Registration Brochure Checklist: Jointly-sponsored Activities

FRONT COVER

	Activity Title (required)
	Dates (required)
	Location: Hotel, City, State (required)
	Recognition of Commercial Support (<i>if applicable</i>) (<i>recommended</i>) Supported by an educational grant from (name of commercial supporter)
	Supported by an educational grant from (<i>name of commercial supporter</i>) Designation of Credit (<i>recommended</i>) Form on to WY AMA BBA (<i>astagamus fore dita</i> TM (<i>if ampliable also include actions asfatu and ita</i>)
	Earn up to XX AMA PRA Category 1 Credits™ (if applicable, also include patient safety credits) Sponsorship Info (required) Jointly Sponsored by the American Society of Plastic Surgeons and (joint sponsor name)
	Logos (required)
(MERA	Logos September 30, 2010 InterContinental Toronto Centre Toronto, Canada Date, Location
T T	THE GOLDEN RIANGLE OF THE FACE:
SUF	AGERY OF THE EYES, SE & MID-FACE Se & MID-FACE
Plast	Recognition of commercial support
KLS I	orted by an educational grant from Martin L.P. morten L.P.
	Larm up to 8 AMA PRA Category 1 Credits**

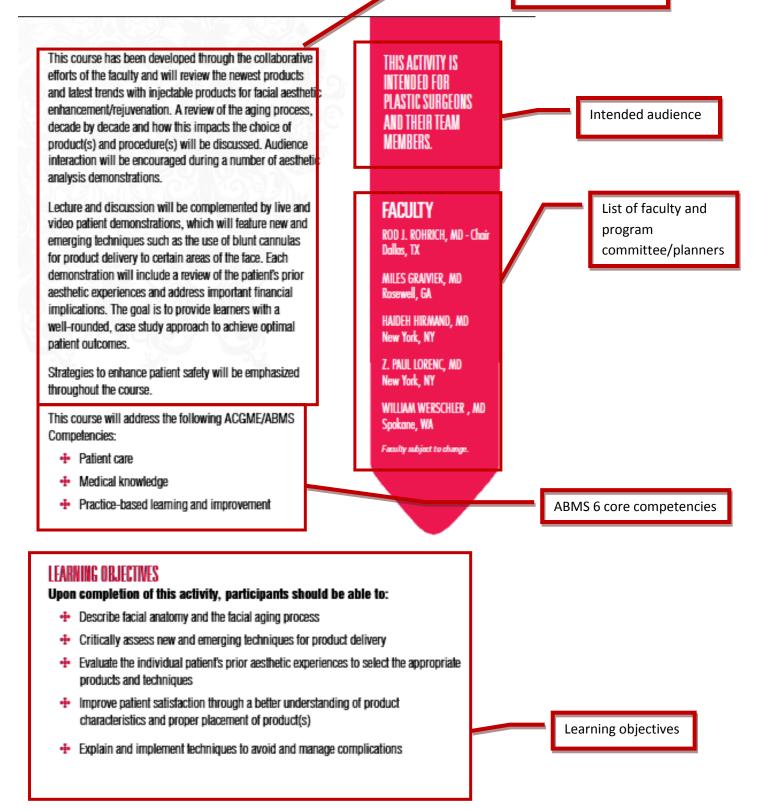
INSIDE BODY

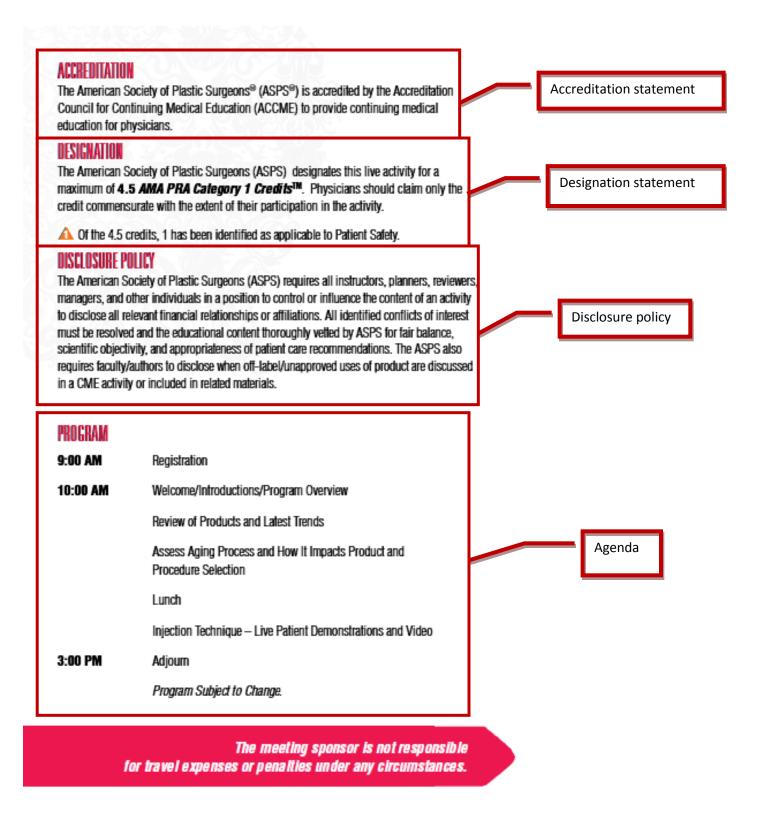
	Educational Overview (required)
	(this is the statement of need; explanation of why the program committee thinks it's
	important that the information in the activity is shared with the learner)
	ABMS Core Competencies (recommended)
	List which of the six core competencies will be addressed
	1. Professionalism
	2. Patient Care and Procedural Skills
	 Medical Knowledge Practice-Based Learning and Improvement
	5. Interpersonal and Communication Skills
	6. Systems-Based Practice
	Intended Audience (required)
	This educational activity is intended for
	Learning Objectives (required)
	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 posses</i>
	after the activity)
	List of Faculty and their credentials (recommended)
	Recognition of Commercial Support (if applicable) (recommended)
	Supported by (an) educational grant(s) from (<i>insert names and logos of commercial</i>
	supporters)
	Accreditation Statement (required)
	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.
	Designation Statement (required)
	The ASPS designates this live activity for a maximum of XX.XX AMA PRA Category 1
	<i>Credits</i> TM . Physicians should claim only the credit commensurate with the extent of their
	participation in the activity.
	(<i>if applicable</i>) Of the XX.XX credit(s), X.X credit(s) have been identified as applicable to
	patient safety.
	Disclosure Policy (recommended)
	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
1	included in related materials.

Program/Agenda (recommended)
Hotel/Location/Travel Information (required)
Registration Information (required)

EXAMPLES

Educational overview





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 I 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 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

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

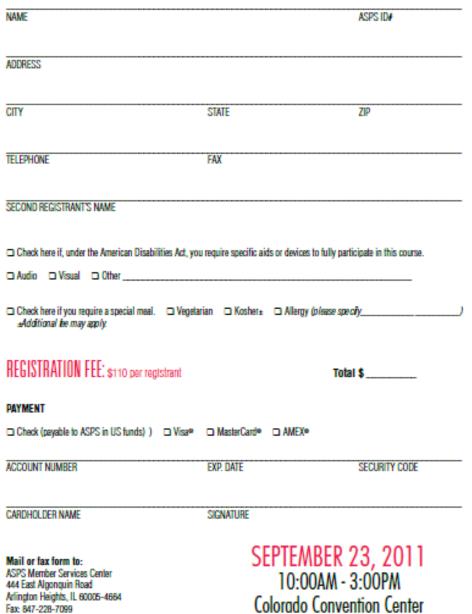
Refunds will be issued in accordance with the following schedule:

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



Colorado Convention Center

REGISTRATION

FORM

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)*[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.
 - o 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.
 - \circ Placement is optional, though it's preferred that it precede the activity agenda

<u>Preferred Information and Placement (having this info in the Registration Brochure</u> <u>will assist with reaccreditation application)</u>

- (on brochure cover) Designation of Credit
 - This is a helpful marketing tool, as *AMA PRA Category 1 Credit*TM 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
 - o Placement is optional, though it's preferred that it accompany the agenda

Information Not Requested by ACCME, but Traditionally Included

• (inside body) Disclosure Policy