



GUIDELINES FOR COURSE CHAIRS

The following guidelines were developed to inform AASM course chairs of their responsibilities and expectations. The guidelines listed below contain information on timelines and responsibilities.

TIMELINES OF THE AASM COURSES

In order to be effective, it is necessary for the Chair in conjunction with the staff to follow the timeline outlined below.

10-12 months prior to course	Chair works with vice chair to develop an outline of the topics presented at the course. Staff completes logistical planning, including budget and search for venue.
8-10 months prior to course	Staff informs course chair of dates and location of course and works with chair to provide any necessary contact information for potential faculty members.
8 months prior to course	Staff receives listing of faculty from course chair. Course chair contacts faculty members via telephone or e-mail inviting them to participate in the course and develops the course schedule.
6 months prior to course	Brochure finalized and designed by graphics.
5 months prior to course	Brochure mailed.
4 months prior to course	Staff sends follow-up confirmation letter outlining the responsibilities, logistics and deadlines for the course to the faculty.
8 weeks prior to course	Deadline to receive articles from faculty.
4 weeks prior to course	Deadline to receive reference lists, verification form, conflict of interest form and bio/CV slide handouts from faculty.
3 weeks prior to course	Staff sends course books to printer.
Dates of Course	On-Site Activity

COURSE CHAIR RESPONSIBILITIES

The course chair for an American Academy of Sleep Medicine educational course is entitled to the following monetary honorarium contingent upon the adherence to these guidelines:

\$2,500 to the course chair

PLANNING FOR THE COURSE

During the planning phase of the educational course, the chair will be responsible for:

- Developing the content of the course and recommend faculty members with assistance from the staff.
 - It is strongly recommended that course chairs present one individual lecture that is at least 45 minutes. If presenting, course chairs must adhere to the guidelines and deadlines for course materials.
 - It is expected that course chairs will make a concerted effort to recommend a faculty that is mostly, if not entirely, comprised of members of the American Academy of Sleep Medicine.
 - Course Chairs are reminded that AASM dues have remained at their current level for 12 years. This has been accomplished in part because revenue raised from our educational efforts is considered general operating revenue. As such the AASM looks for a minimum of 35% excess revenue over expenses for each course. Budgeted course expenses do not include staff time; this needs to be considered when setting course fees and budgeting expenses.
 - Course chairs should aim for a faculty to attendee ratio of 1:15. This ratio has been effective as it encourages interaction among faculty and staff, while keeping faculty expenses at a reasonable percentage of the course fees. Staff can assist you in determining how many faculty this equates to for your course.
 - Course chairs should make a concerted effort to recommend faculty that is located in proximity to the course. By doing this, we are able to be a more fiscally responsible organization by keeping faculty travel expenses at a minimum and environmentally responsible by decreasing the flights faculty members have to take.
- Inviting faculty to present at the course. This is typically done via phone or e-mail, and may be shared with the vice chair. When inviting faculty, honoraria is typically discussed. The honoraria for presenters is based on the following:
 - \$500 per 45-minute presentation, up to a maximum of two presentations.
 - \$250 for providing presentation slides (i.e. PowerPoint) for inclusion in the course book by the stated deadline, up to a maximum of two presentations.
 - \$100 for providing executive summary of presentation.
- Informing the national office staff of confirmed faculty in a timely manner so that they can send an official acknowledgement to the faculty members with information such as date, time and title of presentation, hotel accommodations, travel information, reimbursement guidelines, course book materials and conflict of interest forms.
- Corresponding with faculty members to ensure that they submit their materials in a timely manner.

DUTIES DURING THE COURSE

- It is mandatory for each course chair to attend the educational course from the beginning of the course until the end.
- The course chair is responsible for relaying announcements throughout the course and introducing each faculty member prior to his/her presentation. This responsibility may be shared with the vice chair. The national office will develop a general list of announcements for the course chair and gather CVs and bios to assist with the introduction of the faculty members.
- Presentation of at least one of the lectures during the course

EVALUATION AND NEEDS ASSESSMENT OF THE COURSE

- Following the course, the national office will send the evaluations and comments to the course chair and vice chair. These comments should be utilized in the development of the next course. The Board of Directors has mandated that 25% of faculty be replaced each year.