Dear Refresher Course Lecturer,

Please review the information about your **Refresher Course Lecture (RCL) Summary** for the ASA 2012 Annual Meeting. This year, the RCL summaries will be made available to all registered attendees of Anesthesiology 2013 through a FREE website download. Part of the responsibility of acting as a Refresher Course Lecturer is to provide the outline and copyright form by the requested deadline date.

The two forms to be completed and then uploaded onto the OASIS submission site are:
1. A template to prepare your summary
2. A copyright license agreement

The OASIS site will be open for you to complete and upload this information until **June 1, 2013**. Outlines not available by June 1 will not be included in the free website.

RCL Template Instructions

1. Summaries may be completed using Microsoft's MSWord, in either a Macintosh or Windows version. **Please include the letters "PC" or "MAC" in the file name to confirm which system was used to prepare the document**.

2. Your summary should be at least two pages but **NO MORE THAN EIGHT PAGES**, single-spaced. Use the "print layout" view when creating your document.

3. To facilitate consistency across platforms, use the following fonts as suggested:
   - BODY: 10 point Times New Roman (Note: The type for this letter is Times New Roman, 10 point)
   - HEADERS: 10 point Bold Times New Roman
   - TITLE: 12 point Bold Times New Roman

4. If you copy and paste from other documents, please only paste text without formatting. You can do this in Microsoft Word by selecting: Edit/Paste special/Unformatted text.

5. Stay within the page margin within the word document, do not adjust the page size and do not add page numbers to your summary. (The template automatically generates the page numbers).

6. Embed pictures or charts into the document. If they cannot be embedded, submit separately as follows:
   - Photographs in color or black and white must be in a JPEG file format.
   - Charts, graphs, diagrams in color or black and white must be in a JPEG or GIF file format.

7. If you wish to include multimedia files in your 2012 presentation, please indicate the location for the file in your presentation.

8. Refresher Course Lectures are approved for CME credit. Your summary must follow the Accreditation Council on Continuing Medical Education (ACCME) standards. Whenever possible, please use generic names for drugs and devices and adhere to the content validity guidelines required by ACCME for all CME activities:

   - *All the recommendations involving clinical medicine in a CME activity 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. CME must be free of commercial bias and must not promote products or services of commercial interests. The activity content must give a 'balanced view' of the subject and must fairly represent, and be based on, a reasonable and valid interpretation of the information available on the subject (e.g., "On balance the data support the following …"). A 'balanced view of therapeutic options' also means that no single product or service is over-represented in the education activity when other equal but competing products or services are available for inclusion.*

   - *All scientific research referred to, reported, or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection*

and analysis, and interpretation. The CME content, and not the research that has already taken place or is taking place, must not have been controlled by a commercial interest. As an example, industry employees cannot deliver oral presentations and cannot author enduring materials that are accredited for CME if the CME content relates to business lines or products of their employer. Activities that promote recommendations, treatment or manners of practicing medicine that are known to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients, are prohibited.

License Instructions

1. Complete the required information and sign the license agreement.

2. If you do not own the rights to the work that you are including in your summary, or if you have any questions regarding the license agreement, please contact Mary Kuffner at **m.kuffner@asawash.org**

If you have questions regarding the preparation or submission of your 2013 RCL summary, or if you are unable to work in a Microsoft Word document, please contact OASIS technical support or Judy Jacobson (j.jacobson@asahq.org).

Thank you