



June 21, 2016

Muhamed Saric, MD, PhD
NYU Non-Invasive Cardiology Associates
550 1st Avenue, 11th Floor
New York, NY 10016

Dear Doctor Saric:

On behalf of the American College of Physicians, it is my pleasure to invite you to join the faculty for Internal Medicine Meeting 2017 to be held in San Diego, CA at the San Diego Convention Center on March 30-April 1, 2017. The schedule for your participation is as follows:

Title: Evaluation and Treatment of Valvular Heart Disease
Date: Friday, March 31, 2017
Time: 11:15AM - 12:45PM
Format/Role: Meet the Professor / Professor
Course Code: MTP 003

To confirm your participation and assure that we have the correct contact information, within two weeks of receiving this invitation please return the following forms:

1) Faculty Commitment, 2) Conflict of Interest Disclosure, and 3) Copyright Agreement.

Format Guidelines and Handouts

Please read the attached guidelines carefully for information about the session format and preparing your presentation and handout material. Your handout is due by February 10, 2017 so it can be posted on the College Web site and made available to registrants to download and bring with them to the meeting. Print material will not be distributed at the meeting.

We require that you use Microsoft PowerPoint to produce and present your information. Your slide presentation may be submitted as your handout. We will convert the presentation to PDF format showing six slides per page. The slides you submit to us will be used for creating the handout only. You will be responsible for bringing your presentation with you to the meeting either on a USB flash, CD-ROM, or your own laptop.

MCQs Based on your Presentation

The College plans to offer a variety of opportunities to earn MOC points and CME credits related to sessions presented at Internal Medicine Meeting 2017. Your session may be included as part of one or more of these endeavors. In some cases, ACP may ask you to address content related to a pre-written question in your presentation. In other cases, you may be asked to write up to three very brief multiple-choice questions based on the content you plan to present. You will receive more information at a later date if your session is affected.

ACP's Center for Patient Partnership in Healthcare

The Center for Patient Partnership in Healthcare (CPPH) engages patients, families, and patient organizations as partners with ACP in designing patient-centered care delivery and in developing educational materials for patients. For sessions that include content that aligns with CPPH's patient information material, presenters may be asked to show a slide informing attendees about patient resources available through the CPPH. The slide will be prepared by CPPH staff and sent to the presenter well in advance of the meeting. Additional instructions will be provided at that time.

Travel and Reimbursement Policy

You are responsible for making your own travel and housing arrangements. Please plan to arrive at least several hours before your presentation or the evening before if you are scheduled to speak early in the day. Allow enough time for flight delays or cancellations and weather-related problems. If this requires an extra night hotel stay, please contact our office so we can approve this request in advance of the meeting.

All charges must be paid by you and submitted for reimbursement after the meeting. ACP will reimburse you for the following:

- 1) Actual transportation expenses for up to one round-trip non-refundable coach fare rate, excluding upgrade costs. ACP does not reimburse for use of Frequent Flyer miles.
- 2) Local ground transportation expenses, including taxi, personal auto mileage, parking, tolls, and tips. Car rental and gas are not reimbursable.
- 3) For each day that you are scheduled to serve as faculty on the program you will be reimbursed for hotel room charges (standard single or double room rate), meals, and tips. We ask that you stay within the College guideline of a maximum of \$100 per day for meals, beverages, and tips.

In addition, as faculty, you will receive complimentary registration to Internal Medicine Meeting 2017.

ACP requires receipts to document airfare, lodging, meals, and other expenses greater than \$50. Receipts are accepted as electronic scan, original or photocopy and must be submitted along with a Faculty Reimbursement Voucher, which you will receive prior to the meeting. Requests for reimbursement must be submitted within 30 days after the meeting.

Audience

Approximately seventy-five percent of attendees are full-time practitioners who look to the meeting as a way to keep up to date across the broad spectrum of internal medicine. Attendees are looking for information that is evidence based and is relevant to the practicing internist. Attendees require more than a general or elementary overview, and are seeking information based on medical evidence that gives them insight into the most current strategies for diagnosis and treatment. When relevant to your topic, we ask that you discuss disparities in care in order to heighten practitioners' awareness of the problem and work toward ACP's goal of eliminating inequities.

Hospital Medicine Track

Internists who primarily practice in the inpatient setting are a substantial subset of the audience. We have created a Hospital Medicine Track, which identifies sessions that will be of particular interest to them. If your session is included in the track, it will be noted underneath the course code that appears on the first page of this letter. Please gear your remarks to this audience, which will be most interested in content relevant to inpatient care.

Priority for Focusing Content: Recommendation for High-Value Care

A major societal challenge is the need to decrease the enormous and ever-increasing costs of health care. In response to this challenge, ACP has embarked on a major "high-value care" initiative to encourage physicians to focus on diagnostic and management strategies that balance clinical benefit with cost and harm with the goal of improving patient outcomes. The College is working toward this goal by integrating the concept of health care value into all ACP educational products and by highlighting high-value care recommendations wherever possible. As you develop your educational content, when relevant to the topic you are covering, emphasize the need to avoid ordering unnecessary tests and treatments that may add cost and harm without improving patient outcomes. Focus on improving physicians' physical diagnosis and clinical reasoning skills to liberate them from an over-reliance on testing to make straightforward diagnoses and treatment decisions.

Disclosure of Conflict of Interest

The American College of Physicians requires that you complete the enclosed Conflict of Interest Disclosure Statement and indicate whether or not you and/or your spouse/partner have any relationships with any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. The information you provide will be reported to the attendees. All faculty must return disclosure forms or forfeit participation in the program.

Bias, Content Validity, and Discussion of Unapproved Use of Products

The American College of Physicians requires that your presentation be free of commercial bias. When discussing therapeutic options, it is ACP's preference that you use only generic names. If it is necessary to use a trade name, then those of several companies must be used. All clinical recommendations must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. References to scientific research in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, and analysis. It is your responsibility to inform the audience of any discussion of unapproved or investigative use of a commercial product or device during your presentation or in response to questions posed by the audience.

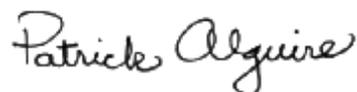
Correspondence

Please direct all calls and correspondence to Susan McConomy at the address below. We are working on a tight program development timeline and ask that you respond within two weeks of receiving this letter. If we do not hear from you, we may contact another speaker on the assumption that you are unable to accept this invitation.

Susan K. McConomy
Scientific Program Manager
American College of Physicians
190 N. Independence Mall West
Philadelphia, PA 19106-1572
215-351-2558 or 800-523-1546 or Fax# 215-351-2501
smcconomy@acponline.org

We look forward to including you on the faculty for the Scientific Program, and we are sure that Internal Medicine Meeting 2017 will be enriched by your participation.

Sincerely yours,



Patrick Alguire, MD, FACP
Senior Vice President
Medical Education Division

Internal Medicine Meeting 2017 Guidelines for Faculty - Meet the Professor Sessions (MTP)

General Description

Meet the Professor sessions (MTPs) are designed to give attendees the opportunity to hear acknowledged experts provide the most current information and their views about the topic being presented. MTPs are the most common format presented at the annual meeting and are typically held in rooms that seat well over 300 attendees. Though this limits the opportunity to address individual needs, it is still possible to have a lively Q&A discussion at the end of your presentation.

Please refer to the Clinical Questions Form included with your invitation letter for specific information about your topic. The clinical questions/learning objectives serve to guide the focus of your presentation.

Goals of the MTP Format

Attendees should achieve the following goals by attending your session:

- Acquire skills in reasoning regarding differential diagnosis and diagnostic logic.
- Analyze controversial issues, recent advances, and new developments concerning the selected topic.
- Gain knowledge of pathophysiology.
- Learn from colleagues as their questions and issues are identified and explored.

Conducting the Session

Meet the Professor sessions are either 60- or 90-minutes long. (Refer to your invitation letter for the length of your session.) The session should begin with a presentation of the most current information on the topic. This should be followed by your analysis of the data presented and implications for patient care. Using brief “problems” or cases during the presentation can be very helpful. Your formal presentation should be approximately two-thirds of the time allotted, with the remaining time used to answer questions from the audience. It is generally better if the audience holds questions until you complete your presentation. Taking questions during the presentation may get the session off track, both in terms of time and content.

Audience

Approximately seventy-five percent of attendees are full-time practitioners who look to the meeting as a way to keep up to date across the broad spectrum of internal medicine. Attendees are looking for information that is evidence based and is relevant to the practicing internist. Attendees require more than a general or elementary overview, and are seeking information based on medical evidence that gives them insight into the most current strategies for diagnosis and treatment. When relevant to your topic, we ask that you discuss disparities in care in order to heighten practitioners’ awareness of the problem and work toward ACP’s goal of eliminating inequities.

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Handouts and PowerPoint Presentations

The deadline for handout material is February 10, 2017. It is important for you to adhere to this deadline so that we may post your material on the Internal Medicine Meeting 2017 Web site for attendees to view and print prior to the meeting. We encourage faculty to submit their PowerPoint presentations as their handout. Handouts should be sent electronically to Sciprogram@acponline.org.

There will be no printed handout material distributed at the sessions.

Visuals are important to illustrate the significant points in the discussion. A clear, straightforward take-home message on each image is crucial. We require that you use Microsoft PowerPoint to produce and present your information. **You are responsible for bringing your presentation file to your session.** Slides are not pre-loaded. The room will be equipped with a computer and video projector that will accept CD-ROMs and USB flash drives. The video projector will also be equipped to show your presentation from your personal laptop computer if you prefer.

Use of Copyrighted Material

If you wish to include copyrighted material in your slides and/or handout, you are responsible for obtaining written permission from the owner of the material. A copy of the permission must be sent to the ACP prior to the meeting. ACP will not be responsible for obtaining copyright permission or for any copyright fees. If permission is not obtained the material cannot be included in your slides or handout, since your presentation will be recorded and “fair use” does not apply to derivatives of the original work. **It is acceptable to rework data from a copyrighted table or chart and use it in your slides or handout as long as you attribute the source and your version is somewhat different than the original source.**

Handout and Presentation Guidelines

- Handouts must be submitted electronically using Microsoft PowerPoint or Word.
- The handout should not be more than twenty single-sided pages. If you send a PowerPoint file, we will format the handout as a black and white PDF with six slides per page.
- The handout should end with a bulleted summary of take-home messages based on your presentation.
- Include references on your slides, as appropriate, or an annotated bibliography as part of your handout. You may include a Web address where your materials can be accessed by attendees.
- Some graphic images may be too memory intensive to download from the College Web site. If your material includes any images that are too large or do not reproduce clearly, we will contact you to resolve the problem.
- Do not submit articles, chapters, or reference material as your handout.
- ACP will not download material from Web sites to use as handouts.
- ACP will not purchase books or other materials to be used as handouts.
- In order to maintain consistent screen sizing throughout all presentations, we ask that you please create (or convert) your PowerPoint slides into standard 4:3 sizing.

Reporting Lab Values in Traditional Units and Standard International Units

In response to numerous requests from prior years' attendees, we ask that you report laboratory values in both US traditional (US) units and Standard International (SI) units. To assist you, we have identified a free internet application that will convert US units to SI units and vice versa. To access the program, go to <http://dwjay.tripod.com/conversion.html>, enter the value you wish to convert and click the "calculate" button. Please report units in both formats in your handout and your slides.

Reporting Risk

When reporting risk, please include the absolute difference of risk in your presentation. For example, an overall decrease in risk from 2% to 1% should be reported as an absolute risk reduction of 1%. This is preferred to only reporting change in relative risk of 0.5 or relative risk reduction of 50%.

Questions regarding handouts should be directed to Barbara Wozniak at 215-351-2609 or bwozniak@acponline.org