

WELCOME TO THE 2011 ACVIM FORUM PLANNING COMMITTEE
Committee Members 2010-2011
ACVIM Forum Website: <http://www.acvimforum.org>

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ACVIM FORUM PROGRAM PHILOSOPHY

The Development of a successful 2011 Forum Program is achieved through the contributions of the 6 ACVIM Program Subcommittees and 16 Affiliated, Allied, and Interest Groups. The Committees should be guided by the program philosophy: **Continuing education and basic/clinical research programs should be thematic, state-of-the-art, and relevant to the practice of Specialties within the American College of Veterinary Internal Medicine.**

2011 ACVIM Forum Program Subcommittees

Small Animal Internal Medicine Chair
 Assistant Chairs

Equine Internal Medicine Chair
 Assistant Chair

Food Animal Internal Medicine Chair
 Assistant Chair

Cardiology Chair
 Assistant Chair

Oncology Chair
 Assistant Chair

Neurology Chair
 Assistant Chair

Dr. Nolie Parnell
 Dr. David Polzin
 Dr. Cynthia Ward
 Dr. Phoebe Smith
 Dr. Harold McKenzie
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ACVIM Affiliated, Allied and Interest Groups

American College of Veterinary Nutrition/AAVN
 American Board of Veterinary Practitioners
 American College of Vet Clinical Pharm/AAVPT
 American Society for Veterinary Clinical Pathology
 Association of Vet Hematology & Transfusion Med
 Comparative Gastroenterology Society
 Infectious Disease Study Group/ACVM
 Society for Comparative Endocrinology
 One Medicine/ACVIM-ERC
 Society for Veterinary Nephrology/Urology
 Veterinary Comparative Respiratory Society
 Veterinary Emergency and Critical Care Society
 Veterinary Ultrasound Society

Management Program (Communications
 Committee)

Veterinary Technicians

Dr. Vincent Biourge
 Dr. Liz McMurtie
 Dr. Dawn Boothe
 Dr. Leslie Sharkey
 Dr. Stephanie A Smith
 Dr. Steve Hill
 Dr. Jane Sykes
 Dr. Rebecka Hess
 Dr. Kate Meurs
 Dr. Dave Polzin
 Drs. L Rozanski/M Mazan
 Dr. Sean Smarick
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THANK YOU returning committee members and WELCOME new committee members for agreeing to participate on the 2011 ACVIM Forum Program Committee. The 2011 Forum will be in Denver, CO from Wednesday, June 15th through Saturday, June 18th.

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1. RESOURCES TO HELP YOU

- A. This document contains most of the information you need to develop your program
- B. ACVIM website <http://www.acvimforum.org/> Select "ACVIM Forum Program Committee" on the left. The top of the page lists important dates and deadlines, and the bottom of the page, under "Helpful Links" are links to many additional important documents, including information on speaker disclosure/conflict of interest.

2. DATES TO REMEMBER

Date	Activity
July 1	Affiliated, Allied and Interest Groups (AASIGs) submit topics to Marlene Hauck
July 15	AASIG Programs and Contact Speaker Forms submitted to appropriate Specialty Chair
Sept 1	All Specialty Programs, Preforum Programs and Speaker Contact Forms submitted to Forum Chair
Dec 1	Moderator Assignments submitted to ACVIM Office (Ruth Schoonover)
Dec 20	Selected Research Report Programs submitted to Forum Chair
Feb 1	Proceedings due
March 15	Late Breaking Research Report submissions due to ACVIM
April 1	Late Breaking Research Reports submitted to Forum Chair

3. DETAILED TIMELINE

June	Solicit requests for speaker/topic submissions on appropriate list serve(s)
July 1	Affiliated, Allied, and Special Interest (AASIG) groups submit their topics to Marlene Hauck and appropriate subcommittee program chair
July 1	Speaker/Topic Suggestion Submissions Close
July 15	Programs from Allied, Affiliated, and Interest groups (AASIGs) submitted to Forum Assistant Chair, including speaker contact information. If a complete program is not submitted by this date, it will be excused from the Scientific program for this year , and the hours will be filled by the Specialty sub-committee to which the program was to be submitted.
July 15	Subcommittees receive compiled submissions; available on ACVIM website
Sept 1	<p>Programs due from 6 ACVIM subcommittees (send to Marlene Hauck) and technician subcommittee (send to Suzi White).</p> <ul style="list-style-type: none"> PLEASE INCLUDE SPEAKER CONTACT INFORMATION – This will be available on the ACVIM website for solicited speakers Submit PREFORUM AND FORUM Programs including SOTA speakers, Comprehensive Reviews/ Clinical Workshops/ Post Graduate Courses Be sure to include a <u>resident function</u> during the specialty business meetings in the Preforum Program Programs should also include the contributions of the AASIGs Programs will undergo review and be returned to Specialty subcommittee Chairs for revision within two weeks of initial submission
Oct 10	Final Programs to the Board for Review
Oct 15	Call for Volunteers (including moderators)
Oct 15	Call for Research Reports/Abstract Submissions from ACVIM office. Submission forms will be designed so they can “roll-over” directly into the Abstract Submissions if not selected as a Research Report (repeated calls on Nov. 1 st and Nov. 15 th)
Nov Board Meeting	PreForum and Forum Programs approved by BOR Specialty Presidents include in their Board Report the names of the Chair and Assistant Chair of the Specialty planning Committee for the Forum occurring 18 months later. For example New Chairs and Assistant Chairs for the 2012 Specialty Forum Planning Subcommittee should be in the Specialty Report of the 2010 November meeting
Nov 20	Selected Speakers and non-speakers notified Via ACVIM Website
Dec 1	Research Reports and Abstracts Submissions due to ACVIM office
Dec 1	List of moderators submitted to the ACVIM office (Ruth Schoonover) Select moderators from the volunteer list and confirm availability Inform moderators that they will be asked to review the Proceedings for their sessions
Dec 10	Date by which Research Report Submissions provided to subcommittee chairs
Dec 20	Research Report Programs submitted to ACVIM Office (Ruth Schoonover) and copied to the Forum Chair (Marlene Hauck)
Jan 5	Authors of Research Report Notified of Submission Status on the Website
Feb 1	Proceedings Submission to the ACVIM office. These include proceedings for Comprehensive Reviews/ Interactive Sessions/ Post Graduate Courses. Proceedings are then distributed to the assigned moderators for the session for general editorial review
Feb 15	Call for Late Breaking Research Reports from the ACVIM office. Subcommittee chairs should follow this up with one or two additional calls using their Specialty list serves
Feb 22	Proceedings sent to reviewers
Mar 15	Reviewed Proceedings returned to ACVIM office Last day for submission of documents to be included in the Proceedings CD
Mar 15	Submission Deadline for Late Breaking Reports with Abstracts, Identification of Emerging Issues Presentation (if indicated). EI is typically in equine, but has been used in other subcommittees as indicated. Identify new subcommittee members for the Specialty planning committee for the Forum

	occurring approximately 14 months later. Please remember that the Specialty Presidents have the final say on appointing Subcommittee Chairs and Members.
Mar 20	LBRR programs due to ACVIM office and copy to Forum Chair
April 1	Last day for submission of information that can be included in the final Forum Program

4. STEPS TO PREPARING A PROGRAM

Picking the Speakers

1. 6 ACVIM Specialty Programs

- a. During the month of June, please be proactive in soliciting Speaker/Topic requests using your Specialty List-serve
- b. Also use this month to develop topic ideas with your committee
- c. SOTA speakers and Post-doctoral course lecturers are usually chosen by the Specialty Planning Committee and are not selected from the Speaker/Topic requests
- d. Closing date for the Speaker/Topic Submissions is approximately July 1st
 - i. The list is categorized by Specialty and posted on the ACVIM web
 - ii. Be aware that some suggestions may apply to more than one Specialty, in which case they will be listed under more than one Specialty
 - iii. Contact speakers to ensure they are willing to speak and confirm availability—be sure to indicate which program you are associated with
- e. Please use this list as much as possible to develop your program

2. Lecture Categories: see page 6 for descriptions

Research: Research Reports, Study Proposals, and State of the Art Speaker

Comprehensive Reviews: Fundamental Principles, Applied Medicine

Clinical Workshops: Case Discussions, Panel Discussions, Workshops, Year-in Review

Post Graduate Courses: 2, 3, or 4-hour sessions given by one lecturer with recognized expertise

All of these parts of your Preforum and Forum Programs are due on Sept 1 except Research Reports and Study Proposals which are not due until Dec 22

Putting the Program Together

1. When developing any program, look back through the previous several years to be certain that the topics are not redundant. This is especially important when selecting the topic and speaker for the Post-Graduate Courses (Formerly Short Courses).
2. As you select speakers, take a look at their qualifications. Be sure that they meet the speaker requirements for the category in which they are to speak. All speakers will be required to fill out a disclosure form (available on the web), but if you are aware of any potential conflicts of interest, please let the ACVIM forum program chair know. The information regarding the ACVIM's COI policy is available at: <http://www.acvimforum.org/websites/forum2010/index.php?p=423>.
3. As you develop your final program, evaluate the titles. The title of the talk should provide the reader a good idea of the lecture content. For example, a talk titled "Respiratory Diseases of Neonatal Kittens" is much too broad. An effective title should include the types of diseases and the aspect of medicine that the author will discuss. A title like "Serologic Identification and Treatment of Viral Respiratory Diseases in Kitten and Cats" is a much more informative title. In addition, please ask your speakers to avoid catchy titles, and to use the wording "in Cats" or "in Dogs" rather than "in the Cat" or "in the Dog". Titles should not exceed 75 characters. Sessions that have two titles in a 50-minute time period should not exceed 35 – 40 characters.

5. SESSIONS IN YOUR FORUM PROGRAM (PRE-FORUM PROGRAM NOT INCLUDED):

2011 ACVIM Forum Program Schedule	# of Sessions			# 50-Min Sessions
	4 hr	3 hr	2 hr	
Keynote/Consensus Sessions			1	2
One Medicine	1			4
Small Animal Internal Medicine				
SOTA			1	2
Research (Including LBRR, RR, Studies)	1		2	8
Comprehensive Reviews	4	1	3	25
Post Graduate Courses	3			12
Clinical Workshops	2			8
Clinical Pathology (ASVCP)	2			8
Clinical Pharmacology (ACVCP/AAVPT)	1	1		7
Emergency & Critical Care (VECCS)	2			8
Endocrinology (SCE)	1			4
Liver and GI (Liver Study Group; CGS)	1	1		7
Hematology (AVHTM)	1			4
Infectious Dz (Infectious Dz Study Group/ACVM)	1		1	6
Urology (SVN/U)	1			4
Nutrition (AAVN/ACVN)	1			4
Respiratory (VCRS)		1		3
Ultrasound (Veterinary Ultrasound Society)	1			4
Total				114
Equine Internal Medicine				
SOTA			1	2
Research (Including LBRR, RR)	1		2	8
Comprehensive Reviews	2	1	1	13
Post Graduate Courses	1			4
Clinical Workshops	1			4
AAVN/ACVN or VCRS	1			4
Total				35
Food Animal Internal Medicine				
SOTA			1	2
Research (Including LBRR, Studies)	1			4
Comprehensive Reviews	3	2		18
Clinical Workshops	1			4
Post Graduate Courses	1			4
AAVN/ACVN or VCRS	1			4
Total				36
Cardiology				
SOTA			1	2
Research (Including LBRR, Studies)	1		2	8
Comprehensive Reviews	2	1		11
Clinical Workshops	1			4
Total				25
Neurology				
SOTA			1	2
Research (Including LBRR, Studies)	2			8
Comprehensive Reviews	2	1		11
Post Graduate Course (2012-Cardio)	1			4
Total				25
Oncology				
SOTA			1	2
Research (Including LBRR, Studies)		1	1	5
Comprehensive Reviews	3		1	14
Clinical Workshops	1			4
Total				25

Practice Management	2			8
Veterinary Technicians	10	2		46
Total				320

6. LECTURE DESCRIPTIONS

A. RESEARCH FOCUSED LECTURES

1. Research Reports (25-minute sessions, one speaker per session)

Research Reports are presented by an active researcher the field. Research Report permits an active researcher the opportunity to present new findings using an extended abstract format. The presented findings may be clinical or basic in nature. The length of these lectures is 25 minutes to allow for a more in depth explanation of research approach, findings and interpretation, but the overall style of the lecture should be that of an abstract. Specifically, introductory information should be only a small part of the material presented, with the majority of the lecture comprising cutting edge research findings.

Speaker Qualifications: Presented by an active researcher the field. Post-doctoral researchers and young faculty may be considered, but graduate students, residents and candidates may not present in this category. Only one presenter per 25-minute session unless approved by the subcommittee chair

Target Audience: other Researchers, Specialists, and Interested Attendees

Subcategories:

A. Research Reports (Submitted by Subcommittee to ACVIM Office (Ruth@ACVIM.org) and copied to the Forum Chair (marlene_hauck@ncsu.edu) by Dec 20th)

- Lectures selected from abstract submissions; each abstract is assigned one-half of a session (25 min.)
- Reports on similar subjects are scheduled together

B. Late-Breaking Research Reports (submitted by Subcommittee to the ACVIM Office (Ruth@ACVIM.org) and copied to the Forum Chair (marlene_hauck@ncsu.edu) by April 1st)

- Specialty Forum planning subcommittees may decide to reserve NO MORE THAN TWO Research Report sessions to be filled late spring with late breaking information. While not mandatory, **I STRONGLY encourage groups to have two LBRR in either their Preforum or Forum program.** Speakers for these sessions will be determined no later than April 1st just preceding the ACVIM Forum (ie; April 1st, 2011 for the June 2011 ACVIM Forum) and abstracts will be due March 15th. This submission date pertains ONLY to Late Breaking Research Reports.
- All information related to the Late Breaking Reports will only be available on the ACVIM website and will not be published in either the hard copy Proceedings or on the CD. Titles and speaker names will be included in the final Program.
- A maximum of 2 hours of Late Breaking Research Reports may be included in the Equine, FA, Oncology, Cardiology and Neurology Specialty Programs. A maximum of 4 hours of Late Breaking Research Reports may be included in the SAIM program.

Proceedings: Abstracts for Research Reports and Late-Breaking Research Reports are provided at the time that the Report is submitted for consideration. When Reports are selected for inclusion to

the Specialty's program, **the Specialty Subcommittee members should also proof the accompanying abstract for gross errors in wording.** The final version of the abstracts should accompany the list of reports that have been selected for the Specialty program and this information is to the ACVIM office on Dec 20 for Research Reports and April 1 for Late-Breaking Research Report

Special Note regarding Late Breaking Research Reports:

In planning your program, the decision to leave 25 minute spots in your program open to accommodate late breaking research reports is your decision. The maximum that any Specialty can have in their Forum program is **4** of the 25 minutes sessions for all specialties but SAIM which allowed **8** of the 25 minute sessions. We would encourage you to consult with your specialty president regarding the number of Late Breaking Research Report to include in your preforum program, as the number of these abstracts received has been limited. Filling these sessions may require the Specialty Subcommittee Chair to aggressively solicit submissions from your members with the goal of obtaining submissions and making selections in a very short time frame. The following email is an example of a message that can be used for that purpose.

Greetings LAIM diplomates:

I am sure by now you are all aware that the ACVIM forum has been redesigned with the goal of presenting the most cutting edge scientific and medical information available and to foster greater diplomate interaction. As part of the new format we are introducing a new category of talks, the research report, which is a 25-minute "super" abstract.

To allow presentation of the newest scientific data available, we are soliciting for **late-breaking research reports**. Time has been reserved to allow presentation of 2 late breaking research reports.

If you have "hot off the bench" (or out of the barn) research data that you would like to have considered for presentation in Denver, please send an abstract by March 15, 2011 to (insert the ACVIM website submission).

Guidelines for formatting and submission of the research report abstract are attached. Abstracts are due March 15, 2011. Selected speakers will be notified by April 2011.

Thank you,

2. Study Proposals (25-minute sessions)

Study Proposals permit researchers within a Specialty the opportunity to present research proposals for the purpose of critical evaluation, and to permit formation of multicenter studies. Study proposal may also provide updates on previously initiated multicenter trials. Presenters should be an active researcher or research team that includes Board Certified Specialists and/or PhD with an established reputation of successful scholarly accomplishments in the topic area of the proposal. In most instances the ACVIM Forum Sub-committee will request these presentations from individuals or researchers, and are most appropriately placed within the pre-forum program.

Target Audience: other researchers, specialists, interested attendees

Speaker Qualifications: Presented by an active researcher or research team that includes Board Certified Specialists and/or PhD Researchers with an established reputation of successful scholarly accomplishments in the topic area of the proposal

Proceedings: Proceedings (proposal summary) submitted on Feb 1.

3. State of the Art (SOTA) Speaker (2 X 50-minute lectures delivered by the same speaker)
SOTA Speakers provide 2 consecutive 50-minute lectures on cutting edge/news-breaking topics of significance to the significant interest to Veterinary Specialist and accomplished researchers in Veterinary Medicine. The majority of the information delivered in the lecture should be cutting edge, including some new data generated by the speaker's research activities. Topics that have applied or translational applications are particularly encouraged. The speaker should presume that this audience will have a good to excellent knowledge of the background information related to the lecture topic. These speakers are selected by the specialty Forum Planning Subcommittee with the advice of the Specialty President and Forum Chair and Assistant Chair. The SOTA speaker information should be submitted with the main program information, which is **due Sept 1** preceding the Forum. SOTA speakers are optional for the PreForum day but **must** be included as part of the three day Forum program.

Target Audience: Veterinary Specialist, Professionals, and Active Basic and Clinical Researchers

Speaker Qualifications: Board Certified Medical Professional or Accomplished Researcher (PhD) in the field. Board Certification is not limited to ACVIM. Presenter should be recognized as a significant contributor to the pool of knowledge related to the topic to be presented.

Proceedings: None Required. Suggested reading list is appreciated if provided.

ACVIM Specialty Subcommittees are allowed up to 2 SOTA speakers—one for the PreForum Program and one for the ACVIM Forum program

4. State of the Art (SOTA) Panel Member (2 hour participation in a Panel Discussion)
SOTA Panel Members contribute to 2 hours of panel discussion on cutting edge/news-breaking topics of significance to the significant interest to Veterinary Specialist and accomplished researchers in Veterinary Medicine. Topic description and depth is similar to that of the SOTA speaker. These panelists are selected by the specialty Forum Planning Subcommittee with the advice of the Specialty President and Forum Chair and Assistant Chair. The SOTA panel member information should be submitted with the main program information, which is **due Sept 1** preceding the Forum. SOTA panel members are selected in place of SOTA speakers.

Target Audience: Veterinary Specialist, Professionals, and Active Basic and Clinical Researchers

Speaker Qualifications: Board Certified Medical Professional or Accomplished Researcher (PhD) in the field. Board Certification is not limited to ACVIM. Presenter should be recognized as a significant contributor to the pool of knowledge related to the topic to be presented.

Proceedings: None Required. Suggested reading list is appreciated if provided.

B. COMPREHENSIVE REVIEW LECTURES

(50-minute lectures usually delivered by the same speaker)

Comprehensive Reviews provide an extensive, critical, up-to-date overview of a topic that is directly or indirectly applicable to Veterinary Internal Medicine. Lecture content is derived from evidence based reports and similar sources with minimal inclusion of empirical information. Presentation of subject matter should well exceed that of an advanced graduate or advanced professional student/resident lecture in complexity and depth. Comprehensive Reviews are divided into two categories; Fundamental Principles of Disease or an area of Applied Medicine.

- A. Fundamental Principles of Disease lectures are reviews of topics relate to medical physiology or pathophysiology of disease such as “Pathogenesis of cardiac arrhythmias” or “New hypotheses in mechanisms of metastasis”. Lecture content is not required to directly impact clinical practice, but should encompass an aspect of veterinary medical knowledge, and inclusion of unpublished data is strongly encouraged.
- B. Applied Medicine presentations provide a critical and extensive review of topics directly relate to the practice of veterinary internal medicine with the greatest portion of the information derived from scientific reports published in the past 3 to 5 years. Lecture content provides the attendees new information that directly applies to the practice of cutting edge veterinary internal medicine. Title examples include “Recent developments in managing refractory epileptic patients”, “Renoprotective mechanisms of angiotensin-converting enzyme inhibitors” or “Trilostane complications”, and inclusion of unpublished data is strongly encouraged.

Target Audience: Veterinary Specialist, Professionals, and Active Basic /Clinical Researchers

Speaker Qualifications: Board Certified Medical Professional or Accomplished Researcher (PhD) in the field. Board Certification is not limited to ACVIM

Proceedings: 3 pages per lecture due on Feb 1

C. CLINICAL WORKSHOPS: Clinical Workshops will be submitted along with all topic/speaker suggestions. A select few will be included in the professional grid while the remaining may be selected for the evening or early morning time periods.

1. Year in Review (50 minute presentation)

A summary of the previous year’s peer-reviewed publications related to an advanced area of Internal Medicine is presented in Year-In-Review lectures in an informal/discussion format. One or more Specialists conduct the presentation with a recognized expertise in the area of discussion. When necessary, the presenters may provide a small amount of background information, but the majority of presentation/discussion will focus on the peer-reviewed literature published in the past year relating to the topic of interest. An example title for a session of this nature is “Year-In-Review; Advances in Bovine Respiratory Disease.” Critical evaluation of information is encouraged during these sessions but presenters are advised not to interject personal biases in the discussions of data or publications.

Target Audience: Veterinary Specialist, Professionals, Active Researchers, Candidates, and Residents

Speaker Qualifications: The presenter should be a Board Certified Specialist and/or have equivalent credentials such as a PhD in the area of discussion.

Cardiology, Equine, Food Animal, Neurology, Oncology, and SAIM may not exceed 2 hours of Year-in-Review in their program unless the Forum Chair gives special permission.

Proceedings: Reference list of manuscripts reviewed submitted by Feb 1

2. Case Discussions, Panel Discussions, Workshop: (Case Discussions and Workshops should be 2 X 50 minute sessions, Panel Discussions should be 1 X 50 minutes)

Case and Panel Discussions and Workshops are interactive lectures in which advanced medicine cases, clinical techniques, or pertinent topics in Veterinary Medicine are presented and discussed in an informal setting. While informal in style, information discussed during these sessions should be derived from evidence based scientific discovery and employed as justification for the differing approach and decision-making processes described by the presenters. Clinical examples selected for Case Discussions and Workshops should illustrate the most current methods of diagnosis and treatment, and demonstrate problem based approach to management of complex diseases encountered in the practice of Internal Medicine. Panel Discussions should provide a platform for critical examination of opposing views on topics of interest to the practice of Internal Medicine. Panel members should be prepared to provide evidence-based findings to substantiate their varying positions on the topic of discussion.

Target Audience: Specialists and Advanced Practitioners, Candidates, and Residents

Speaker Qualifications: Presenters of Case Discussions and Workshops should be well recognized Board Certified Specialists with recognized clinical expertise and selected cases should illustrate the most current methods of diagnosis and treatment. Participants in Panel Discussions should be Board Certified Specialists or have equivalent qualifications such as PhD training and expertise in the area of the Discussion topic. All speakers should provide evidence-based findings to substantiate their position on the topic of discussion.

Specialties may not exceed 4 hours of Case Discussions, Workshops or Panel Discussions in their program unless the Forum Chair gives special permission.

Proceedings: If appropriate, 3 page manuscript due on Feb 1

D. POST GRADUATE COURSES

(FORMERLY FORUM SHORT COURSE or FORUM FOCUS, 2, 3 or 4, 50-minute lectures on the same topic, provided by the same speaker)

Post Graduate Courses provide a series of advanced level lectures on a topic of clinical interest in a format of a mini-course. The format of the lectures is critical UP-TO-DATE overview but may also incorporate clinical case examples and other case material. Courses may include 2, 3 or 4, 50-minute consecutive lectures on a thematic topic, and lecture should build upon each other towards development of a larger concept.

The ABVP affiliated group will provide suggested topic lists to the SAIM subcommittee, from which one PGC should be developed and will be co-branded with ABVP.

All specialties may consider the use of a PGC to design a short course that would fulfill the new research requirement for residents. **If you are interested in doing so, please work with the Education and Research committee (Dr. Kate Meurs) to ensure your planned course will fulfill the requirements.**

Target Audience: Veterinary Specialist, Professionals, Advanced Residents and Graduate Students

Speaker Qualifications: Board Certified Veterinary Specialist whose contributions and knowledge of the course topic is well recognized within the profession. The same speaker delivers all lectures in the course

Proceedings: 3 pages per lecture due on Feb 1

Cardiology, Neurology and Oncology have been providing the Post-Graduate Course on a rotating basis, with the specialties not providing the PGC giving a clinical workshop instead. The PGC was provided by Oncology in 2010, Cardiology in 2009, and Neurology in 2008.

7. ADDITIONAL SPEAKER RELATED INFORMATION

COMPENSATION FOR SPEAKERS

Lecture Length/Category	Complementary Registration	Presentation	Proceedings (abstracts)	Travel
<ul style="list-style-type: none"> • Research Reports • Late Breaking Research Reports • Study Proposals 	Included	\$250.00	No Payment	No Payment
SOTA Speaker and Panel members	Included	Speakers: \$1000.00 for 2 X 50 min lectures or panel participation		Airfare 2 nights hotel 2 days per diem
<ul style="list-style-type: none"> • Comprehensive Reviews • Post-Graduate Courses • Clinical Workshops • Year in Review 	Included	\$175/Lecture	\$75/Lecture if provided	\$500 (N. A.) \$1000.00 (Non-N. A.) Maximum: \$1000.00 (N. A.) \$2000.00 (non-N. A.)
Consensus Statement	Up to 7 (including the Chair)	Chairperson is provided \$1000.00 plus \$750.00 per member up to 6 members (Maximum amount = \$5500.00). Total is distributed among the committee members based on individual contribution.		
Extraordinary Veterinarian	Included	As worked out with sponsor – usually around \$2,000.00 total cost		

ACVIM SPONSORSHIP POLICIES

1. The policy states: "Program sponsorship will be solicited by the ACVIM Sponsorship Coordinator after programs have been submitted to the Program Chair. Program Subcommittee Chairs may not solicit sponsorship, and Company representatives may not be solicited in the formulation of programs by the various subcommittees."

2. The Purpose of the policy is to protect the scientific integrity of the Program.
3. Subcommittees are encouraged to use the Speaker Contact Forms to suggest possible corporate sponsors for specific sessions or talks.
4. **Do NOT contact potential sponsors yourself:** the ACVIM Sponsorship Coordinator will arrange sponsorships.
5. **Do NOT request additional honoraria or expense allowance for speakers** in your programs.

LECTURE LIMITS - HOW MANY SESSIONS CAN ONE SPEAKER PROVIDE?

Each speaker should be limited to **two hours** maximum in the Wednesday grid and two hours in the Forum. Research Reports do not count towards the two-hour limit. Some individuals may provide more than 2 hours by special permission from the Forum Chair. The ONE exception to this is those individuals providing the Post Graduate Course for a given specialty are clearly giving more than two hours.

8. Sample of Program Submission Forum: 2010 NeurologyProgram Summary

Comprehensive Reviews:	2 x 4 hrs, 1 x 3 hrs
Post Graduate Courses:	
Clinical Workshop:	1 x 4 hrs
SOTA Speaker:	1 x 2 hrs
Research Reports (includes LBRR):	2 x 4 hrs

COMPREHENSIVE REVIEWS

Theme: Metabolic myopathies/encephalopathies

Suggested Day and Session (AM or PM): ____ Sat PM_____

Speaker Name	Lecture Title 75 characters	Email Address	Selected from Speaker/Topic Submissions (Y or N)	Speaker Contact Form Submitted (Y or N)
1. Stephanie Valberg	Equine Myopathies: its not just tying up anymore	valbe001@tc.umn.edu	N	
2. Monica Aleman	Clinical and molecular aspects of malignant hyperthermia in the horse	mrleman@ucdavis.edu	N	
3. Dennis O'Brien	Approach to lysosomal storage diseases in the dog	obriend@missouri.edu		N
4. Andrea Fischer	Acute lower motor neuron paralysis	andrea.fischer@med.vetmed.uni-muenchen.de	Y	

Theme: Surgery_____

Suggested Day and Session (AM or PM): _Sat AM_____

Speaker Name	Lecture Title 75 characters	Email Address	Selected from Speaker/Topic Submissions (Y or N)	Speaker Contact Form Submitted (Y or N)
1. Sofia Cerda-Gonzales	Diagnosis and Management of Craniocervical Junction Anomalies – Challenges and Strategies	sc224@cornell.edu	N	
2. Andy Shores	Successes and Failures in the Surgical Management of Caudal Occipital Malformation	shores21@aol.com	Y	

	Syndrome in Dogs			
3. Matiasek/Goedde	Histopathologic changes and MRI findings in degenerative foraminal stenosis	tgoedde@t-online.de	y	
4. Patrick Kenny	The Ultrasonic Aspirator - Current and Potential Neurosurgical Applications	pkenny@rvc.ac.uk	y	

Theme: _____ Braindz/treatment _____

Suggested Day and Session (AM or PM): _____ Friday PM _____

Speaker Name	Lecture Title 75 characters	Email Address	Selected from Speaker/Topic Submissions (Y or N)	Speaker Contact Form Submitted (Y or N)
1. Michael Podell	Antiepileptic Drug Therapy: The Next Generation	mpodell@aercenter.com	Y	
2. Colette Williams, PhD	Clinical applications of electroencephalography in veterinary medicine	dcwilliams@ucdavis.edu	N	Y
3. Adam Mamelak, MD, PhD	Endoscopic transsphenoidal pituitary surgery	Adam.Mamelak@cshs.org	N	

CLINICAL WORKSHOP

Theme: _____ Mitochondrial encephalopathies, myopathies and Neuropathies _____

Suggested Day and Session (AM or PM): _____ Thursday AM _____

Speaker Name	Lecture Title 75 characters	Email Address	Selected from Speaker/Topic Submissions (Y or N)	Speaker Contact Form Submitted (Y or N)
1. Karin Jaderllund	A mitochondrially inherited neurological syndrome in the Golden Retrievers	Karin.Hultin-jaderlund@kv.slu.se	N	
2. Karen Vernau	Leigh-like syndrome in huskies	kmvernau@ucdavis.edu	N	
3. Kaspar Matiasek	Subacute necrotizing encephalopathy (SNE) in Yorkshire terriers: an update	kaspar.matiasek@aht.org.uk	N	
4. Diane Shelton	Diagnosis and treatment of mitochondrial myopathies in dogs	gshelton@ucsd.edu	N	

SOTA SPEAKER (same speaker, both hours)

Theme: Narcolepsy/cataplexy

Suggested Day and Session (AM or PM): ___ Fri AM

Speaker Name	Lecture Title 75 characters	Email Address	Selected from Speaker/Topic Submissions (Y or N)	Speaker Contact Form Submitted (Y or N)
1. Emmanuel Mignot	Narcolepsy in canines and humans: pathophysiology	mignot@stanford.edu	N	
2. Emmanuel Mignot	Narcolepsy in canines: clinical and therapeutic aspects. How to recognize narcolepsy in canines and treat it.	mignot@stanford.edu	N	

SOTA SPEAKER (same speaker, both hours)

Theme: Mitochondria and Diseases

Suggested Day and Session (AM or PM): ___ Weds AM

Speaker Name	Lecture Title 75 characters	Email Address	Selected from Speaker/Topic Submissions (Y or N)	Speaker Contact Form Submitted (Y or N)
1. Douglas Wallace	Bioenergetic and Epigenomic Interaction in Health and Disease	dwallace@uci.edu	N	
2. Douglas Wallace	Genetics and Pathophysiology of Mitochondrial Diseases, Animal Models and Therapeutics	dwallace@uci.edu	N	

RESEARCH REPORTS (25 minute sessions, 2 sessions per hour, not due until after the Nov 15 submissions are received)

Theme: _____

Suggested Day and Session (AM or PM): _____

Speaker Name	Lecture Title 75 characters	Email Address	Selected from Speaker/Topic Submissions (Y or N)	Speaker Contact Form Submitted (Y or N)
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1a. David Bruyette	Pituitary surgery in dogs	davebruyette@aol.com	N	
1b. Sarah Charney	Cyberknife therapy in dogs	scharney@illinois.edu	N	
2a.				
2b.				
3a.				
3b.				
4a.				
4b.				

Theme: _____

Suggested Day and Session (AM or PM): _____

Speaker Name	Lecture Title 75 characters	Email Address	Selected from Speaker/Topic Submissions (Y or N)	Speaker Contact Form Submitted (Y or N)
1a.				
1b.				
2a.				
2b.				
3a.				
3b.				
4a.				
4b.				

9. PREFORUM MEETINGS OF THE ACVIM SPECIALTIES

Purpose: A One-Day program comprised of scientific presentations and other related activities that will promote enthusiasm and a sense of belonging among the Specialty Diplomates, Candidates, and Residents.

Development and Design:

The ACVIM is comprised of 5 Specialties; Cardiology, Large Animal Internal Medicine, Neurology, Oncology, and Small Animal Internal Medicine. Each of these is unique in its size and focus. The Pre-Forum meeting is a one-day program dedicated to the members and “soon-to-be” (residents and candidates) members of these Specialties. The design of the Pre-Forum meeting is at the discretion of the Forum Program Sub-Committee, with general guidance from the Specialty President. The only predetermined events are the Specialty Luncheon and Reception. A Business meeting may also be included in the program, but is not mandatory. **If you have a business meeting, you need a resident function at the same time.** This day may also be a good place to situate resident directed programs, such as resident review sessions. **The Education and Research Committee is interested in working with the specialties in the development of resident directed presentations.** Please contact Dr. Kate Meurs (meurs@vetmed.wsu.edu), chair of the ERC, for additional information if your subspecialty is interested. This is due at the same time the rest of the program is due (Sept 1st). **DO NOT LEAVE THIS TO THE LAST MINUTE!** Designers should keep in

mind that the primary goal for this day is to promote a sense of unity and enthusiasm among the Diplomates, Candidates, and Residents within the Specialty, and programs should be designed accordingly. All aspects of the program should be high quality and should differ from the design and content of the general Forum. In addition, the program may include any mix of scientific and nonscientific events that the sub-Committee members deem most appropriate for the Specialty that they represent. The following table is a general design for the Pre-Forum meeting. However, Sub-Committees are not obligated to follow this design with the exception of the timing of the **Breaks, Specialty Luncheon, and Reception.**

Program	Equine Internal Medicine
8:00-8:10	President's welcome/mingle
8:10-9:00	Drs. Cohen & Hinchcliff: Publication & Common Manuscript Errors
9:00-9:50	Drs Cohen & Hinchcliff: Grant Writing Guide
9:50-10:05	Break
10:05-10:55	Business meeting + candidate function
10:55-11:45	Business meeting + candidate function
12:00-1:30	Resident/Candidate/Diplomate Luncheon, within specialty, honoring the new dip
1:45-2:30	Dr. Bob Magnus: The Internist As Profit Center
2:30-3:15	Panel: The Internist As Profit Center
3:15-3:30	Break
3:30-4:15	Highlights from Havemeyer: Ophthalmology (Drs. Clode and Plummer)
4:15-5:00 (can be later if needed)	Highlights from the World Association for the Advancement of Veterinary Parasitology
5:30-7:00	ACVIM Diplomate/candidate reception

TIME OF DAY	ACTIVITY
8:00 – 8:15	SPECIALTY PRESIDENT'S WELCOME
8:15-9:50	SESSION 1: SCIENTIFIC PROGRAM
9:50-10:00	BREAK
10:00-11:45	SESSION 2: SPECIALTY BUSINESS MEETING COUPLED WITH A CANDIDATE FUNCTION LIKE A REVIEW SESSION
12:00 – 1:30	RESIDENT/CANDIDATE/DIPLOMATE LUNCHEON (WITHIN SPECIALTIES, HONORING THE NEW DIPLOMATES)
1:45– 3:15	SESSION 3: SCIENTIFIC PROGRAM
3:15-3:30	BREAK
3:30-5:15	SCIENTIFIC PROGRAM
5:30-7:00	ACVIM DIP/CANDIDATE/RESIDENT RECEPTION (WHOLE COLLEGE)

Potential Designs for Specialty Programs: Programs may span part or all of the day, and Specialties may run more than one program tract at a time. However, topics selected for Specialty Day should be of broad appeal within the Specialty and the number of concurrent tracts somewhat limited to promote interaction and camaraderie among the members and soon-to-be members of the Specialty. **Remember: you may decide to have some or your entire program closed to persons who are not members or candidates in your specialty. Please make this decision in conjunction with your specialty president, and note on your program which sessions are to be closed.** In addition to the following suggestions, I would recommend you review the different approaches taken this year in the PreForum Programs of the various Specialties.

1. Clinical Trials/Multi-Center Studies: A portion of the program may be dedicated to the presentation and organization of Multicenter studies. These sessions could also include invited presenters/consultants who might provide general advice on designing, identifying funding, and executing multi-center studies.
2. Thematic Approach: This approach is based on designing a lecture series that focuses on a topic that is of broad interest to the Specialty. The series does not need to be comprised of lectures that are identical in style. For example, the first one or two hours might be a SOTA speaker or (50 minute) Comprehensive Review lectures which provide an in-depth review of the pathology and clinical aspects of a topic. These lectures might then be followed by several related 25-minute Research Reports, and/or a Discussion Panel.
3. Debated Topics: This series might start with several 25 or 50-minute lectures in which conflicting results or points of view are described/documented. A discussion panel comprised of the presenters could follow these formal presentations.
4. Non-Veterinary Medicine Topics: Some examples might include “innovated methods for teaching clinical techniques”, “career options in specialty medicine”, or “principles of clinical study design”.
5. Consensus Statement: part of the meeting may be dedicated to a discussion and selection of the Consensus Statement topic for the following year.
6. Late Breaking Research Reports: A small portion of the program may be reserved for Late Breaking Research Reports or Emerging Issue topics. These topics and speakers would not need to be selected until April 1th of the year of the Forum. Based on the last 2 years, I would suggest limiting the LBRR to the regular program, unless the committee feels there are sufficient number and quality to warrant inclusion in both the preforum and forum.
7. Winning Abstracts: Part of the program might include presentations of resident/graduate student abstracts that have won awards at other related meetings.

In developing your program, and determining the schedule, please remember to work with your Specialty President who is an “ex officio” member of your planning committee.

Who Attends the Pre-Forum Meeting:

1. The Business Meeting, Specialty Luncheon, and Diplomates Reception is closed to non-ACVIM Specialty members.
2. **The content of the PreForum day may be open to all attendees or part or all of the day may be designated as “for Diplomates and Candidates only”.** Simply designate the portions that are for members only when you submit your program.
3. If parts of your scientific meeting are designated as “for Diplomates and Candidates only”, **invited guest may still attend with the approval of the Specialty President.**

10. CONFLICT OF INTEREST INFORMATION

Speakers will be asked to fill out COI information as a part of their speaker contract this year. Please inform the ACVIM Forum Program Chair of any perceived or real COI of which you may be aware. Information on COI is available at: <http://www.acvimforum.org/websites/forum2010/index.php?p=423>
This is the speaker information site at www.acvimforum.org.

11. Overall ACVIM Forum Design

