

## Information for Seminar Discussion Leaders

### What is a Seminar?

Seminars are highly interactive sessions in which two presenters lead a small group of participants in a discussion about a defined topic. The Seminars Subcommittee has generated a list of guidelines for presenters, intended to enhance delegates' participation:

1. A flipchart and markers will be provided. At the start of your session, ask participants for questions they have about your topic. Write those questions down on the flipchart and use it as part of your agenda.
2. **Do not plan to use electronic audiovisual** equipment, unless you have sent a justification of need via e-mail to the AAAAI Office by 12/15/2011, and received approval from the Seminars Subcommittee. The Subcommittee's decision should follow within 2-3 weeks of your request.
3. Limit your prepared comments to 10-15 minutes to allow ample time for group discussion.
4. Each seminar leader can provide a one page handout (1 side of the paper), such as an outline of topics, up to 6 PowerPoint slides, or a bibliography. Discussion leaders can also collaborate to fill both sides of the sheet. **Copies of the handout will be delivered to your session room by staff prior to the start of the session.**
  - Each discussion leader's one-page summary as a Word document to Katy Boeck, AAAAI Education Staff member, at [kboeck@aaaai.org](mailto:kboeck@aaaai.org) by February 1, 2012.
  - Additional handouts can be uploaded to the AAAAI handouts site for viewing by the delegates, but will not be copied for distribution onsite. Please see the [General Speaker Information](#) page for more details.
  - JACI articles can be uploaded without further copyright release, but please send a note to the AAAAI office indicating the citation for the chart or article you plan to use. It is the session leaders' responsibility to secure copyright permission for all other handout materials uploaded.
5. Participants can be contacted prior to the meeting to determine their learning needs so that the topics can be customized accordingly. Contact the Seminars Subcommittee staff liaison if you wish to contact the participants.
6. Consider using relevant cases as a way to spark discussion.
7. Encourage participation by all. Do not let one participant do all the talking.

### As a speaker, you are also responsible for...

- Communication with your co-presenter prior to the session.
- **Development of an outline, talking points, or questions appropriate to the specific topic identified.** Your seminar should be interactive and designed for the target audience: clinicians, researchers, trainees/students and allied health professionals, and should contribute directly to the learning objective(s) identified for your presentation.
- Providing balanced information that is free of commercial bias, and **providing a disclosure at the start of the session.**

- **Attendance for the entire session.** To help ensure that the session runs smoothly, your presence is required for its entire duration. We ask our speakers to arrive at least 15 minutes prior to session starting time.
- **Checking in at the Speaker Resource Room** on-site – so that we will know you have arrived at the Annual Meeting and we can give you your speaker packet. We ask that you check-in 24 hours prior to your talk.

**Please note: Many delegates print their handouts weeks before arriving at the Annual Meeting.** Please refer to the [General Speaker Information](#) page for the details of the handouts submission process. Early submission of handouts by all speakers will allow for a positive meeting experience by all attendees.

**If you have further questions, please contact Katy Boeck at (414) 272-6071 or [kboeck@aaaai.org](mailto:kboeck@aaaai.org).**

**Thank you for participating as a seminar leader!**