



SAN DIEGO SHOULDER INSTITUTE (SDSI)
28TH ANNUAL COURSE: ARTHROSCOPY, ARTHROPLASTY, AND
FRACTURES

LABORATORY/ WORKSHOP COMPANY PARTICIPATION GUIDE

Course Date: June 22-25, 2011

Location: Hyatt Regency La Jolla at Aventine
3777 La Jolla Village Drive
San Diego, CA 92122
(888) 421-1442 or (858) 552-1234

Cadaver Lab:

University of California School of Medicine
Basic Science Building B202
9500 Gilman Drive
La Jolla, CA 92093-0611
858-534-4546

www.ucsd.edu

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INTRODUCTION

San Diego Shoulder Institute (SDSI) is committed to presenting an annual medical education event promoting the highest level of shoulder education. We focus on excellence and customer service. This guidebook serves as a specific resource to assist company representatives with course laboratory and/ or workshop participation. If we can provide additional information, or assist you in any other way, please feel free to contact us.

SDSI expects all continuing education and laboratory sessions to be conducted in full compliance with SDSI and the Accreditation Council for Continuing Medical Education (ACCME) standards. Please note that the cadaver laboratory sessions are held on the University of California, San Diego School of Medicine (UCSD) campus. SDSI abides by all UCSD rules and regulations governing continuing medical education activities and vendor conduct.

SDSI STAFF CONTACT INFORMATION

Larky Blunck, R.N., CME and Compliance Administrative Coordinator

Email: eblunck@aol.com

Phone: 760-445-2874

Responsibilities: Main coordination and organization of course laboratories and workshops. Serves as main liaison with companies regarding laboratory/ workshop assignments and schedules. Manages ACCME accreditation and compliance to regulatory standards.

Rebecca Quiring, Director of Operations

Email: Rebeccaq2@cox.net

Phone: 760-940-2066

Responsibilities: Directs course operations and meeting planning. Functions as main liaison with the Hyatt. Coordinates exhibits, meeting room assignments, and group room reservations. Responsible for advertisements and financial transactions.

Amanda Moore, R.N., Lab Manager

Email: Mooreaaj@aol.com

Phone: 760-519-0346

Responsibilities: Provides oversight of onsite laboratories and workshops to include procurement of laboratory supplies provided by SDSI. Manages nursing support staff. Ensures laboratories and workshops function in an efficient, safe, and educational manner.

San Diego Shoulder Institute

3905 Waring Road

Oceanside, CA 92056

760-940-2066

760-940-6110 (fax)

www.shoulder.com

Program Chair: James C. Esch, M.D.

SDSI Board of Directors:

James C. Esch, M.D., President

Gregory Alberton, M.D.

Stephen Burkhart, M.D.

Stephen Snyder, M.D.

J.P. Warner, M.D.

VENDOR REQUIREMENTS FOR LABORATORY/ WORKSHOP PARTICIPATION

All companies participating in a laboratory/ workshop are required to do the following:

1. Submit signed “**Laboratory Expectations of Company Representatives**” and “**Disclaimer and Waiver**” Forms to SDSI **no later than June 1, 2011**. San Diego Shoulder Institute will need a complete list of all company representatives who will be attending the UCSD laboratory by this date.
2. Fax the following to the Hyatt by May 3, 2011:
 - a. Credit Card Authorization Form (required for ALL)
 - b. AV order form (if needed). Note: a separate credit card authorization form is required for AV needs
 - c. Electrical order form (if needed)
3. If participating in a luncheon workshop, contact the Hyatt to arrange room set-up and confirm meal planning by May 3, 2011.
4. Make own travel and hotel arrangements. Specific details regarding hotel and travel are posted on our web site (www.shoulder.com). To reserve a block of 10 or more rooms, you must contact the San Diego Shoulder Office directly at 760-940-2066.

If you have additional questions, please contact:

Larky Blunck, R.N.
CME and Compliance Administrative Coordinator
lblunck@aol.com
760-445-2874

Laboratory Expectations of Company Representatives

1. San Diego Shoulder Institute (SDSI) adheres to all standards set forth by our organization, the Accreditation Council for Continuing Medical Education, the American Medical Association, the FDA, the AdvaMed Code of Ethics, PhRMA Code on Interactions with Healthcare Professionals, legal, and State and Regulatory mandates and standards. Cadaver laboratory sessions are held on the University of California San Diego (UCSD) School of Medicine campus. SDSI and our vendors adhere to all UCSD policies applicable to vendor conduct at continuing medical education activities and UCSD laboratory rules and regulations.
2. All representatives must sign and submit “Laboratory Expectations of Company Representatives” and the SDSI/UCSD Disclaimer and Waiver Forms to SDSI **no later than June 1, 2011**. Laboratory participation is contingent on completion of these forms.
3. All company representatives **MUST** wear a designated SDSI nametag. Individuals without proper identification will not be allowed in the lab. Companies are required to submit a list of authorized representative names to SDSI by June 1, 2011.
4. Company representatives are responsible to provide equipment and supplies to faculty and to answer questions as indicated during laboratory sessions.
5. Please refer to our standards of commercial support for further information regarding our standards and expectations. The purpose of the lab is for our faculty to provide an educational experience to promote physician competency, and not for sales promotion.
6. Company Representatives are responsible for cleaning and return shipment of all equipment and supplies following laboratory completion. GES is on-site for assistance. The UCSD lab staff is not able to assist with shipping needs, nor are they able to store equipment for later pick-up/shipment. Please plan in advance to have your shipment picked up following the conclusion of the lab.
7. Failure to comply with laboratory expectations may result in the removal of the company and its representatives, in which case no refund of exhibitor/vendor fees will be issued.
8. To ensure all course operations run efficiently and safely , all laboratories and exhibits must be set up prior to start time. Specific set-up times are detailed in the “Program at a Glance” document and on each lab description page.
9. **Standards specific to UCSD:**
 - a. All company representatives are required to check in at the company representative dressing area outside the laboratory.
 - b. Companies must adhere to assigned maximum number of representatives and remain in assigned areas at all times due to space limitations.
 - c. **Appropriate attire and personal protective equipment must be worn by all persons at all times in the UCSD lab.** Appropriate attire includes: gown, gloves, foot covering, **closed toed shoes**, and eye protection. Open toed shoes and shorts are not allowed in the lab. One surgery gown will be ready for each representative.
 - d. All participants **must follow universal and safety precautions.** Large red sharp containers are provided throughout the lab. Do not place sharp objects in the trash.
 - e. The UCSD lab must be completely set up and assigned representatives on hand for a **mandatory** safety equipment check **Thursday June 23, 2011 at 10:00 a.m.**
 - f. Clean-up assignments will be made for each company participating in the UCSD lab. Wash/ rinse containers, detergent, Cidex, brushes, and paper towels will be provided.

I have read all information detailing expectations of vendors for the course and laboratory and certify my compliance:

Print Name

Print Company (if applicable)

Signature

Date

A signed form MUST be received by SDSI by June 1, 2011 and on file prior to lab set-up

Please sign and return completed form to: San Diego Shoulder Institute 3905 Waring Road Oceanside, CA 92056

Fax: 760-940-6110 Email: eblunck@aol.com



San Diego Shoulder Institute
 3905 Waring Road
 Oceanside CA 92056

**SAN DIEGO SHOULDER INSTITUTE (SDSI) 28TH ANNUAL MEETING
 ARTHROSCOPY, ARTHROPLASTY, AND FRACTURES
 DISCLAIMER AND WAIVER FORM**

This course is for educational purposes only and is based on valid, reliable, and accurate information. All recommendations involving clinical medicine are based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported, or used in support or justification of a patient care recommendation conform to the generally accepted standards of experimental design, data collection, and analysis. The material represents various approaches and is not intended to represent the only methods appropriate for the medical situation discussed.

As a course participant, I agree to waive any claims against SDSI or its officers or employees for reliance on any information presented in this educational program. In addition, I agree to waive any claims against SDSI or its officers or employees for any injury, disease, or other damage that may result in any way from participation in the course.

CADAVER LAB DISCLAIMER AND WAIVER

SDSI presents this laboratory in educational partnership with the University of California, San Diego School of Medicine (UCSD). All laboratory participants (to include lab vendors, faculty, and SDSI staff) are required to sign this form prior to laboratory participation (laboratory participation includes laboratory set up and break-down).

SDSI and UCSD follow stringent guidelines regarding laboratory operations. Failure to follow our standards will result in immediate removal from the lab. Failure of a company representative to comply with our standards may result in removal of the company and its representatives in total from the entire cadaver lab experience. In this instance, no refund of fees will be issued.

Each participant is responsible to follow universal and safety precautions at all times. SDSI will provide all surgical and protective equipment (to include gloves, protective goggles, aprons, gowns, and foot coverings) for the laboratory.

Standards pertain to lab session and set-up times. All participants must wear scrubs or similar appropriate surgical attire.

Closed toed shoes are mandatory at all times.

Surgical procedures will be performed on fresh cadaver specimens. Every attempt has been made to carefully screen specimens, but please use caution when handling them.

It is your responsibility to follow up on any exposure to blood-borne illness, whether by needle sticks or splashes to mucous membranes, incurred by you during the laboratory. Neither SDSI nor UCSD will be held responsible or liable for any exposure or any follow-up of exposure to blood-borne illnesses.

The undersigned agrees to participate in the medical education course sponsored by SDSI in partnership with UCSD with full knowledge that he/she waives any claims against SDSI/ UCSD and/or their officers and employees. The undersigned also waives any claim he/she may have against SDSI/UCSD for any injury, disease, or other damage that may result during participation in the course. Further, the undersigned represents and warrants that any contact he/she may have during this course with cadaver specimens shall be made in conformance with all proper medical, safety, and universal precaution practices.

I have read all information provided for the course and laboratory and certify my compliance. I also agree that course involvement entails my consent to be photographed. I understand that photographs may be used for course promotional or educational dissemination.

Print Name

Print Company (if applicable)

Signature

Date

Standards of Commercial Support

1. All CME activities are for scientific and educational purposes only and will not promote any specific proprietary business interest of a commercial interest.
2. SDSI makes all decisions independently and without influence from a commercial interest regarding:
 - a. Identification of CME needs, determination of educational objectives, selection and presentation of educational content, selection of all persons and organizations that will be in a position to control the content of the CME, selection of educational methods, and evaluation of the activity.
 - b. the disposition and disbursement of commercial support.
3. SDSI will not be required by a commercial interest to accept advice or services concerning teachers, authors, or participants or other education matters, including content, from a commercial interest as conditions of contributing funds or services.
4. Arrangements for commercial exhibits or advertisements cannot influence planning, nor can they be a condition of the provision of commercial support.
5. All commercial support associated with a CME activity must be given with the full knowledge and approval of SDSI.
6. The terms, conditions, and purposes of the commercial support must be documented in a written agreement between the commercial supporter and SDSI.
7. SDSI will pay directly any faculty expenses or reimbursement associated with this course according to SDSI policy.
8. The intent of all educational events, including the skills laboratories is strictly educational. No sales promotion may occur during this time.
9. Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities.
10. Social events or meals will not take precedence over educational events.
11. The source of all commercial support will be disclosed to learners prior to the beginning of the course.
12. All gifts accepted individually by physicians should primarily entail a benefit to patients and/ or the physician's work and should not be of substantial value.

PRELIMINARY PROGRAM AT A GLANCE

Event	Location	TUES 6/21	WED 6/22	THURS 6/23	FRI 6/24	SAT 6/25
Registration	Hyatt Ground Floor	3:00-6:00 p.m.	7:00 a.m.-6:00 p.m.	7:00 a.m.-5:00 p.m.	7:00 a.m.-4:00 p.m.	7:00 a.m.-12:30 p.m. Open for questions
Lecture	Hyatt Ground Floor		12:55 p.m.-6:00 p.m.	7:55-11:50 a.m. 2:00-5:30 p.m.	8:00 a.m.-12 noon 2:00 -5:00 p.m.	7:45 a.m.- 12:30 p.m.
Arthroscopy Model Lab	Hyatt Ground and Second Floors	<i>Set-up</i> 8:00 a.m.- 9:00 pm	8:00a.m.-12 noon Breakdown 12noon-4:00PM			
Total Shoulder and Fracture Fixation Workshop (SDSI CME)	Hyatt Tented Tennis Court		<i>Set-up</i> 12noon-4:00p.m. Workshop 7:00-9:00 p.m. Breakdown 9pm unless storage arranged thru GES			
Cadaver Arthroscopy Lab (SDSI CME)	UCSD	<i>Set-up</i> 9:00 a.m.- 3:00 pm	<i>Set-up</i> 9:00 a.m.-3:00 p.m.	<i>Set-up</i> 9:00 a.m.-12 noon Mandatory equipment check 10:00 a.m.	Lab 8:30a.m.-12noon Mandatory breakdown/ equipment removal right after lab	
Cadaver Anatomy, Open Reconstruction, and Arthroplasty Lab (SDSI CME)	UCSD					<i>Set-up</i> 9:30 a.m.-11:30a.m. Lab 2:00-4:30p.m. Breakdown 4:30-5:30p.m. all equipment must be removed
Exhibits	Hyatt Aventine Ballroom & Barcino Pavilion	<i>Set-up</i> 8:00 a.m.-5:00 p.m	<i>Set-up</i> 7:00 a.m.-12 noon	7:00a.m. -3:55 p.m. *exhibits open only during course break times 5:30-7:00p.m.	7:00-10:00a.m. *exhibits open only during Fri a.m. break times. Closed Fri afternoon	7:00- 10:30 a.m. *exhibits open only during a.m. break times Breakdown 10:30a.m.-3 p.m.
Arthroscopy Workshop (company sponsored/ no CME)	Hyatt Ground and Second Floors			<i>Set-up</i> 7:00-11:30 a.m. Workshop 12noon-1:30 p.m. *Breakdown/ equip removal immediately after lab		
Arthroplasty Workshop (company sponsored/no CME)	Hyatt Ground and Second Floors				<i>Set-up</i> 7:00-11:30 a.m. Workshop 12:15-1:45 p.m. *Breakdown/ equip removal immediately after lab	

ARTHROSCOPY MODEL LAB

Date/ Time: Wednesday June 22, 2011 8:00 a.m.-12 noon.

Location: Hyatt ground and second floors in assigned meeting rooms.

Description of lab: The goal of this laboratory session is to teach arthroscopy techniques using shoulder models. SDSI designates number of model stations based on participant interest. Participants select laboratory of choice during initial course registration. SDSI assigns lab faculty to each lab based on known faculty expertise. The faculty director(s) perform an initial arthroscopic demonstration at the front of the room. The initial demonstration is followed by student practice of the procedure at individual model stations. Additional lab support faculty are assigned to the individual stations to provide individualized instruction and student guidance. Each station is fully equipped to perform a complete procedure. CME credit available.

Setting and lab lay-out: Laboratories are held in separate rooms, segregated by equipment vendor. Each company sets up shoulder models and arthroscopic equipment for designated stations in a classroom setting. A demonstration table, AV screen, and podium are at the front of the room for the lead faculty to perform the initial demonstration. Participant station tables are set up in classroom style facing the podium. Each station is equipped with a shoulder model, arthroscope, and equipment to perform a complete procedure.

Set-up: Tuesday June 21, 2011 8:00 a.m.- 9:00 p.m. This lab must be completely set up at the end of the day Tuesday in preparation for the Wednesday a.m. lab.

Company responsibilities: Ensure room is completely set up on Tuesday June 21. Set up includes demonstration table and all participant stations. Each station (to include the demonstration table) should be equipped with: one shoulder model (to include rotator cuff inserts and bankart inserts), an arthroscope, camera set-up, an equipment set for anchor insertion and suture passing. Extra back-up equipment must be available for each station (to include model inserts, suture passing, and anchor insertion equipment). Each faculty member will bring their own laptop to conduct a powerpoint demonstration at the beginning of the lab. Company representatives should be on hand for the entire lab to provide technical/ equipment assistance at the stations. Companies are responsible to order AV and electrical equipment through the Hyatt for this lab (refer to attached order form). Recommended AV/ electrical equipment includes: a screen, projector, cable, microphone, and DVD player. Companies may provide their own equipment if available.

SDSI will provide: Signage for laboratory, podium, tables, and assigned faculty. SDSI employees will be stationed in the hallway to ensure only registered participants enter the lab.

Shipping and Storage: All equipment should be shipped directly to GES Exposition Services for delivery to the Hyatt. Equipment will be stored at the Hyatt. GES Exposition Services is available on site to deliver equipment to your designated location. Refer to shipment information page 14.

Break-down: All rooms must be completely torn down at the time of lab completion. GES Exposition Services is available to assist with return shipment. Companies participating in a **THURSDAY WORKSHOP may leave equipment in assigned rooms until the end of the Thursday workshop.** In this case, all labs must be completely broken down at the completion of the Thursday workshop.

Additional Comments: Representatives should arrive a few minutes prior to laboratory start time.

Key information and dates:

- Fax Credit Card authorization and completed electrical order form(attached) to the Hyatt by May 3, 2011
- Fax completed AV order form and Credit Card Authorization (attached) to SWANK Audiovisual (at the Hyatt) by May 3, 2011

TOTAL SHOULDER AND FRACTURE FIXATION WORKSHOP

Date/ Time: Wednesday June 22, 2011 7:00p.m.-9:00p.m.

Location: Tented Tennis Court. Hyatt. Adjacent to Hyatt Pool area.

Description of lab: The goal of this workshop is to provide an opportunity to practice total shoulder, reverse total shoulder, and fracture fixation techniques. The workshop is set up in an open, free-flowing manner, where participants roam from station to station. Each company is assigned an individual section. Tables are set up to conduct procedure demonstrations using sawbones. Faculty are available to demonstrate specific procedures and to answer questions. Participants perform procedures as desired. SDSI assigns faculty. No pre-registration required. CME credit available.

Setting and lab lay-out: Tables are set up in a large tented area adjacent to the Hyatt pool. Each company is provided with three tables, configured in a “U” shape. Faculty and company representatives stand inside the “U”. Participants roam throughout the tent to visit various stations. Faculty provide instruction and allow participants to try products on sawbones. Company representatives are available to provide technical/ equipment assistance. Educational brochures regarding how to perform procedures should be available for distribution to attendees.

Set-up: Wednesday June 22, 2011 12:00 noon- 4:00 p..m. (**note: set up must be completed by 4:00 p.m.**)

Company responsibilities: Ensure company representatives are **on site** at the beginning of and throughout the lab to answer questions and to provide technical/equipment assistance. Required equipment for this workshop: “Sawbones” or similar equipment (at least 12 of each), clamps to secure sawbones to the table, 3 TSR, reverse TSR and/or fracture sets, drills and saws (electrical or battery), surgical technique booklets. AV and/ or electrical equipment is generally NOT needed for this workshop. If desired, companies are responsible to make their own arrangements for rental of AV equipment, AV Technical Support, and additional electrical equipment through the Hyatt (refer to information below page 15).

SDSI will provide: SDSI is responsible for making all company station assignments. SDSI will provide: three tables per company (set up in a “U” shape), drinking water for participants, signage to identify company location. SDSI will assign all faculty to this workshop. We are able to provide additional drills and saws if needed. Please contact Larky Blunck if you need additional drills or saws for your area.

Shipment and Storage: Equipment should be shipped directly to GES Exposition services to be delivered to the Hyatt (refer to information page 14). GES distribution services will arrange for equipment to be delivered to the tent area, and assist with return shipment.

Break-down: All equipment must be packed upon lab completion, but may be left in the workshop tent area until Thursday a.m. **All equipment must be removed from the workshop tent by Thursday at 10 a.m.** For supplies/ equipment left in the tent, **you are required to check in with GES at their service desk to make arrangements for equipment transfer, storage, and/ or shipment no later than 9 a.m. Thursday.** For companies participating in the Friday Arthroplasty Workshop, please confirm your assigned workshop location with GES at this time. After specific instructions from you, GES and the Hyatt will ensure appropriate storage and transfer of equipment. All equipment will be transferred to the appropriate workshop location in time for Friday set-up.

Additional Comments: All company representatives must be at their assigned stations prior to the 7:00p.m. workshop start time.

Key information and dates:

- Fax Credit Card authorization form (attached) to the Hyatt by May 3, 2011
- Notify Larky Blunck by May 3, 2011 if additional drills and saws are needed for your station
- Extra Electrical and AV generally are NOT needed for this workshop. If needed:
 - Fax completed electrical order form to the Hyatt by May 3, 2011
 - Fax completed AV order form and credit card authorization form to SWANK Audiovisual (at the Hyatt) by May 3, 2011

ARTHROSCOPY CADAVER LABORATORY

Date/ Time: Friday June 24, 2011 8:30 a.m.-12:00 noon

Location: UCSD School of Medicine. Basic Science Building Room B202 (refer to map page 16)

Description of lab: The goal of this session is to enhance arthroscopic techniques via practice on cadaveric shoulder specimens. The laboratory, held at UCSD school of medicine, is set up to mirror a surgical setting. SDSI assigns each company a specific number of stations. Each station is set up with one cadaver specimen and ample equipment to perform a complete procedure. Generally, two participants are assigned to one cadaver specimen. SDSI assigns specific faculty to this lab. A lab director provides oversight to the entire lab. Support faculty are assigned to each equipment station. A central table is set up in the middle of the laboratory with additional anchors and suture passing equipment for participants to try various products. Company vendors provide access to equipment and technical support. Attendees pre-register for the lab based on desired specimen position and skill level. The session is offered twice to accommodate enrollees (space is limited). CME credit available.

Setting and lab lay-out: Held at the UCSD school of medicine laboratory. Lab space is limited. Tables are set up with shoulder cadaver specimens and arthroscopic equipment (an arthroscope, camera, and equipment to perform a complete procedure). Suction tubing runs throughout the lab. No central suction system is available. SDSI assigns number of stations based on attendee interest. Although vendor equipment is assigned to individual stations, attendees may select other supplies (anchors and sutures) from the central display table for additional practice.

Set-up: Tuesday June 21, 2011 and Wednesday June 22, 2011 from 9:00 a.m- 3:00 p.m. Thursday June 23, 2011 from 9:00 a.m.- 12 noon.

Company responsibilities: **Company representatives must be on hand Thursday at 10:00 for a mandatory equipment check.** All stations must be completely set up at this time. Companies should provide all equipment necessary for each assigned station and at least one complete set up to serve as an additional station back-up. Necessary equipment for each station includes: instrumentation, cannulas, probe, basket, bulk saline or salt (to be added to tap water as the source of fluid for pumps). Each company should also bring extra suture passing and anchor equipment for the central display table. Company representatives must be on hand throughout the lab for technical assistance and to answer questions. Representatives must clean equipment following lab completion.

SDSI will provide: stations for set up, IV solution, gowns and masks, cidex for cleaning, signage to identify company station locations, tables at the center of the room for each company to display suture passing and anchor equipment. SDSI provides basic surgical instrumentation. It is best for each company to bring enough instrumentation to perform a complete procedure, to include special instrumentation if needed. SDSI assigns all faculty to this lab. SDSI also provides electrical and AV support for this laboratory.

Shipment and Storage: All equipment should be shipped directly to GES Exposition Services for delivery to UCSD. GES will be on site to assist with equipment movement and return shipment. Refer to shipping directions page 14. The UCSD lab staff is not able to assist with your shipping needs, nor are they able to store your equipment for later pick-up/shipment. Please plan in advance to have your **equipment packed up and removed from the lab immediately following lab completion.**

Break-down: All large equipment must be removed immediately at the end of the lab to facilitate set-up for the Saturday anatomy, open reconstruction, and Arthroplasty lab. Return shipment must be pre-arranged with GES.

Additional Comments: Space is extremely limited. Only assigned number of company representatives may attend the lab. Company representatives must clean their own equipment after lab completion. Cell phones do not work in the UCSD medical laboratory due to the basement location. Parking permits are required Monday-Friday. Parking permits are available for purchase at the information/ visitor kiosk. UCSD WILL ticket cars parked without a viable parking pass.

ANATOMY, OPEN RECONSTRUCTION, AND ARTHROPLASTY CADAVER LABORATORY

Date/ Time: Saturday June 25, 2011 2:00-4:30 p.m.

Location: UCSD School of Medicine. Basic Science Building Room B202 (refer to map page 16)

Description of lab: The goal of this laboratory is to provide instruction and practice in anatomy, open reconstruction, total shoulder, and reverse total shoulder techniques on cadaveric specimens. The laboratory is held at UCSD school of medicine. Attendees pre-register for the lab based on procedure of interest and company equipment of choice. Participants may float to other stations during the course of the lab if time permits. SDSI assigns number of stations assigned to each company, participant stations, and faculty to this lab. Stations mirror a surgical environment, with each station being set up to perform a complete procedure. A central table is set up in the middle of the lab with additional anchors and suture passing equipment for participants to try various equipment. CME credit available.

Setting and lab lay-out: Held at the UCSD school of medicine laboratory. Lab space is limited. Stations are set up with shoulder cadaver specimens and surgical equipment. Suction tubing runs throughout the lab. No central suction system is available. SDSI assigns number of stations based on attendee interest. Although vendor equipment is assigned to individual stations, attendees may select equipment (anchors and sutures) from the central display table for additional practice. A lead faculty directs the lab and support faculty provide individualized instruction and student guidance at each cadaver station.

Set-up: Saturday June 25, 2011 9:30 a.m.-11:30 a.m.

Company responsibilities: Bring enough equipment and instrumentation to perform 2-3 complete procedures.

Equipment should include Arthroplasty (or reverse Arthroplasty) instrumentation, extra shoulder retractors, drill and chuck with key, saw with blade (electric or battery only), extra suture passing and anchor insertion equipment for display table. SDSI provides basic instrumentation. However, it is best for each company to bring enough equipment to perform 2-3 complete procedures, to include special instrumentation as necessary.

SDSI will provide: stations for set up, IV solution, gowns and masks, cidex for cleaning, signage to identify company station locations, tables at the center of the room for each company to display suture passing and anchor equipment. SDSI provides basic surgical instrumentation. It is best for each company to bring enough instrumentation to perform 2-3 complete procedures, to include special instrumentation if needed. SDSI assigns all faculty to this lab. SDSI also provides electrical and AV support for this laboratory. SDSI will provide extra back-up drills and saws if needed (please notify Larky Blunck if this equipment is needed). 2-6 registrants are assigned per station.

Shipping and Storage: All equipment should be shipped directly to GES Exposition Services for delivery to UCSD. GES will be on site to assist with equipment movement and return shipment. Refer to shipping directions page 14. The UCSD lab staff is not able to assist with your shipping needs, nor are they able to store your equipment for later pick-up/shipment. Please plan in advance to have your shipment picked up following the conclusion of the course.

Break-down: All equipment must be cleaned and removed immediately upon lab completion. GES services will assist with return shipment. Return shipment must be pre-arranged with GES.

Additional Comments: Space is extremely limited. Only assigned number of company representatives may attend the lab. Company representatives must clean their own equipment after lab completion. Cell phones do not work in the UCSD medical laboratory due to the basement location. Parking permits are NOT required for Saturday parking.

SHOULDER ARTHROSCOPY WORKSHOP (Company Sponsored/ Non-CME)

Date/ Time: Thursday June 23, 2011 12:00 noon-1:30 p.m.

Location: Hyatt Ground and Second floors in assigned rooms

Description of workshop: The goal of this workshop is to offer exposure to latest technological advances specific to shoulder arthroscopy. This workshop is held during a lunch break to not interfere with CME offerings. No CME credit available. Companies select faculty and presentation material. Attendees sign up at the time of on-site course registration. Companies provide attendee lunch, pre-ordered through the Hyatt (refer to detailed information below). Companies are also responsible for AV, electrical, and decision of room set-up. Attendees eat lunch during course of workshop.

Setting and workshop lay-out: Each company is assigned a unique meeting room at the Hyatt. Companies may select room set up design. A classroom style setting is recommended, with a presentation podium at the front of the room, however each company is encouraged to work directly with the Hyatt to determine the best room design to suit the needs of the workshop. Lunch is served buffet style as participants enter the room.

Shipping and Set-up: Set up occurs Thursday June 23 7:00 a.m.- 11:30 a.m. Equipment should be shipped directly to GES Exposition Services who will transport directly to the Hyatt. GES is available on site at the Hyatt to facilitate equipment delivery to the meeting room. Refer to page 14 for specific shipping information.

Company responsibilities: Each participating company is required to arrange faculty to conduct the workshop. Companies are responsible for all travel and lodging for faculty members who are NOT a part of SDSI 2011 program faculty. Each company must contact the Hyatt directly to confirm room set up prior to the course. Participating companies will be charged a \$425 room rental fee to participate in the workshop. In addition, each company will be responsible to pay for attendee lunches, at a rate of \$40 per meal. The Hyatt will prepare and serve the lunch to workshop attendees (buffet style) and bill each company directly after workshop completion. Companies are required to **provide all equipment** necessary to conduct the workshop, to **include technical and power equipment**, AV equipment, AV Technical support, and electrical equipment. AV, electrical, and technical support is arranged through the Hyatt. Recommended AV/ Electrical equipment includes: a screen, cable, microphone, projector, and DVD player. However, each workshop is unique and specific details must be arranged with SWANK Audiovisual at the Hyatt prior to the course. A credit card authorization form must be faxed to the Hyatt prior to the course.

SDSI will provide: Staff to coordinate workshop sign-up with course registrants. Attendees will sign up for workshops at the time of on site course registration. SDSI will provide companies with a list of registered attendees prior to the course to facilitate pre-course communication. SDSI will provide signage for the workshops. SDSI staff will monitor entrance to the workshop to ensure only course registrants enter.

Storage: Companies participating in an Arthroscopy Model workshop on Wednesday June 22 may leave equipment in their model lab to be stored until the Thursday workshop. Companies not participating in a Wednesday model workshop should ship equipment and supplies directly to GES Exposition services. GES will deliver equipment directly to the assigned workshop room.

Break-down: Complete breakdown of all equipment and supplies must occur immediately upon workshop completion. GES Exposition services will be on site to assist with return shipment.

Key information and dates:

- Fax Credit Card authorization form (attached) to the Hyatt by May 3, 2011
- Fax electrical order form (attached) to the Hyatt by May 3, 2011
- Fax AV order form (attached) (if needed) to SWANK Audiovisual (at the Hyatt) by May 3, 2011
- Confirm menu selection and room layout with Carolyn (Bubela) Calderon, Director of Convention Services, Hyatt Regency La Jolla at 858-552-6076 or email Carolyn.calderon@hyatt.com

SHOULDER ARTHROPLASTY WORKSHOP

Date/ Time: Friday June 24, 2011 12:15 p.m.-1:45 p.m.

Location: Hyatt Ground and Second floors in assigned rooms

Description of workshop: The goal of this workshop is to offer exposure to latest technological advances specific to shoulder arthroplasty. This workshop is held during a lunch break to not interfere with CME offerings. No CME credit available. Companies select faculty and presentation material. Attendees sign up at the time of on-site course registration. Companies provide attendee lunch, pre-ordered through the Hyatt (refer to detailed information below). Companies are also responsible for AV, electrical, and decision of room set-up. Attendees eat lunch during course of workshop.

Setting and workshop lay-out: Each company is assigned a unique meeting room at the Hyatt. Companies may select room set up design. A classroom style setting is recommended, with a presentation podium at the front of the room, however each company is encouraged to work directly with the Hyatt to determine the best room design to suit the needs of the workshop. Lunch is served buffet style as participants enter the room.

Shipping and Set-up: Set up occurs Friday June 24 7:00 a.m.-12:00 noon. Equipment should be shipped directly to GES Exposition Services who will transport directly to the Hyatt. GES is available on site at the Hyatt to facilitate equipment delivery to the meeting room. Refer to page 14 for specific shipping information.

Company responsibilities: Each participating company is required to arrange faculty to conduct the workshop. Companies are responsible for all travel and lodging for faculty members who are NOT a part of SDSI 2011 program faculty. Each company must contact the Hyatt directly to confirm room set up prior to the course. Participating companies will be charged a \$425 room rental fee to participate in the workshop. In addition, each company will be responsible to pay for attendee lunches, at a rate of \$40 per meal. The Hyatt will prepare and serve the lunch to workshop attendees (buffet style) and bill each company directly after workshop completion. Companies are required to provide all equipment necessary to conduct the workshop, to include **technical and power equipment**, AV equipment, AV Technical support, and electrical equipment. AV, electrical, and technical support is arranged through the Hyatt. Recommended AV/ Electrical equipment includes: a screen, cable, microphone, projector, and DVD player. However, each workshop is unique and specific details must be arranged with SWANK Audiovisual at the Hyatt prior to the course. A credit card authorization form must be faxed to the Hyatt prior to the course.

SDSI will provide: Staff to coordinate workshop sign-up with course registrants. Attendees will sign up for workshops at the time of on- site course registration. SDSI will provide companies with a list of registered attendees prior to the course to facilitate pre-course communication. SDSI will provide signage for the workshops. SDSI staff will monitor entrance to the workshop to ensure only course registrants enter.

Storage for companies participating in the Wed PM Workshop: Companies participating in the Total Shoulder and Fracture Fixation Workshop on Wednesday June 22 may **pack equipment at lab completion**. Equipment may be left in the tent for storage until Thursday am. All equipment must be removed from the tent by Thursday at 10 a.m. **You are required to check in with GES at their service desk to make storage and equipment transfer arrangements no later than 9a.m. Thursday.** Please confirm your assigned workshop location with GES at this time. GES and the Hyatt will ensure equipment storage and transfer to your assigned workshop location in time for workshop set-up.

Break-down: Complete breakdown of all equipment and supplies must occur immediately upon workshop completion. GES Exposition services will be on site to assist with return shipment.

Key information and dates:

- Fax Credit Card authorization form (attached) to the Hyatt by May 3, 2011
- Fax electrical order form (attached) to the Hyatt by May 3, 2011
- Fax AV order form (attached) (if needed) to SWANK Audiovisual (at the Hyatt) by May 3, 2011
- Confirm menu selection and room layout with Carolyn (Bubela) Calderon, Director of Convention Services, Hyatt Regency L Jolla at 858-552-6076 or email Carolyn.calderon@hyatt.com

SHIPPING AND EQUIPMENT TRANSPORT:

San Diego Shoulder Institute has partnered with GES Exposition Services for processing and delivery of shipped equipment and supplies needed for the course. For charges and shipping regulations please refer to the GES exhibitor kit found at www.shoulder.com under the Industry tab. GES will accept course shipments between the dates of May 22, 2011-June 17, 2011. GES will deliver equipment directly to the Hyatt or UCSD in time for set-up. Delivery to the Hyatt includes distribution of equipment and supplies to specified area of need. GES staff will be available at the Hyatt and UCSD throughout the course to assist with return shipping processes and return shipment labeling. Please check in with GES at their service desk at the Hyatt for specific questions.

Please note: The UCSD lab staff is not able to assist with your shipping needs, nor are they able to store your equipment for later pick-up/shipment. Please plan in advance to have your shipment picked up following the conclusion of the course.

Shipping Address: Company Name
San Diego Shoulder Course
C/O GES Exposition Services
491 "C" Street
Chula Vista, CA 91910
(800) 475-2098

Reference Citation: ESCH / YOUR COMPANY NAME/LABORATORY / UCSD or
ESCH/ YOUR COMPANY NAME /LABORATORY/HYATT or
ESCH/ YOUR COMPANY NAME /WORKSHOP/HYATT or
ESCH/YOUR COMPANY NAME/ EXHIBITS/ BOOTH NUMBER/HYATT

- **Note: all shipments must arrive prior to June 17, 2011. Shipments arriving after June 17 should be shipped directly to the Hyatt in care of GES Exposition Services. Shipments should be addressed to:**

Company Name
San Diego Shoulder Course
c/o GES Exposition Services
Hyatt Regency La Jolla
3777 La Jolla Village Drive
San Diego, CA 92122

Reference Citation: ESCH / YOUR COMPANY NAME/ LABORATORY / UCSD or
ESCH/ YOUR COMPANY NAME/ LABORATORY/HYATT or
ESCH/ YOUR COMPANY NAME/ WORKSHOP/HYATT or
ESCH/YOUR COMPANY NAME/ EXHIBITS/ BOOTH NUMBER/HYATT

Label multiple boxes 1 of 3, 2 of 3, etc.

CREDIT CARD AUTHORIZATION

A credit card authorization form (attached) is required to be on file at the Hyatt **no later than May 3, 2011.** The credit card authorization form will be used to bill you directly for AV costs, electrical services and workshop meals as indicated. The completed form should be faxed directly to:
Hyatt Regency La Jolla 858-552-6064 ATTN: ACCOUNTING

Audio Visual and Electrical Requisition

Each company is required to arrange for their own electrical and AV equipment necessary to run model laboratories and workshops as specified in the preceding information. SDSI will assume accountability for AV and electrical for the UCSD cadaver lab.

For Audio Visual Needs:

Please contact SWANK directly **by May 3, 2011** for arrangements for all your AV needs (refer to enclosed AV pricing package). Ensure that a credit card authorization form and the AV order forms are on file with the Hyatt by May 3.

SWANK's direct contact information is:

Daniel Reamer

Sales Director

SWANK Audio Visuals

The Hyatt Regency La Jolla

3777 La Jolla Village Drive

San Diego, CA 92122

858-552-6031 (office)

619-370-6447 (mobile)

858-625-0142 (fax)

dreamer@swankav.com

www.swankav.com

To order electrical service:

To order electrical service, complete the electrical service order form. Send the form directly to the Hyatt.

ATTN: Carolyn (Bubela) Calderon, Director of Convention Services

Carolyn.calderon@hyatt.com

858-552-6076 (direct)

858-625-0142 (fax)

Note: a credit card authorization form must be on file

Menu Selection and Room Lay-out (For Thursday and Friday Workshops)

The Hyatt menu selection for the Thursday and Friday workshops will be emailed to you prior to the course. The Hyatt offers an opportunity to modify menu selections slightly. You are encouraged to work directly with the Hyatt if you'd like to upgrade your menu selection. You will also be notified of your workshop room assignment several weeks prior to the course. Room lay out must be confirmed with the Hyatt prior to the course. Please contact the Hyatt directly at:

Carolyn (Bubela) Calderon, Director of Convention Services

Carolyn.calderon@hyatt.com

858-552-6076 (direct)

858-625-0142 (fax)

Note: a credit card authorization form must be on file prior to the course

Hotel Reservations:

Hyatt Regency La Jolla, 3777 La Jolla Village Drive, San Diego, CA 92122, Reservations must be booked prior to May 21, 2011. After the first of the year, online reservations can be made at www.shoulder.com. You can also call the Hyatt at 800-233-1234 to reserve rooms. Make reference to the San Diego Shoulder Course to receive a reduced room rate. **You must contact the San Diego Shoulder office directly to reserve 10 or more rooms for your company. Please call (760) 940-2066 to make these arrangements.**

Map to UCSD Laboratories at the BSB Building

