report without recommendations.

If an individual has been funded by a commercial company to perform research, the individual's presentation may be limited to the data and results of the research. Someone else can be assigned to address broader implications and recommendations.

- c) Limit the sources for recommendations.

Rather than having a person with a conflict of interest present personal recommendations or personally select the evidence to be presented, limit the role of the person to reporting recommendations based on formal structured reviews of the literature with the inclusion and exclusion criteria stated ('evidence-base'). For example, the individual could present summaries from the systematic reviews of the Cochrane Collaboration.

5. Direct Payment from a Commercial Entity

By signing this disclosure form, I confirm that I am not receiving direct payments from a commercial entity with respect to this activity.

6. Verification

I verify that the information given above is accurate. I acknowledge that my presentation(s) must give a balanced view of the therapeutic options; when discussing unlabeled or investigational uses of a commercial product, these uses must be identified as unlabeled; that the use of generic names of products contributes to impartiality; and that if trade names are used, those of several companies should be used.

Speaker: Please complete information below.

Printed Name: _____

Signature: _____ Date: _____

Session Title: _____