

September 24, 2007



Dear Faculty Member:

Thank you for agreeing to serve on our faculty for the ACES/SEE 2008 Joint Meeting at the Ritz Carlton in San Juan, Puerto Rico. Our meeting will begin with a Welcome Reception on Friday evening, February 8 and conclude at 12:30 p.m. on Tuesday, February 12, 2008.

Unless you are instructed otherwise by your section chairs, your presentation should be approximately 10 minutes in length. **Your actual time slot within your section will be assigned by the section chairs prior to the meeting.**

As an accredited CME sponsor, the Dulaney Foundation requires that speakers comply with the ACCME Standards for Commercial Support of CME. They require that you disclose any financial interest with the manufacturer(s) of any commercial product/service that is discussed as part of your presentation. To this end, we ask that you complete the attached Faculty Disclosure Form and Conflicts of Interest Resolution Form and return them to me, or directly to The Dulaney Foundation, by **Friday, December 14, 2007.**

The ACCME Standards for Commercial Support of CME also require that your presentation be free of commercial bias and that any information regarding commercial products/services be based on scientific methods generally accepted by the medical community. When discussing therapeutic options, it is our preference that you use only generic names. If it is necessary to use a trade name, then those of several companies must be used. Further, should your presentation include discussion of any unlabeled/investigational use of a commercial product, you are required to disclose this to the participants. Should you determine that you cannot comply with these requirements or any of the provisions of the Commercial Support Letter of Agreement, please call me as soon as possible.

ACES and SEE are responsible for providing uniform syllabus materials for CME activity participants. In order to meet our printing deadlines, it will be necessary for us to receive your syllabus materials, along with your current Curriculum Vitae, no later than **Friday, December 14, 2007.** Please complete the enclosed Course Presentation Specifics form to provide us with detailed information regarding your presentation.

ACES and SEE also conduct post-activity evaluations. These evaluations ask participants to indicate the appropriateness of presentations to their specific practices, if the presentations satisfied the stated objectives, if they were satisfied with the faculty presentations, and if there was any evidence of commercial bias. The results of these evaluations are used to plan future CME activities and are shared with the faculty.

Because ACES and SEE are non-profit organizations working for the betterment of quality ophthalmic surgical care, we are unable to reimburse conference faculty for expenses associated with travel, lodging, etc. Speakers may register to attend the meeting at the member/early registration discounted rate. Speakers that desire to attend only part of the meeting for CME may register at a daily, prorated fee of \$200 per day. If a speaker is not coming to attend the meeting for CME, but is coming for the sole purpose of speaking at his/her

session, no registration fee will be charged. Speakers may determine into which category they fall and may call 630-699-1929 if they need assistance with registration at the determined level. So that our records will be complete and registration packets can be prepared, all speakers should complete a registration form, even if there is no charge for registration.

Once again, thank you for your willingness to participate in this CME event. The SEE Island/Quality Surgery XXII Planning Committee has worked hard to develop a program to meet the expressed needs of our expected participants. For your convenience, a list of registrants and their office locations will be given to you upon arrival at the conference.

If you need additional assistance, please contact me as follows:

Carrol Roark
Membership & Meeting Coordinator
Society for Excellence in Eyecare
PO Box 6677
Aurora, IL 60598-0677

(630) 699-1929
(630) 236-4206 (fax)
info@excellenteyesurgery.com

Required Items:

- Current **Curriculum Vitae** (e-mail in pdf or Word preferred)
- Registration (can be accomplished on-line at
- Faculty Letter from The Dulaney Foundation
- Faculty Disclosure Form from The Dulaney Foundation
- Conflicts of Interest Resolution Form from The Dulaney Foundation
- Course Presentation Specifics form
- Audio Visual Needs form
- Permission to Record form

All forms due by Friday, December 14, 2007 and will be accepted via mail, fax, or pdf.