



**ASSH** | *American Society  
for Surgery of the Hand*

# **Master Skills Series: Trauma of the Elbow, Forearm and Wrist**

## **Handouts Due: April 23, 2010**

Handouts can have a significant impact on how much participants learn from your session. For this reason the ASSH Courses and Meetings Advisory Committee has developed the following policy for programs that offer continuing medical education credit.

- An ASSH staff member will be assigned to each course as the staff liaison. This person is responsible for collecting, reviewing, and submitting the handouts for publication in the course syllabus. **Your ASSH liaison for this course is Diana Shkap and she can be reached at [dshkap@assh.org](mailto:dshkap@assh.org) or by phone at (847) 939-3584.**
- **NOTE:** Handout title should match the title of your presentation. If you wish to change the title of your presentation please contact the ASSH at [dshkap@assh.org](mailto:dshkap@assh.org) so the title will be listed correctly in the onsite course syllabus.
- All handouts may be reviewed and edited by Course Chair.
- Handout originals for your session are to be submitted to the ASSH office by April 23, 2010 for review and duplication.
- **All faculty members with a lecture/presentation are required to provide a handout for their presentations. Failure to do so may jeopardize future participation in ASSH programs.**
- Those who are unable to provide a handout by the stated deadline will be required to bring printed handouts onsite (at their own cost) for each participating attendee.

## **Content Guidelines & Helpful Tips**

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Handouts Should Include:

- The course name and number (if applicable) clearly on the front page
- 3 – 5 key messages with room for notes
- Line drawings, graphs and diagrams where relevant
- A bibliography listing at least 5 key and current references
- Pearls which will be useful for practice
- Any financial or commercial relationship disclosures

## AVOID

- Pictures and x-rays which do not copy well (handouts will be copied in black and white)
- Naming any commercial company. No company may provide or pay for reproduction or shipping of handouts
- Journal articles and book chapters as handouts which will not be accepted due to copyright infringement laws. Any copyright release is the responsibility of the faculty member

**Feedback from course attendees indicates participants like a comprehensive handout to include:** PowerPoint Slides (only include slides that print well on black/white), bulleted pearls and/or session highlights, bibliography and/or list of useful references for attendee to refer to after the meeting.

## Layout Guidelines & Helpful Tips

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- Use a standard font such as Times New Roman or Arial at 12 point.
- Margins (inches): Left – 1.25; Right – 1.0; Top – 1.0; Bottom – 3.0.
- Allow adequate space for note taking.
- Do not crowd the page. Double space some paragraphs or points in the outline.
- Use bullets or symbols to draw attention easily and quickly to key points.
- AVOID BLOCKS OF UPPER CASE TEXT WHICH ARE DIFFICULT TO READ AND ONLY SUITABLE USUALLY FOR HEADINGS.
- Use **bold lower case** or put in a box to highlight text.
- Highlight the “Key Facts” or “Special Considerations,” etc.

## Submission Instructions – Handouts Due April 23, 2010

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Handout MUST be submitted electronically and should be saved in the following format: “**LastName\_PresentationTitle**”

### Submission Options

1. Send handout by email to Diana Shkap at [dshkap@assh.org](mailto:dshkap@assh.org)
2. For files too large to be emailed, upload documents through [www.mediafire.com](http://www.mediafire.com)
3. Burn a disc and mail to the ASSH office:  
ATTN: Diana Shkap  
American Society for Surgery of the Hand  
6300 North River Road, Suite 600  
Rosemont, IL 60018

Disc must be RECEIVED by April 23, 2010.

For questions regarding handouts or to have a copy of the handout template emailed to you, please contact Diana Shkap at [dshkap@assh.org](mailto:dshkap@assh.org) or call (847) 939-3584.

# PRESENTATION TITLE

Presenter Name, Credentials  
Meeting Name \* Meeting Date

Text/Figures/Charts (Times, Times New Roman, Arial font  
at 12 point)

Notes

**Bibliography / References (Standard Font at 12 point)**