

AAIM 2005 Program Committee
Post Meeting Recommendations
10-2005

General Procedural Recommendations

1. Guest List
 - a. Add names of attendees (to help others remember spouse' names)
2. Name Badges
 - a. Add MD or DO, name of City and State
 - b. Color Code or add ribbons for any/all of following:
 - i. First timers
 - ii. Executive Council
 - iii. Speakers
 - iv. Program Committee
3. Speaker letter/Reply form – add additional items
 - a. Speaker's cell phone number for use at the meeting
 - b. Specify time allotted for the talk; additional 5-10 minutes for Q and A may be omitted to encourage speaker to stay within time frame
 - c. Specify # of slides generally do-able in time frame (e.g. 45-50 slides for 45 minute talk) n.b. Some very experienced speakers can do more than this, but probably 85-90% of speakers cannot
 - d. Recommend that they build the talk and then cut it by 25%; stick to the objectives – they can't convey everything they know in one talk
 - e. Tell them that we WILL keep them on time and that there will be a timer on the podium to help them
 - f. Tell them that the most common negative comment from attendees is not having a handout in the syllabus or not following the order of the slides that is in the handout (many speakers move things around – they would be better off keeping slides in the same order and then either tweaking them or omitting some with a general announcement to the audience at the start of their talk as to what they have done)
 - g. Consider making up a form that tells them how the room will be set up (e.g. one or 2 big screens; type of pointer – mouse or laser – that will be available; laptop on podium; microphone – clip on or stationary; where they will check in; when to arrive, etc)
4. Syllabus
 - a. Keep the 2 slides per page format
 - b. Avoid using red/green; OK to use colors, but these are hard for the color blind among us
 - c. Put a list of the topics (key words OK, don't need full name of talk) on the spine of the binder – serves as an index
5. Meeting Schedule
 - a. Have a First Timers/International Attendees Reception Sunday evening; invite Executive Council and Program Committee

- b. Plan the Program Committee pre-conference meeting just before this (30 minutes should be enough – can give gifts if that is planned, thank them, go over last minute details)
 6. Platform Presentations
 - a. Pair industry person with speaker to prepare mortality data – good feedback on this
 - b. Consider having pre-conference workshop – or workshop during the meeting – with case clinic on cost/benefit analysis, lab predictors of mortality (the Pokorski/Braun/Stout topics – people want a better handle on this)
 7. Workshops
 - a. Consider keeping the format that pairs platform presentations with afternoon workshops
 - b. Consider shortening the workshop times and repeating some or all (this could be a financial issue if non-industry speakers involved)
 - c. Consider 2 handouts for the workshops
 - i. First for the syllabus with an outline of the cases (of case format used)
 - ii. Second to be distributed at the end of the workshop with the additional information presented and the “answers” (similar to plans for 2006 Triennial)
 - iii. Be sure to “answer” the questions on all of the cases even if not all are presented
 - iv. Indicate on the program that a workshop may have a primarily DI focus
 - v. Consider having a DI piece or extension for cases in all workshops
 8. Workshop Roles – need better definition of roles and better management of flow of workshops
 - a. Program Committee Liaison Role – primarily as the person who greets the speakers and helps them locate mics, etc, introduces the speakers, acts as a “go-fer” in the event of technical problems, sets out the second handout at the end of the workshop, possibly holds up a time sign from the back of the room to help keep things moving, etc
 - b. Industry Speaker – in advance of the meeting prepares the cases, works with the on-industry speaker on how they will present things, may prepare additional information to present to give the industry look at the topic, maintains control over the discussion and the audience to keep things on target and get through (ideally) all 4 or 5 of the cases. (Crowd Control and Co-Presenter)
 - c. Non-Industry speaker – responds to cases that are presented, to questions raised from the audience, and may present additional information
 9. Back-up speakers – have at least 2 at the ready