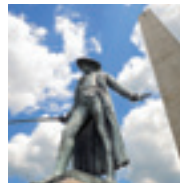




Call for

Abstracts & Session Proposals



26th Annual Meeting of the Associated Professional Sleep Societies, LLC
A Joint Meeting of the American Academy of Sleep Medicine and the Sleep Research Society

You are invited to submit an abstract or session proposal for SLEEP 2012 26th Annual Meeting of the Associated Professional Sleep Societies, LLC (APSS) held June 9-13, 2012, at the John B. Hynes Veterans Memorial Convention Center in Boston, Massachusetts.

The SLEEP meeting attracts the largest audience of sleep specialists in the nation. The success of the meeting is attributed to the premier educational opportunities that blend the best clinical practices with the most current research. This unique meeting is only possible with the submission of high-quality abstracts and session proposals from individuals practicing in the fields of sleep medicine and sleep research.

The Program Committee relies on your commitment and volunteer efforts to create a program that includes the latest scientific developments and educational content. Please share your expertise by submitting an abstract or session proposal.

Details of abstract and session guidelines can be found in this Call for Abstract and Session Proposals or on the SLEEP 2012 website, www.sleepmeeting.org.

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Questions

Questions regarding SLEEP 2012 abstract or session proposal submissions should be directed to:

Associated Professional Sleep Societies, LLC
Attn: Meeting Department
2510 North Frontage Road, Darien, IL 60561
Phone: 630-737-9768
Fax: 630-737-9789
E-mail: broberts@aasmnet.org
www.sleepmeeting.org



Abstract Submission

Important Dates and Deadlines for Abstracts:

October 28, 2011	Online site is available for abstract submission at www.sleepmeeting.org
December 15, 2011	Deadline for abstract submissions
February 1, 2012	Deadline to withdraw an abstract submission
Late February 2012	Acceptance notifications for abstracts are sent via e-mail
March 1, 2012	Deadline for authors of accepted oral presentations to submit conflict of interest information, CV and biographic information (see page 14)

Overview:

Abstracts will be accepted for presentations as either an oral presentation format or poster presentation format.

Oral presentations will be scheduled beginning at 1:00pm on Sunday, June 10 – Wednesday, June 13 and involve a 10-minute presentation followed by 5 minutes for questions. All oral presentation speakers are required to upload their presentation(s) to the networked server in the Speaker Ready Room. Further information and instructions will be provided in advance of the meeting. The Program Committee reserves the right to assign abstracts that are not selected for an oral presentation to a poster presentation.

Poster presentations involve display of a poster for one day on Monday, June 11 - Wednesday, June 13. Use of laptops during poster presentations is prohibited. Posters should be clear and organized for viewing, measuring **no larger than 4' x 4'**. Logos promoting commercial companies are prohibited. Posters need to be put up by 8:00am on the day of the presentation and remain on display until 6:00pm. The presenting author of the poster abstract will be assigned a time slot during which he/she is expected to be physically present at the poster display to answer questions. Selection of the poster presentation type at the time of submission indicates that you are only interested in presenting your work in this format. The Program Committee will not designate any abstract submitted for poster presentation as an oral presentation.

To submit an abstract of investigative work, carefully review all abstract submission information noted below.

Submission Information:

Authors are required to write an original abstract that fulfills accepted criteria for copyright purposes. Accepted abstracts will be published and copyrighted in a special issue of *SLEEP*. By submitting an abstract, all authors attest that the abstract submitted has not been previously published elsewhere and transfers, assigns, or otherwise conveys all copyright ownership, including any and all rights incidental thereto, exclusively to the Associated Professional Sleep Societies, LLC as publisher of *SLEEP*. If an author chooses to submit information from an abstract that has previously been presented and/or published, all data must be updated, current, and rewritten in a manner that does not infringe on copyright laws. Authors are responsible for obtaining permission to include any copyrighted material in their abstract presentations. All authors will be required to agree to a copyright assignment statement when submitting an abstract.

An individual may be the first author on a maximum of two abstracts. There can be no more than 10 authors per abstract and abstracts must not exceed 300 words. Included in the word count are the following sections: introduction, methods, results and conclusion. The four abstract sections may not be substituted with different terminology. References, tables, figures or any other graphics are not permitted. Brand names may not be used in abstract titles and are limited to one reference within the abstract body. **Abstracts that do not meet all of the specifications will be automatically rejected.**

Case reports are not appropriate and will not be considered. (However, see page 6 for details on case report submissions for individuals in clinical training). Abstracts will not be accepted for presentation if they fail to reflect acceptable scientific methodology, if the data or statistical analyses do not justify the conclusions, if they lack sufficient scientific or clinical merit or if no data are included. All abstracts are peer-reviewed; notice of acceptance will be sent to the contact author via e-mail in February 2012.

Abstract presentations are scheduled at the sole discretion of the APSS Program Committee. Submission of an abstract constitutes the commitment of at least one author to present the abstract as accepted, regardless of presentation type or day/time assigned.

Expenses associated with the preparation, submission and presentation of an abstract are the responsibility of the author/presenter. **Abstract presenters must be registered for the meeting.** Instructions for registering for the meeting will be included with the notice of acceptance.

To comply with continuing education credit guidelines, authors of accepted oral presentations will be required to disclose and resolve any significant relationships with commercial interests and submit a CV and biographical information by **March 1, 2012**. See page 14 for further details.

Submission Process:

All abstracts must be submitted electronically via the SLEEP 2012 website, www.sleepmeeting.org. Online submission will be live beginning **October 28, 2011**. A nonrefundable abstract review fee of \$50.00 per submission must be paid at the time of submission. The final deadline to submit is **December 15, 2011**; the deadline will not be extended under any circumstances.

Authors are encouraged to submit abstracts early. You will be able to revise, edit and preview your abstract until the close date of December 15, 2011. Please review your work for accuracy; abstracts will be printed exactly as submitted. Due to the high number of abstracts anticipated, copyediting of your abstract will not be permitted. In order to withdraw an abstract, the author of the abstract must provide written notification to the APSS Meeting Department by **February 1, 2012**. The APSS will not refund the review fee for withdrawn abstracts.

Awards

The American Academy of Sleep Medicine and the Sleep Research Society offer awards in the following areas:

- **AASM Young Investigator Award**
- **AASM Section Investigator Award**
- **SRS Young Investigator Award**
- **SRS Trainee Travel Award Based on Merit**

Further details about these awards will be available on the online submission site.

Abstract Guidelines:

1. Abstracts must conform to the following outline:
 - A. Title
 - B. Authors and Institutions
 - C. Introduction
 - D. Methods
 - E. Results
 - F. Conclusion
 - G. Support (*if any*)
2. The abstract body (including the introduction, methods, results and conclusion) is **limited to 300 words**.
3. Brand names may not be used in abstract titles and are limited to one reference within the body.
4. There can be no more than ten (10) authors per abstract.
5. An individual may be first author on a maximum of two abstracts.
6. Each author must agree to the copyright assignment statement.
7. Each author of abstracts accepted for oral presentation will be required to disclose conflicts of interest and submit a CV and biographical information by **March 1, 2012** (see page 14).

SLEEP 2012 Abstract Categories:

Authors will need to select whether or not the abstract relates to basic sleep science or clinical sleep science and then pick an appropriate category.

NOTE: Authors are required to select an abstract category when submitting their abstracts; the APSS Program Committee reserves the right to move abstracts between categories as it sees fit.

A. Basic Sleep Science

- I. Pharmacology and Biochemistry
- II. Cell and Molecular Biology
- III. Ontogeny/Aging
- IV. Neurobiology
- V. Physiology
- VI. Chronobiology
- VII. Comparative and Evolutionary Studies
- VIII. Behavior
- IX. Learning, Memory and Cognition
- X. Dreaming
- XI. Sleep Deprivation
- XII. Instrumentation and Methodology
- XIII. Other

B. Clinical Sleep Science

- I. Sleep Disorders – Breathing
- II. Sleep Disorders – Circadian Rhythms
- III. Sleep Disorders – Insomnia
- IV. Sleep Disorders – Parasomnias
- V. Sleep Disorders – Movement Disorders
- VI. Sleep Disorders – Hypersomnia
- VII. Neurological Disorders and Sleep
- VIII. Medical Disorders and Sleep
- IX. Psychiatric and Behavioral Disorders and Sleep
- X. Normal Physiology of Sleep and Normal Variants
- XI. Pediatrics*
- XII. Sleep and Aging
- XIII. Sleep and Gender
- XIV. Instrumentation and Methodology
- XV. Health-care Services, Research and Education
- XVI. Other

***Authors with research focusing on populations under the age of 18 are encouraged to submit their abstracts under the Pediatrics category.**

OPPORTUNITIES FOR TRAINEES

There are two opportunities for trainees to present at SLEEP 2012



Case Reports Accepted for Clinical Trainees

The APSS Program Committee encourages individuals in clinical training to submit case reports for SLEEP 2012. Case reports present unique, unusual or important clinical observations of interest to clinical sleep medicine practitioners. The deadline to submit a case report is December 15, 2011. The APSS Program Committee will only accept case reports from individuals in a clinical training program for **poster presentation only**. These case reports will be published in the *SLEEP* abstract supplement.

Individuals must be in clinical sleep medicine training to submit a case report for SLEEP 2012. Training Directors are required to verify that the authors are in clinical training. If the Training Director does not verify that authors are in clinical training, the case reports will automatically be rejected.

Case reports submitted by clinical trainees:

- Will be included in the *SLEEP* abstract supplement;
- Will **ONLY** be accepted for poster presentation; and
- Will **NOT** be categorized and will be in a separate “Case Reports” section of the poster hall.

The deadline to submit case reports is December 15, 2011.

1. Case Reports must be submitted in a Microsoft Word document.
2. Case Reports must conform to the following outline:
 - A. Title
 - B. Authors and Institutions
 - C. Introduction
 - D. Report of Case(s)
 - E. Conclusion
 - F. Support (*if any*)
3. The case report body (including the introduction, report of cases and conclusion) is **limited to 300 words**.
4. Brand names may not be used in case report titles and are limited to one reference within the body.
5. There can be no more than ten (10) authors per case report.
6. An individual may be first author on a maximum of two case reports.
7. Each author must agree to the copyright assignment statement.

The submission process for case reports is different than for abstracts. You must follow these steps to submit your case report.

1. Complete the **Case Reports for Clinical Trainees Submission Request Form** which is available on the SLEEP 2012 website at www.sleepmeeting.org and submit it along with the case report via e-mail to presentations@sleepmeeting.org by **December 15**. **The form and case report must be submitted by December 15; no exceptions will be made to this deadline.**
2. A nonrefundable review fee of \$50.00 per submission must be paid at the time the Case Reports for Clinical Trainees Submission Deadline Request Form is submitted. This fee will not be refunded if a case report is not accepted.

3. Notifications of whether or not your case report is accepted will be sent via e-mail in February 2012.

*If you do not receive confirmation that your case report was received within three business days, contact Becky Roberts at 630-737-9768.

Extended Submission Dates for Individuals in Their First Year of Training

The APSS Program Committee recognizes that many individuals in their first year of training are unable to complete enough research to submit an abstract by the December 15 deadline. In an effort to include this important science in the SLEEP 2012 meeting, the APSS Program Committee will accept abstracts for **poster presentation** from individuals in their **first year of training** from December 16, 2011 through March 21, 2012.

Individuals will only be permitted to submit their abstracts between December 15 and March 21 if they are in their first year of graduate training, postgraduate training or a clinical sleep medicine fellowship. Training Directors are required to verify that the authors are in their first year of training. If the Training Director does not verify that authors are in their first year of training, the abstracts will automatically be rejected.

Although we will have this extended submission period, you are encouraged to submit your abstract, if at all possible, by the December 15 deadline.

Abstracts submitted from December 16-March 21:

- Will **ONLY** be accepted for poster presentation;
- Will **NOT** be categorized and will be in a separate “Trainee Abstract” section of the poster hall; and
- Will **NOT** be included in the *SLEEP* abstract supplement.

Abstracts must be submitted in a Microsoft Word document. Abstracts submitted between December 15 and March 21 must conform to the guidelines outlined on page 5.

The submission process for the abstracts submitted during the extended deadline is different than for abstracts submitted by December 15. You must follow these steps to submit your abstract from December 16-March 21.

1. Complete the **Extended Abstract Submission Deadline Request Form** which is available on the SLEEP 2012 website at www.sleepmeeting.org and submit it via e-mail to presentations@sleepmeeting.org by **Wednesday, December 15. This form must be submitted by December 15; no exceptions will be made to this deadline.**
2. A nonrefundable abstract review fee of \$50.00 per submission must be paid at the time the Extended Abstract Submission Deadline Request Form is submitted. This fee will not be refunded if an abstract is not submitted by the March 21 deadline.
3. Submit your abstract **via e-mail** to presentations@sleepmeeting.org between December 16, 2011 and March 21, 2012.*
4. Notifications of whether or not your abstract is accepted will be sent via e-mail by April 27, 2012.

*If you do not receive confirmation that your abstract was received within three business days, contact Becky Roberts at 630-737-9768.

Session Proposal Submission

Important Dates and Deadlines for Session Proposals:

October 28, 2011	Online site is available for session submissions
December 1, 2011	Deadline for session submissions
Late December 2011	Acceptance notifications for postgraduate courses are sent via e-mail
February 2012	Acceptance notifications for bench to bedside, clinical workshop, discussion group and symposia sessions are sent via e-mail
February 24, 2012	Deadline to edit session information for final program
March 1, 2012	Deadline for authors of accepted oral presentations to submit conflict of interest information, CV and biographic information (see page 14).

Overview:

The Program Committee is soliciting proposals for the following sessions at SLEEP 2012: Postgraduate Courses, Bench to Bedside Integrated Sessions, Clinical Workshops, Discussion Groups and Symposia. Sessions should focus on a wide variety of topics including clinical practice, basic research and other aspects of sleep medicine and sleep research.

The Program Committee encourages proposals on all relevant topics, but in an effort to include sessions on certain topics, the Program Committee is requesting session proposals on the following topics*:

- Health information technology and electronic medical records
- Health-care reform
- Impact of blue light on circadian rhythms and sleep
- Outcome studies in behavioral sleep medicine
- Pros and Cons of PAP modalities
- Real world applications of sleep research
- Sleep and anesthesiology
- Sleep and cancer
- Sleep and personalized medicine
- Sleep and PTSD
- Sleep and traumatic brain injury
- Sleep, pregnancy and the postpartum period

*Submission of a session proposal on these topics in no way guarantees acceptance.

Submission Information:

Postgraduate course proposals will be accepted for presentation on Saturday, June 9 and Sunday, June 10. Bench to Bedside Integrated Session, Clinical Workshop, Discussion Group and Symposia Proposals will be accepted for presentation from 1:00 pm on Sunday, June 10 through Wednesday, June 13. By submitting a session proposal, the Program Committee assumes that each faculty member has been contacted and has agreed to present should the session be accepted, regardless of the date/time scheduled.

The information provided within the proposal will be used to highlight accepted sessions in the preliminary and final programs. With this in mind, changes and/or additions (i.e. faculty names, title changes) must be submitted prior to **February 24, 2012**. These changes will only be incorporated into the final program.

The APSS may request permission to audio or video record presentations at SLEEP 2012. Speakers in accepted sessions may be asked to sign a waiver granting permission to the APSS to record their presentation.

All speakers are responsible for the information included within their slides and are responsible for obtaining copyright permissions. All speakers will be required to agree to a copyright assignment statement when submitting a session proposal.

In order to comply with continuing education credit guidelines, speakers will be required to disclose and resolve any significant relationships with commercial interests and submit a CV and biographical information by **March 1, 2012**. See page 14 for further details.

If a session proposal is accepted, the session chairs are responsible for providing a detailed agenda and ensuring that faculty submits all required materials by the appropriate deadlines.

Audiovisual Information:

The standard audiovisual equipment that is provided for each session is as follows: LCD projector, laser pointer and microphones. The use of personal laptops is prohibited. Requests for additional audiovisual equipment must be included in the session proposal. Internet connections are not provided in session rooms; requests for internet in session rooms will not be approved. Audience response systems are not provided for sessions; requests for audience response systems will not be approved. All speakers are required to upload their presentations to the networked server in the Speaker Ready Room. Further information and instructions will be provided to speakers in advance of the meeting.

Postgraduate Courses:

Postgraduate Courses provide intensive information and review on a single topic through a half-day or full-day session on Saturday, June 9 or Sunday, June 10, 2012.

A maximum of 4 speakers, including the chair(s), is allowed for half-day courses; A maximum of 8 speakers, including the chair(s), is allowed for full-day postgraduate courses. One additional participant may be added if the chair intends only to give a brief introduction. The deadline for the receipt of presentation materials is **April 16, 2012**. There are no exceptions to this deadline. Please prepare the presentation materials accordingly as the **APSS does not allow or reimburse for the duplication of handouts after the syllabus has been printed**. The information submitted in the proposal, including the title, speaker names, objectives and target audience, will be used to highlight accepted sessions in the preliminary and final programs.

Breakout sessions or small workshops within a Postgraduate Course should not be proposed (due to time and room constraints).

All proposals must adhere to the following scheduled breaks for Postgraduate Courses:

Half-day Courses:

10:15am – 10:30am or 3:15pm – 3:30pm

Full-day Courses:

10:15am – 10:30am; 12:00pm – 1:00pm; 3:15pm – 3:30pm

The APSS offers an honorarium for all Postgraduate Course speakers. Please review the guidelines below regarding the APSS honorarium policy:

- Speakers may receive a \$500 honorarium for up to two Postgraduate Course presentations that are at least **45 minutes** in length for a maximum of \$1,000.
- To qualify for an honorarium, the speaker must submit course book material consisting of PowerPoint slides by **April 16, 2012**.
- A maximum of four (4) speakers will be awarded an honorarium for half-day Postgraduate Courses.
- A maximum of eight (8) speakers will be awarded an honorarium for full-day postgraduate courses.
- Course chairs are eligible only if they provide a 45-minute presentation and meet the requirements listed above.
- Both members and nonmembers are eligible for the honoraria.



Bench to Bedside Integrated Sessions:

Bench to Bedside Integrated Sessions are intended to present attendees with the latest advances in translational science and clinical applications on a specific topic. These sessions are allotted a two-hour time slot to present the latest data and discuss its applicability to treating patients. Bench to Bedside Integrated Sessions will be offered beginning at 1:00 pm on Sunday, June 10 through Wednesday, June 13, 2012.

A maximum of 4 speakers, including the chair(s), is allowed for bench to bedside integrated sessions. A fifth participant may be added if the chair intends only to give a brief introduction. Individual presentations, which should be approximately 30 minutes each including questions, should be integrated on the same topic.

Those speakers that have been confirmed for an accepted session must be the people who actually deliver the presentations; changes in Bench to Bedside Integrated Sessions must be reviewed by the APSS Program Committee. Presentation handouts for all Bench to Bedside Integrated Sessions are prohibited.

Clinical Workshops:

Clinical Workshops are forums for clinicians to review and discuss clinical challenges in sleep medicine within a two-hour time slot. These sessions should focus on either business aspects of sleep centers or the care of patients. These sessions are appropriate for the presentation and discussion of controversial clinical topics or difficult clinical situations that demonstrate the critical thinking process in clinical sleep medicine.

Business-related Clinical Workshops

The topics covered in these Clinical Workshops should focus on the business aspects, including economic, legal, political and social aspects, of running a sleep center. These sessions are appropriate for addressing business challenges that clinicians face in their daily practices.

Patient-related Clinical Workshops

The topics covered in these Clinical Workshops should have a substantial scientific and clinical basis, although the extent of knowledge in the area may not be as extensive as that presented in standard symposia. Clinical Workshops may utilize a variety of formats, such as case discussions or review of polysomnograms with a panel of “master” clinicians or lectures reviewing a clinical topic followed by group

discussion. If case discussions are used, the chair is responsible for ensuring that the cases are of high quality, and that appropriate data are available for discussion.

Clinical Workshops will be scheduled beginning at 1:00 pm on Sunday, June 10 through Wednesday, June 13, 2012.

A maximum of 6 participants, including the chair(s), is allowed. Those speakers that have been confirmed for an accepted session must be the people who actually deliver the presentations; changes in session speakers must be reviewed by the APSS Program Committee. Presentation handouts for all clinical workshops are prohibited.

Discussion Groups:

Discussion Groups are forums for a less formal presentation of a topic within a two-hour time slot. The APSS encourages conversations on controversial subjects and pro/con discussions or presentations. These sessions should stimulate interest and discussion with the audience without extensive data presentation or use of audiovisual equipment and without necessarily reaching a conclusion. A question or series of questions should be introduced by the panel of discussants to start the session. A Discussion Group proposal must be presented within the guidelines stated. Proposals that are structured similar to a symposium will be considered as such and evaluated with the symposium proposals.

Discussion Groups will be scheduled beginning at 1:00 pm on Sunday, June 10 through Wednesday, June 13, 2012.

A maximum of 8 participants, including the chair(s), is allowed. Those speakers that have been confirmed for an accepted session must be the people who actually deliver the presentations; changes in session speakers must be reviewed by the APSS Program Committee. Presentation handouts for all Discussion Groups are prohibited.

Symposia:

Symposia sessions are allotted a two-hour time slot to present the latest data and ideas on topics in sleep medicine and sleep research. Symposia will be offered beginning at 1:00 pm on Sunday, June 10 through Wednesday, June 13, 2012.

A maximum of 4 speakers, including the chair(s), is allowed for Symposia. A fifth participant may be added if the chair intends only to give a brief introduction. Individual presentations, which should be approximately 30 minutes each including questions, should be integrated on the same topic.

Those speakers that have been confirmed for an accepted session must be the people who actually deliver the presentations; changes in a Symposia must be reviewed by the APSS Program Committee. Presentation handouts for all Symposia are prohibited.

Symposia session chairs should be aware that individuals are limited to two invited presentations (Symposia and one-hour invited lecturers) per meeting in order to encourage a wide variety of speakers and promote diversity of content at the meeting. In the event that a speaker exceeds this limit, the Program Committee reserves the right to request chairs of accepted Symposia to select a different speaker.

Session Proposal Requirements

Submission Deadline: [December 1, 2011](#)

All session proposals must be submitted online at www.sleepmeeting.org and require the information specified below. The online submission site provides additional directions and prompts submitters to enter the required information.

1. Session Title*

The APSS reserves the right to edit the session title in its effort to market the session to attendees. Notifications of title changes will be included in the acceptance letter.

2. Target Audience

Provide a description of the audience for which the presentation is intended.

3. Learning Objectives

Provide 2-3 learning objectives of the session.

4. Content

Describe the educational content of the session. The description will be used for evaluation purposes and should explain the background, purpose and significance of the proposed topic. Postgraduate courses, bench to bedside integrated sessions, clinical workshops, and symposia proposals should include a detailed agenda of the session within a 500-word limit.

5. Need

Explain how the session will contribute positively to SLEEP 2012 and why this format is the best venue for presentation.

6. Audiovisual Request

Indicate any audiovisual equipment required for this session other than standard equipment (listed on page 9) and explain the need for the request. Special requests may not be granted. Notification of approved audiovisual will be included in the acceptance letter.

7. Participants/Speakers

Below is the information that must be provided for each session participant.

1. First Name / Last Name
2. Professional Certification
3. Affiliation(s)
4. Address (Street Number, City, State, Country, and Postal Code)
5. Phone Number, Fax Number, E-mail Address (e-mail is REQUIRED for every speaker)
6. Membership Status (AASM, SRS, Dual AASM/SRS member or nonmember)
7. If nonmember, indicate the approximate amount of reimbursement that will be requested by the speaker if eligible. (Please see guidelines on page 14.)
8. Presentation Title (*The title MUST be included at the time of submission, as this information is provided in the program books*). Individual's presentation titles are not applicable to discussion group proposals.
9. If the proposal is accepted, each speaker must disclose conflicts of interest and submit a CV and biographical information by **March 1, 2012** (see page 14).

The contact author is able to submit all required information except the information in number 9 on behalf of the speakers.

Reimbursement Guidelines for Sessions

These guidelines do not apply to abstract presenters

The APSS meeting department coordinates and manages all issues related to speaker reimbursements. The APSS welcomes speakers outside the field of sleep and instituted these guidelines to help offset the expenses of such speakers associated with presenting at SLEEP 2012. A maximum of \$2,500 is available for reimbursement expenses for a session regardless of the number of eligible speakers; no exceptions will be made. The following guidelines for speaker reimbursements must be adhered to when proposing a session.

Note: Nonmember speakers that have participated in a session at the SLEEP meeting within the previous 2 years are not eligible for reimbursement of expenses.

Postgraduate Courses

The honorarium for postgraduate course speakers is not included in the \$2,500 available for reimbursement expenses for postgraduate courses.

AASM and/or SRS member speakers in a postgraduate course are eligible for up to one night accommodations (depending on the schedule of the course) for a standard room at a hotel that is part of the SLEEP 2012 hotel block and up to \$40 for meals on the day of the presentation. This reimbursement guideline is intended to alleviate the cost of arriving prior to the scientific portion of the SLEEP meeting.

Nonmembers are eligible to receive reimbursement for registration, lodging, travel and meals. A complimentary registration for SLEEP 2012 will be offered to each nonmember speaker. Lodging is reimbursed for a maximum of two nights' accommodations for a standard room at a hotel that is part of the SLEEP 2012 hotel block. Personal expenses such as phone calls, internet, in-room movies, etc. are the responsibility of the speaker. Travel to the meeting includes airfare and ground transportation to and from the speaker's home, the airport and the hotel. The APSS will reimburse taxi and shuttle fares; the use of limousines and sedans is not reimbursable unless price is comparable or less than taxi fare. Airfare is reimbursed provided reservations are purchased 21 days in advance for economy seating on common carriers. If an individual elects to drive to the meeting in a private automobile, rather than fly, he/she will be reimbursed at the current IRS mileage rate within a 300-mile radius. Nonmembers are eligible up to \$40 for meals on the day of the presentation.

Bench to Bedside, Clinical Workshops, Discussion Groups and Symposia

The APSS does not reimburse expenses of AASM and/or SRS member speakers in Bench to Bedside, Clinical Workshops, Discussion Groups or Symposia sessions.

Nonmembers are eligible to receive reimbursement for registration, lodging, travel and meals. A complimentary registration for SLEEP 2012 will be offered to each nonmember speaker. Lodging is reimbursed for a maximum of two nights' accommodations for a standard room at a hotel that is part of the SLEEP 2012 hotel block. Personal expenses such as phone calls, internet, in-room movies, etc. are the responsibility of the speaker. Travel to the meeting includes airfare and ground transportation to and from the speaker's home, the airport and the hotel. The APSS will reimburse taxi and shuttle fares; the use of limousines and sedans is not reimbursable unless price is comparable or less than taxi fare. Airfare is reimbursed provided reservations are purchased 21 days in advance for economy seating on common carriers. If an individual elects to drive to the meeting in a private automobile, rather than fly, he/she will be reimbursed at the current IRS mileage rate within a 300-mile radius. Nonmembers are eligible for up to \$40 for meals on the day of the presentation.

Continuing Education Information – Oral Abstract Presentations and Sessions

Continuing education credit will be provided for all sessions and oral abstracts presentations; authors of accepted poster presentations can disregard this information.

The American Academy of Sleep Medicine (AASM) is accredited by the ACCME to sponsor continuing medical education (CME) for physicians. SLEEP 2012 26th Annual Meeting of the Associated Professional Sleep Societies, LLC (APSS) has been planned and implemented through the joint sponsorship of the AASM and the APSS, LLC. As a CME provider, the AASM must ensure balance, independence, objectivity and scientific rigor in all of the educational activities it sponsors. In addition, the APSS is applying to offer continuing education credit for psychologists and nurse practitioner continuing education contact hours.

In order to comply with the guidelines that must be followed to offer continuing education credit, all speakers and authors of abstracts accepted for oral presentation must comply with the conflict of interest policy below.

Conflict of Interest Policy

Prior to the activity, each speaker/author must disclose to his/her audience that the individual has no relevant financial relationship(s) with a commercial interest OR has any relevant financial relations with a commercial interest. Instructions on how to submit the following information for each speaker/author will be sent to the contact speakers/authors with the notification of acceptance:

- The name(s) of any commercial interest(s) with which the individual has relevant financial relationship(s) and the nature of the relationship(s);
- A maximum of three (3) citations that reference the best available evidence in support of the topic;
- A curriculum vitae; and
- A biographical information form.

This information must be submitted online upon receipt of notification of acceptance and by no later than March 1, 2012.

Commercial interest(s) is defined as any proprietary entity that produces health-care goods, services or support, with the exemption of non-profit, government organizations and non-health-care related companies.

Relevant financial relationship(s) is defined as relationships in any amount occurring within the past 12 months that create a conflict of interest.

The nature of the relationship(s) is defined as financial relationships in which the individual benefits by receiving income, salary, royalty, intellectual property rights, consulting fees, honoraria, or other financial benefits. Financial benefits are typically associated with roles such as employment, consulting, investigational or contract research, speaking/teaching, membership or advisory committees or review panels, board membership, and other activities from which compensation is received or expected.

Additionally, speakers can not promote any commercial interests during their presentation. This includes, but many not be limited to, displaying logos and/or advertising in their presentations. Please keep in mind that commercial interests include educational events and materials from which an individual receives honoraria, travel reimbursement or royalties.

If a speaker/author does not comply with the APSS Conflict of Interest Policy, the speaker will not be permitted to participate in the program and may be banned from participating in future meetings. The APSS Program Committee will review the disclosures of financial relationships and citations to ensure compliance with the requirements stated above.

Speakers/authors will be required to disclose any relevant financial relationships with commercial interest verbally during their sessions. Further information and instructions will be provided to speakers/authors in advance of the meeting.



Submit a Challenging Case for the Morning Report Session

Submit a challenging case for the new Morning Report Session at SLEEP 2012. During this session, an expert panel will review and discuss challenging cases submitted in advance by SLEEP 2012 attendees. The cases will be selected by the Program Committee, and individuals will be notified of whether or not their case is accepted for presentation in February 2012.

If your case is accepted, you will be responsible for presenting a 5-minute synopsis of the case using the Morning Report Case Template on Tuesday, June 12 or Wednesday, June 13. Submission of a case constitutes the commitment to present the case, regardless of day/time assigned. Expenses associated with the preparation, submission and presentation of the case are the responsibility of the presenter. **Case presenters must be registered for the meeting.** Instructions for registering for the meeting will be included with the notice of acceptance.

Cases must be submitted using the Morning Report Case Template available at www.sleepmeeting.org and must include the following information:

- A. Patient History and Physical Findings
- B. Supplemental Data (e.g., Sleep Study Data, PAP Downloads, Actigraphy, etc) (optional)
- C. Discussion of the Differential Diagnosis

The submission process for the morning report cases is different than for session proposals. You must follow these steps to submit your case:

1. Complete the **Morning Report Case Form** and **Morning Report Case Template** which are available on the SLEEP 2012 website at www.sleepmeeting.org and submit them via e-mail to presentations@sleepmeeting.org by **Wednesday, December 15. The form and case template must be submitted by December 15; no exceptions will be made to this deadline.**
2. Notifications of whether or not your case is accepted will be sent via e-mail in February 2012.

*If you do not receive confirmation that your case was received within three business days, contact Becky Roberts at 630-737-9768.

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