

Handout Guidelines for AAD MEETINGS



Did you know...

Handouts are among the most requested resources at AAD meetings!

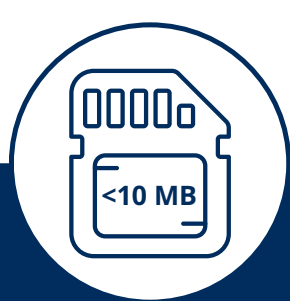
Handouts help **extend the value of your presentation** by reinforcing your key points and providing a lasting reference for attendees.

Handout Submission at a Glance



Format

All handouts must be submitted as PDF files.



File Size

Files larger than 10MB will be condensed to outline format by Academy staff.



Availability

Handouts will be posted on the Academy website ~1 month before the meeting.



Important

No paper handouts will be available onsite. No reimbursement for printing handouts.

Policy Reminder

All materials must comply with the AAD Policy on Independence in Continuing Medical Education ([see full policy here](#)).



No journal articles or book chapters (readily available elsewhere).



No promotional or branded education materials.



Handouts must adhere to Academy policy regarding usage of trade names.

Options for Creating a Handout

Option 1: Use Your Presentation as a Handout

This option involves sharing a shorter version of your presentation as a handout. For the Academy to license your presentation for distribution as a handout (and other educational purposes), you must ensure the following:



Format: Save your PowerPoint as a PDF with 6 slides per page. If you need assistance, contact speakers@aad.org.



Patient Photos: You must have the express permission of patients to use their photos for educational distribution. If you do not have permission, you must remove these images from your presentation before submitting it as a handout.



Figures/Tables from Publications: You must have the publisher's express permission to use any figures or tables from publications for educational distribution. If permission is not obtained, remove them prior to submission.



Unpublished Data: If you are presenting original unpublished data, confirm that your intended publisher is comfortable with the data being disseminated in your handout or other AAD educational materials. If not, this data should be removed.

Option 2: Submit Clinical Pearls

With this option, you summarize the key takeaways from your presentation to provide attendees with practical insights.

Use the [Clinical Pearls Template](#) and additional resources via the AAD Learning Center.

Questions?

We're here to help! Contact the AAD Education Team at speakers@aad.org.

