

Save the Date

2022 Surgical Skills Speaker Course Guidelines

REIMBURSEMENT, TRAVEL, AND HOUSING

ACS relies on **volunteers** to help plan and conduct successful educational programs. Due to the size and scope of the meeting, ACS cannot provide reimbursement for airfare, honoraria, etc. to faculty. Faculty are asked to cover the expenses they incur while attending the meeting. ***However, one night of lodging reimbursement, up to a maximum of \$300, will be provided to hands-on skills lab faculty who participate for 4 or more hours.***

✚ Please secure your housing as soon as possible: www.facs.org/clincon2022/housing

REGISTRATION

Meeting Registration – As faculty for Surgical Skills Courses, your Clinical Congress meeting registration will be covered by the ACS. Your registration will be handled by ACS Registration Services staff in advance of the meeting (approximately the end of August). Registration Services (registration@facs.org) will send a registration confirmation email. If you wish to participate in additional paid sessions, you will be required to pay the corresponding fees for those events.

SPEAKER PRESENTATION MATERIALS

Course Speakers are required to prepare materials to be presented and distributed in the Course Syllabus and Test Questions.

○ Test Questions (Pre- and Post-Tests):

Speakers are required to submit 4 questions related to their presentation- with 4 possible answer choices to each question. Only one answer may be correct per question. **None-of-the-above, all-of-the-above and true/false answer options may not be used.**

Course Materials/Handouts: A PDF of your course presentation will be distributed electronically to all course participants. We ask that you provide an overview of your presentation for distribution with additional educational resources, such as relevant articles, references, and/or video links, as well.

○ Submit all course materials to kposley@facs.org by **July 15th**.

○ **Presentation Slides:** We ask that speakers prepare PowerPoint slides that will be used in conjunction with their presentation. Templates and guidelines will be made available in mid-August. Info will be sent via email with instructions on how to access the presentation upload site.