

## Call for Courses

The Annual Meeting of the American Academy of Optometry has long been considered the pinnacle of optometric continuing education. It is a place where vision scientists, educators and clinicians worldwide gather in the spirit of enhancing patient care and advancing the profession.



Academy 2009 Orlando will take place Wednesday, November 11 to Saturday, November 14, 2009, in Orlando, Florida at the Marriott World Center.

The Lectures and Workshops Committee invites you to participate in the program by submitting up to 3 course proposals for consideration. **Application is done completely online on the website.** Please note that the limit of 3 proposals includes those in which you are co-author. In addition to the 3 courses, you may also submit cases for consideration for the Grand Rounds sessions.

## Topics

Course selection is based on topical interest, outline content, and course originality within mainline optometric education and practice. Topics are arranged based on COPE categories.

Contact Lenses (CL)  
Functional Vision / Pediatrics (FV)  
General Optometry (GO)  
Glaucoma (GL)  
Grand Rounds (GR)  
Jurisprudence (JP)  
Low Vision (LV)  
Neuro-Optometry (NO)  
Peri-Operative Management of Ophthalmic Surgery (PO)  
Pharmacology (OP)  
Practice Management (PM)  
Public Health (PH)  
Refractive Surgery Management (RS)  
Systemic/Ocular Disease (SD)  
Treatment and Management of Anterior Segment Disease (AS)  
Treatment and Management of Posterior Segment Disease (PS)  
Workshop (WK)

## Submit early!

The open enrollment period for course submissions will take place January 1 – February 2, 2009. If you have any questions or find difficulty with the online course submission process, please contact Helen Viksnins at 240-880-3082, or Helenv@aoptom.org.

## Compensation

Lectures may be submitted as one or two hour segments. Workshops (having limited attendance) may be designated for one, two, or three hour segments. The teaching stipend is \$350.00 for each hour of lecture or workshop independent of the number of instructors. An additional \$50 per hour will be paid to instructors whose courses are designated as Continuing Education with Examination (CEE) (formerly known as Transcript Quality (TQ)). These courses must include test questions on material presented, which will be requested after course acceptance.

You have the option of donating your honorarium to the American Optometric Foundation (AOF). In making this tax-deductible contribution, you support the Academy's foundation to fund optometric research and education.



Courses should present information to enhance optometric patient care management. Presentations should not actively promote or advertise products or corporate interests. With competitive topics, Academy Fellows' course submissions will receive selection preference.

## How to Submit

Applications must be electronically submitted through the submission system by

11:59 PM (**EST**) February 2, 2009.

Click on the link to submission on the Academy's website. Notification of course selections will be provided to all applicants by March 31, 2009.

**Please ensure that your email address is accurate!  
All communication with authors will be by email.**

Instructors may submit a maximum of three course proposals to the Lectures and Workshops program. Note that the 3 total submissions include courses as author and co-author.

## COPE

The American Academy of Optometry is a COPE (Council on Optometric Practitioner Education) Qualified Administrator, and all courses submitted for consideration will, upon acceptance, be submitted for COPE approval. If the course you are proposing is already COPE-approved, please indicate the COPE course number where requested on the proposal form.

### Lectures and Workshops Program Conditions of Participation

1. The dates for submission of proposals will be January 1 – February 2, 2009. Courses must be submitted following the instructions on the Academy Web site, <http://www.aaopt.org>. Submissions will not be accepted in any other manner.
2. A complete course submission consists of a course outline (1 ½ page per hour MINIMUM), a CV of each instructor, and a completed proposal form. A valid email address for each instructor must be provided. Consent, disclosures and all other information on the proposal form must be completed for a course to be considered for **Academy 2009 Orlando**. Course outlines must provide enough information to allow the Lectures and Workshops program committee to determine if the course is suitable for presentation at the AAO 2009 meeting. Many topics are highly competitive and courses with updated, detailed outlines will be given selection preference.
3. Standard audio visual equipment for lectures includes: laptop computer; LCD projector; one Lavalier microphone; one podium microphone; one laser pointer.
4. Specify on the proposal form if you have a conflict of interest. If there is a conflict of interest, the type of conflict must be specified.
5. Indicate whether or not your lecture or workshop would qualify for Therapeutic CE credit as defined by AAO. A “therapeutic course” is one in which the diagnosis and management of patients with eye disease/trauma or ocular manifestations of systemic disease is clearly indicated as THE PRIMARY course objective by the speaker.
6. You must agree to present the accepted lecture or workshop at the time(s) scheduled by the Lectures and Workshops Program Committee. If you have a conflict that you already know about, please mark that in the comments box.
7. Council on Optometric Practitioner Education (COPE) Approval: All courses that are not already COPE approved will be submitted by AAO for COPE approval. COPE may contact instructors directly regarding a course. Instructors must make every effort to respond to requests as necessary to achieve COPE qualification.
8. You must pre-register for the meeting.
  - a. You will receive a reduced registration fee for **Academy 2009 Orlando** not including the cost of workshops, leadership courses or banquet tickets. If you wish to attend any workshop course, you must pre-register and pay the appropriate fee.

b. You must register separately for the banquet if you are planning to attend this event, and must pay the fees indicated on the registration form.

9. You **MUST** indicate whether or not permission is granted to offer your course (only two hour courses can be considered) for Continuing Education with Examination (CEE, formerly transcript quality, TQ) credit. By agreeing to this, if your course is selected, you will provide the Academy with thirty (30) multiple-choice questions and answers. These questions are for inclusion in a CEE examination, which will be administered by the Academy or its designated representative. An additional stipend of \$50 per course hour is paid to presenters of CEE courses.

10. The primary instructor will be notified by March 31, 2009, if the proposal has been accepted or rejected. Please inform your co-authors of acceptance!

### **Additional Guidelines for Workshop Proposals**

The Academy will assign a committee member to assist workshop presenters with preparations for the program.

1. Workshop proposals should clearly indicate that all attendees will be provided with hands-on experiences in techniques and procedures.
2. Instructors will be personally responsible for obtaining the necessary subjects, specimens, instrumentation, etc.
3. Lecture time during the workshop must not exceed ten (10) minutes.
4. Workshop size is restricted to a minimum of 10 attendees and a maximum of 24 attendees.
5. The Academy will provide audio-visual equipment, as requested by the workshop presenter. Audio-visual equipment **MUST** be requested. There is no standard set for workshops.
6. Workshops may be scheduled for one, two, or three hours.
7. The instructor is responsible for setting up equipment and materials 45 minutes before the workshop.
8. The Academy will provide subject reimbursement of \$50 per person and a maximum of \$400 per workshop.

## Guidelines for Grand Rounds Submissions

- Submit your case report as if you are submitting an outline for a lecture or workshop. Select Grand Rounds as your topic area.
- Please follow the format listed below.
- PowerPoint is required for presentations. Presentations are 15 minutes, strictly enforced as a courtesy to all speakers.
- Speakers will receive an honorarium of \$115, limited to one case/doctor.
- Up to 3 cases can be submitted per person, which will not count against the maximum 3 course proposals for Lectures & Workshops program.
- Due to strict time limitations, there can only be one presenter for each case.
- Presenters must adhere to HIPAA rules regarding patient identification.

### Grand Rounds Case Report Format

Each case report is required to begin with an abstract, limited to 35 words (present tense), describing the uniqueness of the case that merits presentation at the Grand Rounds.

- I. Case History
  - Patient demographics
  - Chief complaint
  - Ocular, medical history
  - Medications
  - Other salient information
- II. Pertinent findings
  - Clinical
  - Physical
  - Laboratory studies
  - Radiology studies
  - Others
- III. Differential diagnosis
  - Primary/leading
  - Others
- IV. Diagnosis and discussion
  - Elaborate on the condition
  - Expound on unique features
- V. Treatment, management
  - Treatment and response to treatment
  - Refer to research where appropriate
  - Bibliography, literature review encouraged
- VI. Conclusion
  - Clinical pearls, take away points if indicated