

# Registration Brochure Checklist: Jointly-sponsored Activities

## FRONT COVER

<input type="checkbox"/>	<b>Activity Title</b> <i>(required)</i>
<input type="checkbox"/>	<b>Dates</b> <i>(required)</i>
<input type="checkbox"/>	<b>Location: Hotel, City, State</b> <i>(required)</i>
<input type="checkbox"/>	<b>Recognition of Commercial Support</b> <i>(if applicable) (recommended)</i> Supported by an educational grant from <i>(name of commercial supporter)</i>
<input type="checkbox"/>	<b>Designation of Credit</b> <i>(recommended)</i> Earn up to <del>XX</del> <b>AMA PRA Category 1 Credits™</b> <i>(if applicable, also include patient safety credits)</i>
<input type="checkbox"/>	<b>Sponsorship Info</b> <i>(required)</i> Jointly Sponsored by the American Society of Plastic Surgeons and <i>(joint sponsor name)</i>
<input type="checkbox"/>	<b>Logos</b> <i>(required)</i>

The image shows a registration brochure for a course titled "THE GOLDEN TRIANGLE OF THE FACE: AESTHETIC & RECONSTRUCTIVE SURGERY OF THE EYES, NOSE & MID-FACE". The brochure features a woman's face with a yellow triangle overlaid on her eyes, nose, and mouth. Red callout boxes point to various elements of the brochure, which correspond to the checklist items:

- Logos:** Points to the American Society of Plastic Surgeons (ASPS) and American Society of Maxillofacial Surgeons (ASMS) logos.
- Date, Location:** Points to the text "September 30, 2010 InterContinental Toronto Centre Toronto, Canada".
- Activity Title:** Points to the main title "THE GOLDEN TRIANGLE OF THE FACE".
- Sponsorship info:** Points to the text "Jointly Sponsored by the American Society of Plastic Surgeons® and the American Society of Maxillofacial Surgeons".
- Recognition of commercial support:** Points to the text "Supported by an educational grant from KLS Martin L.P." and the KLS Martin L.P. logo.
- Designation of Credit:** Points to the text "Earn up to 8 AMA PRA Category 1 Credits™".

INSIDE BODY

<input type="checkbox"/>	<p><b>Educational Overview</b> <i>(required)</i>  <i>(this is the statement of need; explanation of why the program committee thinks it's important that the information in the activity is shared with the learner)</i></p>
<input type="checkbox"/>	<p><b>ABMS Core Competencies</b> <i>(recommended)</i>          List which of the six core competencies will be addressed</p> <ol style="list-style-type: none"> <li>1. Professionalism</li> <li>2. Patient Care and Procedural Skills</li> <li>3. Medical Knowledge</li> <li>4. Practice-Based Learning and Improvement</li> <li>5. Interpersonal and Communication Skills</li> <li>6. Systems-Based Practice</li> </ol>
<input type="checkbox"/>	<p><b>Intended Audience</b> <i>(required)</i>          This educational activity is intended for ...</p>
<input type="checkbox"/>	<p><b>Learning Objectives</b> <i>(required)</i>          Upon completion of this activity, participants should be able to:  <i>(insert 4-8 bullet points, using active verbs, describing new skills the learner should possess after the activity)</i></p>
<input type="checkbox"/>	<p><b>List of Faculty and their credentials</b> <i>(recommended)</i></p>
<input type="checkbox"/>	<p><b>Recognition of Commercial Support</b> <i>(if applicable) (recommended)</i>          Supported by (an) educational grant(s) from <i>(insert names and logos of commercial supporters)</i></p>
<input type="checkbox"/>	<p><b>Accreditation Statement</b> <i>(required)</i>          This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of the American Society of Plastic Surgeons (ASPS) and the (name of joint sponsor). The ASPS is accredited by the ACCME to provide continuing medical education for physicians.</p>
<input type="checkbox"/>	<p><b>Designation Statement</b> <i>(required)</i>          The ASPS designates this live activity for a maximum of <b>XX.XX</b> AMA PRA Category 1 Credits™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.</p> <p><i>(if applicable)</i> Of the <b>XX.XX</b> credit(s), <b>X.X</b> credit(s) have been identified as applicable to patient safety.</p>
<input type="checkbox"/>	<p><b>Disclosure Policy</b> <i>(recommended)</i>          The ASPS requires all faculty, authors, planners, reviewers, managers, and other individuals in a position to control or influence the content of an activity to disclose all relevant financial relationship or affiliations. All Identified conflicts of interest must be resolved and the educational content thoroughly vetted by ASPS for fair balance, scientific objectivity, and appropriateness of patient care recommendations. The ASPS also requires faculty/authors to disclose when off-label/unapproved uses of a product are discussed in a CME activity or included in related materials.</p>

<input type="checkbox"/>	<b>Program/Agenda</b> <i>(recommended)</i>
<input type="checkbox"/>	<b>Hotel/Location/Travel Information</b> <i>(required)</i>
<input type="checkbox"/>	<b>Registration Information</b> <i>(required)</i>

## EXAMPLES

Educational overview

This course has been developed through the collaborative efforts of the faculty and will review the newest products and latest trends with injectable products for facial aesthetic enhancement/rejuvenation. A review of the aging process, decade by decade and how this impacts the choice of product(s) and procedure(s) will be discussed. Audience interaction will be encouraged during a number of aesthetic analysis demonstrations.

Lecture and discussion will be complemented by live and video patient demonstrations, which will feature new and emerging techniques such as the use of blunt cannulas for product delivery to certain areas of the face. Each demonstration will include a review of the patient's prior aesthetic experiences and address important financial implications. The goal is to provide learners with a well-rounded, case study approach to achieve optimal patient outcomes.

Strategies to enhance patient safety will be emphasized throughout the course.

This course will address the following ACGME/ABMS Competencies:

- + Patient care
- + Medical knowledge
- + Practice-based learning and improvement

THIS ACTIVITY IS INTENDED FOR PLASTIC SURGEONS AND THEIR TEAM MEMBERS.

Intended audience

### FACULTY

ROD J. ROHRICH, MD - Chair  
Dallas, TX

MILES GRAIVIER, MD  
Rosewell, GA

HAIDEH HIRMAND, MD  
New York, NY

Z. PAUL LORENC, MD  
New York, NY

WILLIAM WERSCHLER, MD  
Spokane, WA

*Faculty subject to change.*

List of faculty and program committee/planners

ABMS 6 core competencies

### LEARNING OBJECTIVES

Upon completion of this activity, participants should be able to:

- + Describe facial anatomy and the facial aging process
- + Critically assess new and emerging techniques for product delivery
- + Evaluate the individual patient's prior aesthetic experiences to select the appropriate products and techniques
- + Improve patient satisfaction through a better understanding of product characteristics and proper placement of product(s)
- + Explain and implement techniques to avoid and manage complications

Learning objectives

## ACCREDITATION

The American Society of Plastic Surgeons® (ASPS®) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

Accreditation statement

## DESIGNATION

The American Society of Plastic Surgeons (ASPS) designates this live activity for a maximum of **4.5 AMA PRA Category 1 Credits™**. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Designation statement

⚠️ Of the 4.5 credits, 1 has been identified as applicable to Patient Safety.

## DISCLOSURE POLICY

The American Society of Plastic Surgeons (ASPS) requires all instructors, planners, reviewers, managers, and other individuals in a position to control or influence the content of an activity to disclose all relevant financial relationships or affiliations. All identified conflicts of interest must be resolved and the educational content thoroughly vetted by ASPS for fair balance, scientific objectivity, and appropriateness of patient care recommendations. The ASPS also requires faculty/authors to disclose when off-label/unapproved uses of product are discussed in a CME activity or included in related materials.

Disclosure policy

## PROGRAM

**9:00 AM** Registration

**10:00 AM** Welcome/Introductions/Program Overview

Review of Products and Latest Trends

Assess Aging Process and How It Impacts Product and Procedure Selection

Lunch

Injection Technique – Live Patient Demonstrations and Video

**3:00 PM** Adjourn

*Program Subject to Change.*

Agenda

***The meeting sponsor is not responsible for travel expenses or penalties under any circumstances.***

## Hotel, Registration and Location information – from Meetings

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The United States Food and Drug Administration (FDA) approval is required for procedures and/or drugs which the FDA considers experimental. Attendees acknowledge that presentations during Plastic Surgery 2011 may include both demonstrations and/or discussions of drugs, devices or biologicals that have not been approved by the FDA for the particular use being demonstrated or discussed, as well as demonstrations and/or discussions of drugs, devices or biologicals that remain in the investigational sites of the FDA approval process.

The views expressed and the materials presented throughout the course represent the views of the individual participants and do not represent the opinions of the American Society of Plastic Surgeons. The Society assumes no responsibility for the statements made by an individual participant or group of participants.

The course will be held at the  
**Colorado Convention Center:**  
Ground Floor, Room 203  
700 14th Street | Denver, CO 80202

### QUICK & EASY REGISTRATION

The meeting registration fee includes course materials, admission to the session, and box lunch. All registrants must pay the full registration fee. Partial registration is not available. Registration for this course does not constitute registration for any other Plastic Surgery 2011 activity. Spouses and accompanying persons who wish to attend the session must register.

### MEETING REGISTRATION

Three Convenient Ways to Register:

#### ONLINE

[www.plasticsurgery.org/fillers](http://www.plasticsurgery.org/fillers)  
*Credit card only*

#### FAX

Member Services Center  
847-228-7099  
*Credit card only*

#### MAIL

Mail your registration form with check (U.S. funds only) or credit card information to:

ASPS  
Attn: Finance Dept.  
444 East Algonquin Road  
Arlington Heights, IL 60005-4664  
(allow 10 days for processing)

*Visa®, MasterCard® and American Express® are accepted. No registration will be processed without payment information.*

#### QUESTIONS & INQUIRIES

- + 1-800-766-4955
- + 847-228-9900 ext. 471
- + [registration@plasticsurgery.org](mailto:registration@plasticsurgery.org)

#### CANCELLATIONS & REFUNDS

Cancellations and requests for refunds must be submitted in writing and should be addressed to:

Member Services Center  
444 East Algonquin Road  
Arlington Heights, IL 60005-4664  
Fax: 847-228-7099

Refunds will be issued in accordance with the following schedule:

#### IMPORTANT CANCELLATION AND REGISTRATION DEADLINES

- + **July 22 - August 11, 2011**  
50% refund less a \$25 processing fee
  - + **After August 11, 2011**  
NO REFUND
  - + **September 1, 2011**  
Deadline for advance registration
-

*Achieving Optimal Patient Outcomes:*  
**UTILIZING CURRENT TRENDS**  
*in* **AESTHETIC INJECTABLES**

**REGISTRATION  
FORM**

NAME \_\_\_\_\_ ASPS ID# \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

SECOND REGISTRANT'S NAME \_\_\_\_\_

Check here if, under the American Disabilities Act, you require specific aids or devices to fully participate in this course.

Audio  Visual  Other \_\_\_\_\_

Check here if you require a special meal.  Vegetarian  Kosher+  Allergy (please specify \_\_\_\_\_)  
*+Additional fee may apply*

**REGISTRATION FEE:** \$110 per registrant

**Total \$** \_\_\_\_\_

**PAYMENT**

Check (payable to ASPS in US funds) )  Visa®  MasterCard®  AMEX®

ACCOUNT NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**Mail or fax form to:**  
ASPS Member Services Center  
444 East Algonquin Road  
Arlington Heights, IL 60005-4664  
Fax: 847-226-7099

**SEPTEMBER 23, 2011**  
**10:00AM - 3:00PM**  
**Colorado Convention Center**

## ACCME- Required Information and Placement

- **(cover) Sponsorship Info and logos:** Sponsored by the American Society of Plastic Surgeons **OR** (*if 2 or more accredited providers*) Sponsored by the American Society of Plastic Surgeons in cooperation with (*name of other accredited provider*)
  - *On front cover or inside front cover (preferred)*
- **(inside body) Educational Overview**
  - *Placement is optional, though it's preferred that it be at the beginning of the brochure, since education is intended to be the primary focus of the activity*
- **(inside body) Intended Audience**
  - *Placement is optional, though it's preferred that it be at the beginning of the brochure, since education is intended to be the primary focus of the activity*
- **(inside body) Learning Objectives**
  - *Placement is optional, though it's preferred that it be at the beginning of the brochure, since education is intended to be the primary focus of the activity*
- **(inside body) Accreditation Statement:** This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of the American Society of Plastic Surgeons (ASPS) and the (name of joint sponsor). The ASPS is accredited by the ACCME to provide continuing medical education for physicians.
  - *Placement is optional, though it's preferred that it precede the activity agenda*
- **(inside body) Designation Statement:** The ASPS designates this live activity for a maximum of ~~XX.XX~~ *AMA PRA Category 1 Credit(s)*<sup>TM</sup>. Physicians should claim only the credit commensurate with the extent of their participation in the activity.
  - *Placement is optional, though it's preferred that it precede the activity agenda*
- **(inside body) Patient Safety Credit (if applicable):** Of the ~~XX.XX~~ credit(s), ~~X.X~~ credit(s) have been identified as applicable to patient safety.
  - *Placement is optional, though it's preferred that it precede the activity agenda*

## Preferred Information and Placement (having this info in the Registration Brochure will assist with reaccreditation application)

- **(on brochure cover) Designation of Credit**
  - This is a helpful marketing tool, as *AMA PRA Category 1 Credit*<sup>TM</sup> is highly-valued by physicians and they look for opportunities to acquire it



- **(inside body) Indication of Which of the Six ABMS Core Competencies Will be Addressed**
  - *Placement is optional*
    1. Professionalism
    2. Patient Care and Procedural Skills
    3. Medical Knowledge
    4. Practice-Based Learning and Improvement
    5. Interpersonal and Communication Skills
    6. Systems-Based Practice
  
- **(inside body) Program/Agenda**
  - *Placement is optional, though it's preferred that it be at the beginning of the brochure, since education is intended to be the primary focus of the activity*
  
- **(inside body) List of Faculty and Program/Planning Committee members**
  - *Placement is optional, though it's preferred that it accompany the agenda*

**Information Not Requested by ACCME, but Traditionally Included**

- **(inside body) Disclosure Policy**