AIGS Guidelines

On Quality and Quantity of Glaucoma Meetings

Quantity of Glaucoma Meetings

There is general agreement within the AIGS that the ***quantity*** of Glaucoma Meetings needs to be reduced. It has been decided to start with all aspects of the ***quality*** of meetings. However the ***quantity*** goal is an important one and needs to be periodically reviewed.

Committee on Quality and Quantity of Glaucoma Meetings:

Chairs: Kuldev Singh, Clive Migdal

Members: Juhani Airaksinen, Lee Alward, Daniel Grigera, Gregory Skuta, Hidenobu Tanihara

Members from Industry: Gerald Cagle (Alcon), Nicholas Gurreri (Pfizer)

These Guidelines can be used for setting up meetings and for evaluation of meetings. Most parts have been presented in the form of a checklist. Using the checklist each meeting organizer can plan/evaluate his own meeting. The Guidelines on Quality and Quantity of Glaucoma Meetings are to be used with the AIGS sponsored meetings. Member Glaucoma Societies are encouraged to review and implement as they deem appropriate for their own organization. These are suggestions and not meant to supersede the existing policies of any member organization. It is anticipated that they will be reviewed annually and revised, if appropriate, based on recommendations of the member organizations.

Part A Quality

Contents

(please complete all sections)

0. Definition

"A GLAUCOMA MEETING IS A SCIENTIFIC GATHERING OF HEALTH PROFESSIONALS WITH THE PURPOSE OF EXCHANGE OF SCIENTIFIC AND/OR CLINICAL PRACTICE RELATED INFORMATION OR POST GRADUATE MEDICAL EDUCATION IN THE FIELD OF GLAUCOMA".

PART I

1 Organizer/Provider (check most appropriate answers)

	YES	NO
1.1 Organizer	XXXXXXXXXX	XXXXXXXXXX
1.1.1 Glaucoma Society		
1.1.2 General Ophthalmological Society		
1.1.3 Vision Science Organization		
1.1.4 Optometric groups		
1.1.5 Industry (self organized or through intermediary)		
1.1.6 Individual organizations or persons		
1.1.7 Other		
1.2	XXXXXXXXXX	XXXXXXXXXX
1.2.1* Local / Regional		
1.2.2 Local / Regional University sponsored		
1.2.3 National		
1.2.4 International		
1.2.5 Global		
1.2.6 Other		

* examples:
AIGS is a global glaucoma association
AAO is national general ophthalmological society
ICO is global ophthalmological society
ARVO is national vision science organization
ISER is global vision science organization

2 Audience (check all that apply)

	YES	NO
2.1 Glaucoma Specialists		
2.2 General Ophthalmologists		
2.3 General Optometrists		
2.4 Vision Scientists		
2.5 Other		

3 Sponsoring (check all that apply)

	YES	NO
3.1 Meeting sponsored by Industry	XXXXXXXXXX	XXXXXXXXXX
3.1.1 Mono-sponsored		
3.1.2 Multi-sponsored		
3.2 Unrestricted sponsoring		
3.3 Conditional sponsoring	XXXXXXXXXX	XXXXXXXXXX
3.3.1 program topics		
3.3.2 program speakers		
3.3.3 other		
3.4 Parts of Scient. Program sold to sponsors		
The AIGS recommends multi-sponsored meetings, and unrestricted contributions. See also "Industry Involvement"		

4 Financial Report of Organizer (check all that apply)

	YES	NO
4.1 Financial Report	XXXXXXXXXX	XXXXXXXXXX
4.1.1 Financial Report to members		
4.1.2 Financial Report open to third parties		
4.2 Profit	XXXXXXXXXX	XXXXXXXXXX
4.2.1 Profit to Organizer		
4.2.2 Profit to individuals		
4.2.3 Profit to independent foundations		
4.2.4 Profit to others		
The AIGS recommends an open financial structure in which the financial results of the meeting are available to members (in case of a society). If no members are involved the financial results should be available to the AIGS committee on QQGM.		

5 Type of Scientific Content (check all that apply)

	YES	NO
5.1 Original research		
5.2 Confirmation		
5.3 Update, review		
5.4 Other		

PART II

1. Independent Abstract Review Board (check all that apply)

	YES	NO
1.1 Scientific Organization	XXXXXXXXXX	XXXXXXXXXX
1.1.1 Abstracts required		
1.1.2 Independent abstract review board (all papers including those by industry scientists will pass through a common review process)		
1.1.3 Abstract book		
The AIGS recommends that abstracts are reviewed following AIGS Guidelines. A financial disclosure of members of the review board, chairmen, speakers, presenters and discussors is mandatory (see addendum).		

2. Disclosure of Review Board (check all that apply)

2.1 Financial Disclosure	XXXXXXXXXX	XXXXXXXXXX
2.1.1 Financial disclosure abstract review board in program		
2.1.2 Disclosure chairs in program		
2.1.3 Disclosure speakers in program		
2.1.4 Disclosure discussors in program		
Note on disclosure Current relationships or 12 months preceding the meeting: consultant, honorarium e.g. speaker, grant, stocks, travel support, other + name of commercial supporter. See addendum and separate disclosure form.		

3. Open Discussion, adequate discussion time (check all that apply)

3.1 Discussion	XXXXXXXXXX	XXXXXXXXXX
3.1.1 Open microphone system		
3.1.2 Card system		
3.1.3 Other		
3.2 Allotment of time to speakers versus discussors	XXXXXXXXXX	XXXXXXXXXX
>= 3 : 1		
<=4 : 1		
No discussion		

- Appropriate discussion of controversial topics will be part of the task of the chairs.
- Instructions to chairs for dealing with unnecessary perturbation of the discussion shall be available (see addendum).
- The AIGS recommends a speaker/discussiontime of 3:1 at least (e.g. 30 minutes speakertime has at least 10 minutes discussion time). It is realized that for some educational meetings discussion may not be appropriate or possible. In those cases the fair presentation of topics is the responsibility of the chairs.

4. Scientific Content in accordance with AIGS Guidelines on Reporting and Publishing

4.1 Scientific content	XXXXXXXXXX	XXXXXXXXXX
4.1.1 Are abstracts evaluated according to AIGS Guidelines for Reporting and Publishing (see www.GlobalAIGS.org)		

5. Disclosure unlabelled or investigational use

5.1 When an unlabeled use of a commercial product, or an investigational use not yet approved for any purpose is discussed during an educational activity, the organizer shall require the speaker to disclose that the product is not labelled for the use under discussion or that the product is still investigational. The speaker shall address the issue based on available information and take into account geographical differences		
Agreed	YES	NO

6. Scientific integrity of Educational Material (from ACCME guidelines)

The design and production of educational activities shall be the ultimate responsibility of the congress/meeting provider. Commercial supporters of such activities shall not control the planning, content or execution of the activity. To assure compliance with this standard, the following requirements must be adhered to:

6.1 Assistance with Preparation of Educational Materials

The content of slides and reference materials must remain the ultimate responsibility of the faculty selected by the provider. A commercial supporter may be asked to help with the preparation of conference related educational materials, but these materials shall not, by their content or format, advance the specific proprietary interests of the commercial supporter.

6.2 Assistance with Educational Planning

A provider may obtain information that will assist in planning and producing an educational activity from any outside source whether commercial or not. However, acceptance by a provider of advice or services concerning speakers, invitees or other educational matters, including content, shall not be among the conditions of providing support by a commercial organization.

Agreed	YES	NO

7. Accreditation

Accreditation	YES	NO

If yes provided by . . . . . .

8. Industry Involvement

1. The AIGS encourages appropriate interactions between glaucoma specialists and glaucoma industry. It encourages partnership with glaucoma industry in conducting meetings of the highest scientific quality while fostering quality professional relationships.
2. All presentations on new industry scientific findings should be within the official scientific program of the meeting and as such reviewed by the scientific program committee.
3. Proposals for lectures or a group of lectures made by industry will be treated as any other proposal to the scientific program committee. Such proposals should be purely scientific and balanced i.e. not promotional. The opportunity to propose topic and speaker does not imply a right to have them on the program. There will be competition with other proposals for the program. They will not be called industry sponsored symposia.
4. It was also agreed that industry opportunities for scientific presentations would be either: within the official scientific program and under the full responsibility of the scientific program committee as mentioned above ***or*** outside the scientific program and under the responsibility of industry. Other options are ***not*** recommended. The audience may place a higher value on presentations scientifically scrutinized than presentations with a commercially sponsored flavor. Even when so-called sponsored symposia are organized under industry responsibility such symposia should still have a high quality level as neither the Program Committee nor the individual sponsor will benefit from mediocre clearly promotional symposia. Regarding sponsored symposia parties agreed that competing events should be avoided for the major symposia. For organizational reasons industry sponsored symposia may be scheduled in concert with the Program Committee.
5. Appropriate scientific agenda scheduling will be part of the task of the program committee.
6. A checklist for essential requirements for abstracts will be used (see addendum).
7. Rejection of abstracts will be based on the list of “Reasons for Rejection”. See addendum.

Agreed	YES	NO

9. Adherence to article 6 of the AIGS Code of Practice on Continuing Medical Education ('CME')

1. CME is designed to enhance the members' ability to care for their patients. It is generally managed by accredited organisers who may receive financial and other assistance from supporting commercial and other organisations – including the Industry.

2. The planning, design, production and execution of CME events is the responsibility of the organiser. The organiser is also primarily responsible for managing the relationship with, and input from, the supporting company. Organisers of CME must not put themselves in a position where they find themselves with a conflict of interest.

3. CME support from Industry is appropriate provided that the contribution targets the educational needs of the audience rather than the promotional priorities of the sponsoring company.

4. Industry contributions should be by way of an educational grant made payable to the CME organiser for CME purposes.

5. Travel, accommodation and associated arrangements must be reasonable and must be secondary to the educational purpose of the CME event. Payment of reasonable honoraria and reimbursement for out-of -pocket expenses for speakers and presenters is customary and proper.

6. Members attending Industry-sponsored CME should not become involved in a promotional capacity e.g. 'peer-selling' thereby risking an apparently educational event being regarded as disguised promotion. Speakers should disclose any financial interest in the sponsor or the product.

7. The programme may acknowledge the sponsor's contribution but not be overtly promotional. The data as presented in the CME materials should be as independent as possible and not overtly promotional. References to medicinal products, wherever possible, should be by means of the generic rather than the trade name. Presentation should be balanced. Offers of contributions from supporting companies reporting the results of scientific research should be accompanied by a detailed outline of the paper so as to allow the accredited organiser to verify its integrity. CME content documentation should disclose commercial support and commercial sponsorship should also be announced before the meeting and in post-meeting publications.

8. Negotiations for promotional displays at a CME event should not be influenced by Industry sponsorship of that event. No commercial promotional displays shall be displayed in the room during CME activities. Representatives of the supporting company may attend the event but may not engage in commercial activities while in the room where the CME takes place.

Agreed	YES	NO

10. Meeting Evaluation

Appropriate evaluation of all aspects of the meeting will be an essential part of the program.

Addendum I

Disclosure

My relationship to industry regarding the material to be presented is as follows. Check all that apply. List the specific relationships at the end.

- There is no industry connection to this material.
- I am a paid consultant or have received honoraria or other compensation totaling more than $2000 over a one-year period from a corporation that may be affected by this presentation (positively or negatively).
- I am (or a member of my family is) a stockholder in a corporation that may be affected by this presentation (positively or negatively).
- I receive general research support from industry (not specifically funding this project)*.
- This specific project was funded by industry*.
- This specific project was designed by industry*.
- The data were provided to me by industry*.
    - I was a participating center in a multi-centered trial.
    - I am presenting data gathered by others.
- The statistical analysis was performed by industry*.
- The slides or poster used in my presentation were provided by industry*.

* The specific corporate involvement with this material is as follows

_____

_____

_____

_____

_____

A slide describing any of the above corporate relationships must be displayed at the beginning of any oral presentation or prominently on any poster presentation. Disclosure during the scientific program on slides should be sufficient for all presentations. The slide should be on the screen for a sufficiently long time for the audience to read.

Any slide presenting data supplied by industry must clearly identify the data as industry derived. For example: “data provided by Acme Corporation.” This must be in a clearly legible font size. The corporate logo, however, must not be used.

Any slide supplied by industry must clearly identified as such. For example: “slide courtesy of Acme corporation.” This must be in a clearly legible font size. The corporate logo, however, must not be used.

In a poster presentation a clearly visible acknowledgment of corporate assistance must be included.

In any written manuscript the authors must clearly identify any of the above relationships.

Addendum II

Example of Abstract Rules and Guidelines as used by AIGS for the World Glaucoma Congress; modified from ARVO

1. All abstracts must be submitted online only. Abstracts may not be submitted by e-mail.
2. The abstract should be submitted in English.
3. The Scientific Committee will only accept original scientific material, which has not been published before. However, abstracts presented at the ARVO 2005 meeting can be submitted.
4. Abstract length should be no more than 350 words, including the title, authors, institutions, and the abstract body. Tables and graphics can be added if indispensable for the judgement by the Scientific Poster Review Committee. Such tables and graphics will be printed in the abstract book. A minimum of 5 and a maximum of 10 references should be added (not included in the 350 words). References will be printed in the abstract book.
5. First authors are expected to be the individuals who will attend the meeting and make the poster presentation.
6. All abstracts are reviewed by the Scientific Program Committee. The reviewing process is strictly confidential.
7. The Scientific Program Committee reserves the right to reject abstracts according to the rejection guidelines (see below).
8. All First Authors and Co-authors must include their commercial relationship **disclosure** on the disclosure form (see page ..) abstract submission, and at the time of their poster presentation at the WGC meeting.
9. Any research reported must have been conducted in compliance with the ‘ARVO Statement for the Use of Animals in Ophthalmic Vision Research‘ and/or the ‘Declaration of Helsinki‘.

Addendum III

Example “Reasons for Abstract Rejection” as used by the AIGS for the World Glaucoma Congress

1. There is concern in the use of Animals or Human Subjects as per statements found at Animal Use Statement and Helsinki Agreement.
2. There is concern for conflict of interest regarding commercial relationships, or concern for lack of full disclosure. Predominantly commercial abstracts will be rejected unless they report new scientific research developments.
3. The abstract represents data and conclusions that are redundant with abstracts submitted to the meeting by the same group of investigators.
4. In clinical studies, low priority will be given to an assembly of cases with descriptive results. Unless the cases are unusual or rare and present new information, or represent genetic, immunologic, or pathologic studies from which references can be drawn, case series without appropriate controls will be rejected.
5. The abstract is very poorly written; hypotheses cannot be determined; it contains no data or states ‘results will be presented at a later time‘; or there is an inappropriate absence of controls or statistical analyses.
6. The abstract describes a study where discredited methods are used, reports studies or methods that could not have led to the results listed, or had sample sizes insufficient to address the research question.
7. The abstract adds no new information, and does not add to the body of knowledge
8. The abstract is a case report
9. The abstract contains material that has been previously published or presented with the exception of ARVO 2005.