

Minutes for Spine Section Executive Committee Meeting
March 11, 2009
Phoenix,AZ

Members Present: Michael Groff, Paul Matz, Tanvir Chourdri, Michael Wang, Langston Holley, Joe Cheng, San Sciubba, Ziya Gokaslan, Allen Maniker, Marjorie Wang, Chris Shaffrey, Dan Resnick, Praveen Mummaneni, Pat Johnson, Chris Wolfla, Ehud Mendel, Kurt Eickholz, Mike Steinmetz, Greg Trost, , Charlie Kuntz, Zoher Ghogawala, Robert Heary, Mark McLaughlin, John Hurlburt, Eric Potts.

Guests: Katie Orrico, Laurie Behncke, Jim Bean

The meeting was called to order by Dr. Resnick at 8:00AM

1. Secretary's report M. Groff
 - a. Update of email list and contact info
 - b. Review and approval of minutes
 - c. Review EC grid

2. Treasurer's Report C. Wolfla
 - a. Review and approve budget

The financial health of the section is robust. The implications of the recent economic downturn were mitigated by the fortuitous rebalancing of our portfolio that was implemented to facilitate the ongoing support of the research awards administered by the section. Cash on hand is adequate to support out projected annual budget

3. Committee Reports

- a. Annual Meeting C. Kuntz/ P. Matz

Pre meeting registration is at an all time high. There was discussion about requiring written abstracts in the future as a requirement for certain podium presentations.

- b. CPT J. Cheng

See attached

Jim Bean neurosurgeons have a responsibility to set standards. As a section we want to define a standard so that it is well defined which procedures we will endorse as a section. Perhaps 2 year follow-up should be a requirement.

Motion To create a committee before the AANS meeting on Payer policy responses made by Dr. Shaffrey and seconded by Dr. Wolfla. Affirmed by vote.

- c. Exhibits P. Mummanneni
- d. Future sites I. Kalfas/P Mummaneni

2010 Rosen Shngle Creek, 2011 March 9 -12 Las Vegas Hilton, 2012 March 7 - 10 Orlando Walt Disney Swan and Dolphin Resort. Discussion about staying at Dessert Ridge given change in economy. 2013 West. 2014 Swann and Dolphin. Reviewed member survey.

Motion to continue alternating the location of the meeting from East to West on alternate years was made by Dr. Resnick Second Dr. Groff. Vote Passed.

A motion to explore alternative meeting sites with Web feedback from membership was made by Dr. Resnick and seconded by Dr. Matz. The motion passed.

- e. World Spine E. Benzel

No report.

f. Research and Awards

P. Gerszten

A motion was made by Dr. Maniker that the Klien Award will be administered with input from the peripheral nerve task force. It was seconded by Dr. Groff and passed.

A motion was made by Dr. Mumanini that the International fellowship will be associated with an additional \$2500 travel stipend to attend the annual meeting. A second was made by Dr. Wolfla and it passed.

g. Education

Mike Wang

Discussion emphasized the importance of disclosure of any potential industry conflicts in our educational offerings.

h. Guidelines

M. Kaiser

Cervical Spondylitic Myelopathy guidelines have been accepted for publication in JNS: Spine in August 09. Dr. Matz's supurative leadership was acknowledged. Tim Rykin reported on the metastatic guideline effort. Drafts have been written and further work is in progress.

The thoracolumbar trauma guidelines have been outlined and a first meeting is planned for this summer. Dr. Kaiser is organizing this effort.

The Lumbar fusion guidelines require update. This will be done with direction from Dr. Resnick.

Cervical trauma guidelines update. Will include representation from the trauma section.

i. Outcomes

Z. Ghogawala

Eight clinical trial proposals. Blinded review.

Motion by Dr. Resnick that Dr. Ghogawala will identify topics to add to Neurosurgery list for IOM. Create ad hoc group Dr. Mumanni to be a member. Discussion of funding for comparative effectiveness research priorities.

j. Peripheral nerve TF

A. Maniker

Hans Peter Rickter for the Klien Lecture. Discussion as to difficulty administering a lectureship at the AANS. Should the lecture be moved to the section meeting. Consensus is that it makes sense for the membership to keep the meeting at the AANS meeting. It was clarified that \$7000 is to cover all expenses associated with the speaker.

k. Publications

L. Holly

Relationship with JNS for publication of meeting content was discussed.

Motion was made by Dr. Resnick that Drs. Holly, Mummaneni, and Shaffery, will implement the program. They will also track down the policy for speakers that do not show up.

l. Public Relations

M. Steinmetz

See attached

m. Membership

Marg. Wang

Four Orthopedic surgeons have registered for the meeting.

Motion was made by Dr. Wang to waive registration fee for all medical students. It was seconded by Dr. Groff and affirmed by vote.

Drs. McLaughlin and Mumannnie were tasked with evaluating alternatives to charging resident registration.

n. Washington Committee

R. Heary

IOM comparative effectiveness research in concert with the Ad Hoc committee of Dr. Ghogawala was discussed.

- | | |
|---|------------------------|
| o. Fellowships | P. Mummanini |
| Senior Society is evaluating CAST applications. See attached. | |
| p. Web Site | J. Chang |
| Will continue with residual \$12000 budget. | |
| q. CME | E. Mendel |
| r. Nominating Committee | J. Alexander |
| s. Rules and Regs | T. Choudhri |
| t. Newsletter | M. Steinmetz/ J. Cheng |
| u. ASTM | G. Trost |
| v. NREF | Z. Gokoslan/E. Woodard |
| Section needs to encourage spine applications for funding to NREF | |
| w. AANS PDP | K. Foley/ P. Johnson |
| x. Young Neurosurgeons comm. | E. Potts |
| y. FDA drugs and devices | J. Alexander |
| z. FDA Disability | G. Trost |
| aa. Inter-Society Liaison | M. Rosner |

4. New Business

- a) Meeting invitations to CNS and AANS Presidents
Motion by Dr. Wolfla was seconded by Dr. Resnick that Presidents of the CNS and AANS need to be invited to exec committee meeting. Expense for Registration room and board, travel should be provided. This will promote communication and coordination of efforts.
- b) Outcomes Registry – Attempt to coordinate all registries so that Neurosurgeons only have to do it once. Needs a business model so that it is self sustaining. Neuropoint alliance is the company coordinating this. Section will help develop modules focused on information we are interested in tracking.
- c) Section Lectureships at AANS annual meeting – was discussed in Peripheral Nerve Task Force above.
- d) Inter-society liaison position will be created and staffed by Dr. Heary. Dr. Ondra has some suggestions on initiatives.
- e) Fellowship match coordination with NASS. This is difficult if we do not know the fellowship criteria that NASS is using.
- f) Stipend for award winners. Discussed above.
- g) NQF – National Quality Forum. Focused on spine surgery for over use. NPP – reduction of MRI scans and spine surgery 50%

5. Old Business

- a) Membership dues structure
- b) Spine Section Meeting Management
- c) Future sites – site survey
- d) History Project

- e) Endowment fund
- f) Job description for Business Administrator – less of a need for this now.

There being no further business the meeting was adjourned at 12:00 noon.

Respectfully submitted, Michael W. Groff, Secretary.

Minutes for Spine Section Business Meeting

March 13, 2009

Phoenix Arizona

The meeting was called to order by Dr. Resnick at 12:05 PM.

Members present: The meeting was open to all membership. : Michael Groff, Paul Matz, Tanvir Chourdri, Michael Wang, Langston Holley, Joe Cheng, San Sciubba, Ziya Gokaslan, Allen Maniker, Marjorie Wang, Chris Shaffrey, Dan Resnick, Praveen Mummaneni, Pat Johnson, Chris Wolfla, Ehud Mendel, Kurt Eickholz, Mike Steinmetz, Greg Trost, , Charlie Kuntz, Zoher Ghogawala, Robert Heary, Mark McLaughlin, John Hurlburt, Eric Potts.

The Treasurer's report detailed the financial state of the section.

The Annual meeting data was reviewed.

The officers suggested by the nominating committee, listed below, were approved by a unanimous vote of the executive committee and the membership present.

- Ziya Gokaslan – President Elect
- Chris Wolfla – Member at large
- John Hurlburt - Treasurer

Dr. Shaffrey accepted the Chairman's ribbon and thanked Dr. Resnick for his service.

The meeting was adjourned at 12:30PM

Respectfully submitted,



Michael W. Groff, MD

Secretary

Position	2008-2009	2009-2010
Chair	D. Resnick	C. Shaffrey
Chair Elect	C. Shaffrey	Z. Gokaslan
Immediate Past Chair	J. Alexander	D. Resnick
Secretary	M. Groff	M. Groff
Treasurer	C. Wolfla	J. Hurlbert
Members at Large	G. Trost	C. Wolfla
	M. McLaughlin	M. McLaughlin
	E. Zager	E. Zager
Ex-Officio Members	J. Hurlbert	C. Kuntz
	J. Knightly	F. LeMarca
		D. Okonkwo
Annual Meeting Chair	C. Kuntz	P. Matz
Scientific Program Chair	P. Matz	P. Mummaneni
Exhibit Chair	P. Mummaneni	B. Subach
Future Sites	I. Kalfas	I. Kalfas
		E. Woodard
	P. Mummaneni	B. Subach
Education Committee Chair	Mike Wang	Mike Wang
CME Representative	E. Mendel	D. Fournay
Newsletter	M. Steinmetz	M. Steinmetz
	K. Eichholz	K. Eichholz
Rules and Regulations Chair	T. Choudhri	T. Choudhri
Nominating Committee Chair	J. Alexander	D. Resnick
Research and Awards Committee Chair	P. Gerszten	Marg Wang
Research and Awards Committee Members		P. Gerszten
		Adam Kanter
Publications Committee Chair	L. Holly	L. Holly
Web Site Committee Chair	J. Cheng	Eric Potts
		J. Cheng
Guidelines Committee Chair	M. Kaiser	M. Kaiser
Membership Committee	Marg Wang	Pete Angevine
Outcomes Committee Chair	Z. Ghogawala	Z. Ghogawala
CPT Committee	J. Cheng	Jack Knightly
Peripheral Nerve Task Force Chair	A. Maniker	A. Maniker
Washington Committee	R. Heary	R. Heary
FDA drugs and devices	J. Alexander	J. Alexander
Section Rep., P.A.C.	Z. Gokaslan	Z. Gokaslan
Public Relations	M. Steinmetz	M. Steinmetz
Fellowship	P. Mummaneni	G. Trost
NREF Advisory Board	Z. Gokaslan	Z. Gokaslan
	E. Woodard	E. Woodard
AANS PDP Representative	P. Johnson	P. Johnson
	K. Foley	K. Foley
Young Neurosurgeons Representative	E. Potts	E. Potts
	D. Sciubba	D. Sciubba
AMA Impairment	G. Trost	G. Trost
ASTM	G. Trost	J. Coumans
Inter-Society Liason	M. Rosner	M. Rosner
Ad hoc Committee for Policy/Procedure for Payer Policy Responses		J. Cheng
		J. Knightly
		Z. Ghogawala
		G. Trost
		D. Resnick
		P. Matz
		J. Smith
		Than Brooks
		D. Sciubba
Ad hoc Committee for NeuroPoint Alliance Modules		



Education and Innovation

Proposal for the Continued Meeting Management Services of the

American Association of Neurological Surgeons/
Congress of Neurological Surgeons
Section on Disorders of the Spine and Peripheral Nerves
2010, 2011 and 2012 Annual Meetings

Congress of Neurological Surgeons

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- B. Preliminary 2010 Comprehensive Guide

Proprietary Information

The information in this proposal is confidential in nature, is the exclusive property of the Congress of Neurological Surgeons, and may only be used by the Section on Disorders of the Spine and Peripheral Nerves for the sole purpose of evaluating and accepting this proposal. Copying, reproducing, disclosing, distributing, or otherwise using this information without the CNS' prior written consent is strictly prohibited.

I. Executive Summary

At its 2006 Annual Meeting, the Section on Disorders of the Spine and Peripheral Nerves of the American Association of Neurological Surgeons and Congress of Neurological Surgeons Executive Committee agreed to invite organizations to participate in its Request for Proposal for Meeting Management Services.

In March 2006, the Congress of Neurological Surgeons was invited to submit a proposal for Meeting Management Services for the 2007, 2008 and 2009 Annual Meetings of the Section on Disorders of the Spine and Peripheral Nerves of the American Association of Neurological Surgeons and the CNS and was honored to have its proposal accepted.

After three successful years, the CNS is excited to resubmit a proposal for continuation of meeting management services for the years 2010, 2011 and 2012. The CNS is prepared to be responsible for continued planning, organizing, and implementation of all aspects of these Annual Meetings and strives to meet and exceed your service expectations.

Because of its ongoing experience and tenure of its staff, the CNS understands that a successful outcome of any large, medical meeting requires superior planning, great organization, and effective communication between volunteers and staff on an ongoing basis. As our track record shows, the CNS staff are committed, highly professional, and knowledgeable and will be dedicated to providing timeliness and value for all services rendered to the Section.

The CNS understands that volunteers who serve an organization need to rely on business partners who help them meet their goals. Combined with experience, attention to detail, and careful budget management, the CNS is comprised of professionals on whom you can rely.

The CNS has identified six key components of Meeting Management Services that are outlined in this proposal.

- Annual Meeting Committee (and sub-Committee) Structure and Organizational Communication
- Education Coordination
- Financial Management
- Meeting and Logistical Planning
- Marketing
- Program Management

This proposal depicts major activities and services involved in development, communication, and execution of the Section on Disorders of the Spine and Peripheral Nerves of the American Association of Neurological Surgeons and Congress of Neurological Surgeons Annual Meetings.

Exclusion

An area that is not addressed within this proposal is that of database maintenance and management. It is strongly recommended that successful marketing and promotion of an Annual Meeting is accomplished through coordination of accurate and up to date membership data. If invited, the CNS wants to address database management services for membership data and dues' fee handling.

II. Section on Disorders of the Spine and Peripheral Nerves of the American Association of Neurological Surgeons and Congress of Neurological Surgeons

The Section on Disorders of the Spine and Peripheral Nerves is a professional membership society, jointly incorporated with the American Association of Neurological Surgeons and the Congress of Neurological Surgeons. While not separately incorporated, the Spine/PN Section has its own Rules and Regulations and governing body (Executive Committee).

The Section on Disorders of the Spine and Peripheral Nerves was formed in 1978 by a group of the AANS and CNS members with a dedicated interest in spinal disorders and surgical treatment. The following mission statement was adopted:

To foster the use of spinal neurosurgical methods for the treatment of diseases of the spinal neural elements, the spine and peripheral nerves. To advance spinal neurosurgery and related sciences, to improve patient care, to support meaningful basic and clinical research, to provide leadership in undergraduate and graduate continuing education, and to promote administrative facilities necessary to achieve these goals.

Currently, the Section on Disorders of the Spine and Peripheral Nerves has approximately 1,400 active members, primarily neurosurgeons with a specific interest in spinal surgery. The Section on Disorders of the Spine and Peripheral Nerves has liaisons with a number of other professional societies including: North American Spine Society, Council of Spine Societies, American Society for Testing and Materials, Cervical Spine Research Society, and others.

The Spine/PN Section is recognized as one of the largest of the AANS/CNS Sections. The CNS recognizes the Section as one of the major contributors to the advancement of Neurosurgery and is of paramount importance to the future of Neurosurgery.

III. Annual Meeting Management Services/Response to Request for Proposal

Budgeting and Financial Management

The CNS staff works in conjunction with the Section volunteer leadership to develop an Annual Meeting budget. As in the past, a preliminary budget will be submitted for approval eleven (11) months prior to the Annual Meeting. A final budget projection will be presented four (4) weeks after the conclusion of the current year's Annual Meeting to appreciate any shifts in marketing and attendance outcomes.

A sample budget template is attached (see Appendix A). Throughout the planning process, the CNS staff monitors revenue and expenses and provides monthly statements to Section volunteer leadership.

The CNS provides to Section volunteer leadership preliminary Annual Meeting profit/loss statements within four (4) weeks after the close of the meeting. Final reports are provided six (6) weeks after the close of the meeting.

The CNS receives, audits, and pays all Annual Meeting invoices and expenses from vendors with designated funds of the AANS/CNS Section on Disorders of the Spine and Peripheral Nerves. All incurred expenses for the 2010, 2011, or 2012 Annual Meetings are the responsibility of the AANS/CNS Section on Disorders of the Spine and Peripheral Nerves. Actual expenses are incorporated into the Annual Meeting budget spreadsheet. The final budget vs. actual analysis, reflecting actual expenses incurred at the meeting, are submitted to Section volunteer leadership two (2) months after the close of the meeting.

Site Selection and Contract Negotiation

Future Sites:

2010 Rosen Shingle Creek, Orlando, Florida (signed)
2011 *Cosmopolitan Resort and Casino, Las Vegas, Nevada (unsigned)
2012 Walt Disney World Swan and Dolphin, Orlando, Florida (signed)

* Tentative at the time of this proposal.

The CNS utilizes its experience and knowledge of meeting destinations and the Section's objectives to recommend future sites to Section volunteer leadership.

Upon volunteer participation and approval, the CNS executes all future sites contract negotiations in securing agreed upon sites 2010 and beyond.

Vendor Contract Negotiation

The CNS manages all supplier contract negotiations and coordination of requirements. This includes, but is not limited to, ground transportation, air transportation, cadaver materials, audio/visual and technical suppliers, exhibit contractors, decorator/drayage, security, florist, photographer, computers, destination management, caterers, and entertainment.

Housing Services

The CNS contracts with a housing reservation and registration services system a 3rd party vendor and develops all necessary housing forms. The CNS secures discounted housing for attendees.

Meeting Promotion and Marketing

The CNS prepares a detailed plan outlining recommended marketing vehicles to be implemented in promoting Annual Meeting attendance and Section membership. As each city is unique, the marketing tools recommended will be based on the meeting venue and the demographics that make up the target audiences. This plan will be presented to Section volunteer leadership eleven (11) months prior to the Annual Meeting.

The CNS secures bids for all necessary printing and production of Annual Meeting related materials at the lowest possible price in line with high-quality production.

Registration Management

The CNS is prepared to assume responsibility for all aspects of registration processing via a 3rd party housing and registration vendor. The CNS coordinates the development of registration forms and materials, handling of VIPs and faculty, badge and ticket production, on-site registration, and registration reporting, processing registration refunds, tracking of Continuing Medical Education credits and issuing of Continuing Medical Education Certificates of Attendance, and CME data transfer management.

Audio Visual Management

The CNS solicits competitive bids (RFP) for the audiovisual management of the Annual Meeting. The CNS coordinates, orders, and confirms on-site placement of audiovisual requirements for all sessions, workshops, and courses. Specific speaker requirements are planned for and accommodated.

The CNS has floor plans drawn and authorized for all sessions, workshops, and courses, and submits these to the Scientific Program Chairman for review six (6) weeks prior to the Annual Meeting.

Exhibit Decorator Management

The CNS solicits competitive bids (RFP) for exhibit decorator services for the Annual Meeting. The CNS coordinates, orders, and confirms on-site placement of exhibit hall equipment, to include carpet, booths, poster boards, and signage.

The CNS has floor plans drawn for the exhibit hall and submits these to the Exhibit Chairman for review eleven (11) months prior to the Annual Meeting.

On-site Management

The CNS staff is available on-site from set-up through dismantling to facilitate all aspects of the Annual Meeting. Staff exercises close supervision of all meeting activities.

Abstract Management

The CNS is pleased to offer the Online Abstract Management Center currently utilized by the Spine/PN Section for its Annual Meeting – from submission to grading features offered online. The Digital Poster Center will also continue to be available to the Section faculty.

CME Accreditation

The CNS is able to handle the accreditation process in conjunction with the 2010 Annual Meeting Comprehensive Guide (see Appendix B).

The CNS will ensure that the Spine/PN Section will adhere to the ACCME's mission to identify, develop, and promote the standards for quality continuing medical education (CME) utilized by physicians in their maintenance of competence and incorporation of new knowledge to improve quality medical care for patients and their communities.

Cadaver Procurement

Upon receiving the cadaver requirements from the Scientific Program Chairman, the CNS solicits bids (RFP) and secures a competitive contract for the delivery, handling, and removal of all cadaver materials, while monitoring budgeted and associated line items.

Medical Equipment Procurement

Upon receiving the medical equipment requirements from the Scientific Program Chairman, the CNS works with exhibiting companies to facilitate the delivery, handling, and removal of necessary equipment.

Online and IT Capabilities

The CNS is equipped with state of the art technology to handle all aspects of meeting management. Its web site, www.cns.org, which directly links to www.spinesection.org, can host all meeting promotions and registration information for all medical attendees and corporate partners.

Reporting and Real-time Annual Meeting Profiling

The CNS will produce reports and oversee meeting registration prior to the Annual Meeting, as well as provide post-meeting reports. These reports will profile attendees and attendance trends, as well as gather information to be used in the planning of future meetings.

Exhibits/Sponsorship and Advertising Corporate Campaign

The CNS is prepared to manage all pre- and post-show preparation and analysis, exhibit/sponsorship/advertising sales and marketing and all logistical coordination of the exhibit program.

The CNS implements an aggressive marketing and sales campaign for the exhibit and sponsorship programs at the Section on Disorders of the Spine and Peripheral Nerves Annual Meeting. The CNS, in conjunction with the Annual Meeting Committee, establishes aggressive exhibit and sponsorship quotas.

In conjunction with the Exhibit Chairman, the CNS prepares exhibitor service kits and informational, promotional mailings. The CNS coordinates the exhibit application process, to include confirmation of all booth payments, invoicing for the collection of outstanding balances, booth confirmations, and all correspondence with pertinent exhibit show information.

The CNS secures the best possible prices for the installation of booth equipment, signage, show decorations, light and power requirements via a Request for Proposal process.

The CNS supervises and arranges exhibit hall security, arranges for exhibit storage, and coordinates the installation and dismantling of the exhibit hall.

The CNS makes Scientific Program recommendations to the Annual Meeting Chairman on ways to increase overall registration, exhibit traffic and increase corporate exhibitor satisfaction.

The CNS manages any necessary labor negotiations with union officials, arranges for and supervises subcontracted services such as cleaning and janitorial service, arranges for security services, and arranges for appropriate insurance.

As detailed within the 2010 Annual Meeting Comprehensive Guide (see Appendix B), monthly reports on exhibit sales will be submitted to the Section on Disorders of the Spine and Peripheral Nerves Exhibit Chairman. A preliminary financial report of the exhibit and sponsorship program will be submitted four (4) weeks after the conclusion of the Annual Meeting. The final financial report will be submitted six (6) weeks after the conclusion of the Annual Meeting.

IV. Congress of Neurological Surgeons Profile

CNS Mission Statement

The Congress of Neurological Surgeons exists to enhance health and improve lives worldwide through the advancement of education and scientific exchange.

History of the CNS

The Congress of Neurological Surgeons was founded in 1951. The founding meeting of the Congress of Neurological Surgeons was held by twenty-two men in Saint Louis, Missouri, on May 11, 1951. The first annual meeting of the Congress was held in November 1951, in Memphis, Tennessee. Total membership at that meeting was 121. Currently membership has grown to over 6,000 neurosurgeons and affiliates worldwide.

The CNS presently has over twenty (20) Standing Committees and supports numerous AANS/CNS Standing and Ad Hoc Committees and eight (8) AANS/CNS Sections.

2008 – 2009 CNS Volunteer Leadership



P. David Adelson
President



Gerald E. Rodts, Jr.
President-Elect



Joel D. MacDonald
Vice President



Daniel K. Resnick
Treasurer



Christopher E. Wolfla
Secretary



Anthony L. Asher
Past President

Meeting Management Experience

The CNS staff possesses extensive knowledge and experience in all aspects of planning, management, and coordination of meetings. The CNS Annual Meeting is held each year in September/October with attendance over 6,500 neurosurgeons, exhibitors, spouses, and neurosurgical related professionals.

The CNS Annual Meeting consists of didactic courses and sessions, cadaver and sawbone practical courses, general sessions and luncheon seminars. In addition, the sponsorship and exhibition programs for the Annual Meeting continue to demonstrate steady growth and partnerships.

CNS MEETING MANAGEMENT SERVICES

Grow Your Attendance - Enrich Your Meetings - Achieve Your Goals!

The Congress of Neurological Surgeons, leader in neurosurgical education, is dedicated to advancing Neurosurgery through scientific exchange. The experienced and dedicated CNS meeting management staff offers the following services to help your organization achieve its Annual Meeting objectives:

- ◆ **Innovative Educational Delivery**

Through new technologies and advancements in educational science, the CNS can help you shape your attendees' educational experience for maximum impact.

- ◆ **Unparalleled Event Planning**

Through careful attention to detail and an exceptional ability to think creatively, the CNS delivers networking and social events your attendees will remember for years to come!

- ◆ **Focus on Value**

Through our extensive network of industry contacts and years of experience in contract negotiation, the CNS promises to deliver maximum value within your budget!

- ◆ **Integrated Marketing Campaigns**

Through careful integration of online and print promotion efforts, the CNS delivers reaches the right audience at the right time to grow your meeting attendance!

- ◆ **Commitment to Customer Service**

The CNS understands the busy lifestyle of a neurosurgeon and provides outstanding customer service to ensure your members and attendees enjoy their Annual Meeting experience from beginning to end.



V. Section on Disorders of the Spine and Peripheral Nerves of the American Association of Neurological Surgeons and Congress of Neurological Surgeons /CNS Partnership

The CNS and its leadership realize the importance of Continuing Medical Education as showcased in its Mission Statement as a major contributor to the present and future of Neurosurgery. The CNS also recognizes that the Section on Disorders of the Spine and Peripheral Nerves, through its Annual Meeting, is committed to delivering the best possible education and member service.

The success of an Annual Meeting is built upon a commitment to personal service and communication. The model utilized by the CNS for its Annual Meeting places paramount importance on the relationship between its various volunteer Committee Chairman and members and the CNS staff who support their efforts. The CNS through its volunteer and staff efforts has supported a myriad of new CNS initiatives by way of new technology, cutting edge education, and exciting exhibition and sponsorship concepts and strategies.

Because the CNS strives to be unique in its delivery of education, we believe that the Section on Disorders of the Spine and Peripheral Nerves has benefited from its meeting management partnership with the CNS over the past three years. Its strong volunteer culture and philosophy, ongoing creativity, and staff commitment to member service have been aspects showcased throughout the Spine/PN Section Annual Meetings. We are committed to continuing the priority service and quality outcomes for its Annual Meetings.

VI. Meetings Management Team

The CNS, like the Section on Disorders of the Spine and Peripheral Nerves, is a volunteer supported organization that believes in engaging a high-quality staff supported by volunteer commitment.

The CNS will assign the following key personnel to manage, coordinate, and oversee all planning aspects and onsite execution of the Section on Disorders of the Spine and Peripheral Nerves Annual Meeting. Consistency in dedicated staff is paramount to a successful relationship; it is our commitment should staff transition occur that new staff be supported by members of the existing Management Team.

Regina Shupak, Meeting Management

Regina Shupak graduated from Roosevelt University in 1998 with a Bachelor of Science in Hospitality Management, Convention Meeting Planning concentration. Immediately after graduation, Regina joined the American Association of Neurological Surgeons dedicated to working on the Congress of Neurological Surgeons Annual Meeting as a Meeting Services Assistant, later moving into Meeting Services Coordinator.

Currently, Regina Shupak is the Director of Meeting Services for the Congress of Neurological Surgeons. Among others, Regina is supported by Darcy Nendza and Jacqueline Bellan.

Christopher Carlson, Exhibit and Sponsor Sales Support

Chris Carlson, CNS Marketing Services Coordinator, joined the organization in 2006. He works to facilitate exhibit and sponsorship sales for the AANS/CNS Section on Disorders of the Spine and Peripheral Nerves Annual Meeting.

Chris works closely with the rest of the marketing department to implement the sales strategies created and to reach out to the many medical companies to exhibit/sponsor at the AANS/CNS Section on Disorders of the Spine and Peripheral Nerves Annual Meeting. Chris also helps oversee marketing efforts to increase abstract submission and attendance, and is responsible for assisting in the onsite management of the Annual Meetings and courses.

VII. References

The CNS is pleased to provide you with four references from neurosurgeons who have recently served as Annual Meeting Chairman for the 2006, 2007, 2008 and 2009 CNS Annual Meetings. Each of these Chairmen have worked closely with the CNS staff throughout the entire multi-year meeting management and production phases.

2006 Annual Meeting Chairman

Christopher C. Getch, MD
Department of Neurological Surgery
Northwestern University
Feinberg School of Medicine
676 North St. Clair Street, Suite 2210
Chicago, IL 60611

Office: 312 695 0464
Email: cgetch@nmff.org

2007 Annual Meeting Chairman

Anthony L. Asher, MD, FACS
Carolina Neurosurgery and Spine Associates
225 Baldwin Avenue
Charlotte, NC 28204

Office: 704 376 1605
Email: asher@cnsa.com

2008 Annual Meeting Chairman

Gerald E. Rodts, Jr., MD
Emory Spine Center
59 Executive Park South
Suite 3000
Atlanta, GA 30329

Office: 404 778 6227
Email: gerald.rodts@emoryhealthcare.org

2009 Annual Meeting Chairman

Nathan R. Selden, MD, PhD, FACS, FAAP
Department of Neurological Surgery
Oregon Health & Science University
3303 SW Bond, CH8N
Portland, OR 97239-3098

Office: 503 494 4314
E-mail: seldenn@ohsu.edu

We encourage you to contact each and/or all of the former CNS Annual Meeting Chairmen to solicit information regarding staff performance, practices, and communication outcomes. The CNS prides itself on the unique ability of its volunteers to work in conjunction with staff to maximize the personal and scientific meeting experience for all attendees while producing its meeting on the most cost-efficient basis.

VIII. Cancellation of Event

In the event that it is necessary to cancel the Section on Disorders of the Spine and Peripheral Nerves Annual Meeting prior to the scheduled opening, due to any cause within the control of the Section on Disorders of the Spine and Peripheral Nerves, the Congress of Neurological Surgeons shall be reimbursed only for actual direct costs incurred by the CNS.

Such direct costs must be evidenced e.g., paid invoices, timesheets, etc. for work completed and materials ordered for the Section on Disorders of the Spine and Peripheral Nerves. The Congress of Neurological Surgeons will not be reimbursed for time and expenses incurred in connection with meetings and committee activities.

IX. Agreement Termination

This agreement may be subject to cancellation for non-performance by the Congress of Neurological Surgeons, provided written notice is received no more than thirty (30) days following the conclusion of any event specified herein. In the event of termination, all incurred expenses for the 2010, 2011, or 2012 Annual Meetings are the responsibility of the AANS/CNS Section on Disorders of the Spine and Peripheral Nerves.

Non-performance is defined as: The level of service provided by the Congress of Neurological Surgeons becoming unacceptable according to industry standards. Evidence of non-performance must be substantiated in writing.

X. Financial Information and Pricing Summary

The CNS has reviewed all meeting management requirements and based on staffing and services outlined in this proposal, we are pleased to offer a lump sum fee of \$100,000 for the staff management of the 2010 Section Annual Meeting.

Staff pricing and fee structure for the 2011 and 2012 Annual Meetings will be determined and submitted to Section volunteer leadership four (4) weeks after the conclusions of the 2010 Annual Meeting and 2011 Annual Meeting respectively. For budgeting purposes, the CNS guarantees there will be a minimum of a \$100,000 fee/annually or a maximum of no more than an annual increase of 5% over the 2010 meeting management fee of \$100,000 for 2011.

All other direct meeting production costs are the sole responsibility of the Section on Disorders of the Spine and Peripheral Nerves of the American Association of Neurological Surgeons and Congress of Neurological Surgeons. The following fee payment schedule shall apply.

	July 15, 2010	October 15, 2010	January 15, 2010	April 15, 2010
Quarter 1	\$25,000			
Q2		\$25,000		
Q3			\$25,000	
Q4				\$25,000*

* Final resolution of meeting expenses and post evaluations will be completed prior to final payment date.

Appendix A

Annual Meeting Budget Template

**2010 Section on the Disorders of Spine and Peripheral Nerves
Annual Meeting Budget**

Section on the Disorders of Spine and Peripheral Nerves Annual Meeting Revenue		2010 Orlando			2009 Phoenix		
		Preliminary Budget			Actual		
		Qty	Fee	Amount	Qty	Fee	Amount
Registration 75-00-000-000-44025							
	Spine Section Member						
	NASS Member						
	Non-Member						
	Resident						
	Nurse						
	Physician Assistant						
Subtotal Medical							
	Exhibitors (Advance)						
	Exhibitors (Additional Advanced)						
	Exhibitors (Additional Onsite)						
	Spouse/Guest						
	Child						
	Staff (CNS Staff/Laser Staff/Vendors)						
	Guests (Complimentary)						
	Non Registrants (guests not attending)						
	Total Attendance						
	Registration Rebates						
	Late Cancellations						
	Total Registration						
Exhibits 75-00-000-000-							
44010	Booth Sales						
46500	Data Sales Lead Revenue						
	Total Exhibits						
Contributions/Sponsorships							
41550	Exhibit Corporate Funding						
	4% increase						
	Total Sponsorships						
Auxiliary and Social Event Ticket Sales							
44100	Golf Outing						
44200	Tennis Round-Robin						
44000	Opening Reception						
44300	Reception with Exhibitors						
	Reception with Exhibitors (Included)						
	Total Social Events						
Special Courses/Symposium							
45000	Special Courses/Luncheon Symposia - Medical						
	Special Courses - Resident & Faculty						
45010	Symposium for nurses						
	Symposium for nurses						
	Total Special Courses						
Miscellaneous							
46000	Room Rebates (offsets online reg fees)						
	Total Miscellaneous						
Total Gross Revenue							
Total Expenses							
Net Revenue (Expense)							

**2010 Section on the Disorders of Spine and Peripheral Nerves
Annual Meeting Budget**

Account Number	Description	2010 Orlando Budget	2009 Phoenix Actual
Scientific Program/Special Courses (75-00-083-000-)			
71510	Audio/Visual		
71530	AV Labor		
71600	Awards		
73005	Decorating		
76500	Food & Beverage		
77500	Gifts & Gratuities		
78000	Insurance		
80500	Postage		
	Printing		
81050	Signs		
81500	Accreditation Fee		
83010	Facility		
83500	Security		
84010	Honoraria		
84020	Speaker Expenses.		
85530	Telephone/Internet		
	Subtotal		
Abstract Management & Selection (75-00-090-101)			
73005	AV/Electric/Décor/Carpet		
75510	IT Services		
80520	Overnight Shipping		
85500	Telecommunication - Vlans		
	Total Abstract Management		
Total			

**2010 Section on the Disorders of Spine and Peripheral Nerves
Annual Meeting Budget**

Account Number	Description	2010 Orlando Budget	2009 Phoenix Actual
OFFICIAL SOCIAL EVENTS (75-00-)			
Golf Outing (082-000)			
76500	Food & Beverage		
84010	Honoraria & Awards		
86500	Transportation		
	Total Golf Outing		
Opening Reception (082-001)			
71510	Audio/Visual		
73005	Decorating		
75000	Entertainment		
76500	Food & Beverage		
	Total Opening Reception		
Reception with Exhibitors (082-002)			
75000	Entertainment		
76500	Food & Beverage		
	Total Reception with Exhibitors		
Committee Dinners and Events (082-003)			
76500	EC Dinner		
76510	Chairmen's Dinner		
76520	YNS Dinner		
76530	EC Meeting		
76540	Planning Committee Meeting		
76550	Senior Advisory Reception and Dinner		
71510	AV		
86500	Transportation		
	Total Committee Dinners and Events		
	TOTAL OFFICIAL SOCIAL EVENTS		

**2010 Section on the Disorders of Spine and Peripheral Nerves
Annual Meeting Budget**

Account Number	Description	2010 Orlando Budget	2009 Phoenix Actual
Print and Production (75-00-)			
Exhibitor Prospectus & Inserts (084-002)			
80500	Postage		
80520	Overnight Shipping		
81000	Printing		
81070	Typesetting		
	Total Exhibitor Prospectus		
Preliminary Program Booklet (084-004)			
80500	Postage/Admin		
80520	Overnight Shipping		
81000	Printing		
81070	Typesetting		
84510	Mailing Label Supplies		
	Total Preliminary Program		
Poster Program CD (084-005)			
80520	Overnight Shipping		
80540	Other Delivery		
81000	Printing		
81070	Typesetting		
	Total Poster Program Book		
Scientific Program Book (084-006)			
80520	Overnight Shipping		
81000	Printing		
81070	Typesetting		
	Total Scientific Program Book		
Annual Meeting Marketing (095-000)			
70500	Eblast Service		
80500	Postage/Shipping		
81000	Printing		
81050	Mail Services		
81070	Typesetting		
84050	Letterhead		
84510	Mailing Label Supplies		
	Total Annual Meeting Marketing		
TOTAL PRINT AND PRODUCTION			

**2010 Section on the Disorders of Spine and Peripheral Nerves
Annual Meeting Budget**

Account Number	Description	2010 Orlando Budget	2009 Phoenix Actual
Exhibit Hall Program (75-00-085-000)			
71510	Audio/Visual/Internet		
73005	Decorating Labor		
73080	Decorating		
76020	Credit Card fees		
76500	Food & Beverage		
80530	Freight & Shipping		
81050	Signage		
83010	Facility		
83500	Security		
85530	Telephone		
	Total Exhibit Program		
	TOTAL EXHIBIT HALL PROGRAM		

**2010 Section on the Disorders of Spine and Peripheral Nerves
Annual Meeting Budget**

Account Number	Description	2010 Orlando Budget	2009 Phoenix Actual
Annual Meeting Registration (75-00-)			
Registration-Advanced (086-000)			
75500	Equipment		
76020	Credit Card Fees		
75510	Computer Technology		
81000	Postage		
82000	Printing		
84500	Professional Services		
85500	Supplies		
86000	Telephone		
	Temporary Help		
	Total Registration-Advanced		
Registration-Onsite (086-001)			
71530	Audio/Visual Equipment		
73005	Audio/Visual Labor		
73040	Decorating		
81000	Overnight Shipping/Freight		
82000	Printing		
83500	Professional Services		
	Security		
84500	Supplies		
86000	Telephone		
87010	Temporary Help		
	Total Registration-Onsite		
	TOTAL ANNUAL MEETING REGISTRATION		

**2010 Section on the Disorders of Spine and Peripheral Nerves
Annual Meeting Budget**

Account Number	Description	2010 Orlando Budget	2009 Phoenix Actual
Onsite Staff Coordination & Offices (75-00-087-000)			
71500	Audio/Visual		
73010	Decorating		
75500	Equipment		
75530	Computer Labor/Hardware		
76500	Food & Beverage		
77500	Gratuities		
80520	Shipping		
81040	Photocopy		
83010	Facility Rental		
84500	Supplies		
85500	Telephone		
86000	Temporary Help		
87020	Staff Travel		
	Total Onsite Coordination		

**2010 Section on the Disorders of Spine and Peripheral Nerves
Annual Meeting Budget**

Account Number	Description	2010 Orlando Budget	2009 Phoenix Actual
Annual Meeting Planning General (75-00-090-000)			
79500	Miscellaneous		
86000	Meeting Management		
80520	Shipping		
	Total Annual Meeting Planning General		
Pre-Meeting Site Visits (75-00-090-102)			
76500	Food & Beverage		
80520	shipping		
85500	Telephone		
87020	Staff Travel		
87070	Guest Travel		
	Total Pre-Meeting Site Visits		
Hotel Attrition (75-00-090-103)			
85540	Attrition		
	Total Hotel Attrition		
Annual Meeting Stationery (75-00-090-105)			
81000	Printing		
81070	Typesetting		
	Total Annual Meeting Stationery		
	TOTAL PLANNING GENERAL		

**2010 Section on the Disorders of Spine and Peripheral Nerves
Annual Meeting Budget**

NET REVENUE & EXPENSES SUMMARY			2010 Orlando Budget	2009 Phoenix Actual
Revenue				
	Registration			
	Exhibits			
	Contributions/Sponsorships			
	Social Events			
	Special Courses/Luncheon Symposia			
	Miscellaneous			
Total Gross Revenue				
Expenses				
	Scientific Program/Special Courses			
	Social Events			
	Marketing			
	Exhibit Hall Program			
	AM Registration			
	Onsite Coordination & Offices			
	AM Planning General			
Total Expenses				
Net Revenue				
NOTE: Actuals do not include the management fee, but is budgeted as an expense.				

Appendix B

Preliminary 2010 Comprehensive Guide

**AANS/CNS Joint Section on Disorders of the Spine and Peripheral Nerves
2010 Annual Meeting Comprehensive Guide**

ANNUAL MEETING COMMITTEE COMPONENT	
<u>ACTIVITIES & SERVICES</u>	<u>DATES</u>
AM CHAIRMAN & CMTE. MEETINGS	
Appointment of Section Chairmen and Sub-chairmen: - Annual Meeting Chairman - Exhibit Chairman - Scientific Program Chairman	February 2009
Meeting with Section Leadership and Chairman and appointed CNS representatives and staff.	June 2009
Conference Calls set up by staff, as needed and required, in conjunction with Section volunteers	As needed.
Meetings with Section Chairman and appointed volunteers as needed; for example, Section Chairman, CNS President or appointed leader, and key staff to meet during AANS Annual Meeting to evaluate performance and timelines.	As needed
FUTURE SITE SELECTION COMMITTEE	
Recommendations for future meeting sites submitted	3 - 5 years prior to open meeting year
Site visits with Section Leadership and CNS staff to view possible destinations	3 - 5 years prior to open meeting year
Site selection by Section Leadership	3 - 5 years prior to open meeting year

**AANS/CNS Joint Section on Disorders of the Spine and Peripheral Nerves
2010 Annual Meeting Comprehensive Guide**

EDUCATION COMPONENT		
	<u>ACTIVITIES & SERVICES</u>	<u>DATES</u>
	GENERAL	
	Develop evaluation forms for all scientific sessions and general AM evaluation	November 2009
	Prepare follow up process with faculty; prep AM evaluations for AMC review & ACCME report	March 2010
	CME report process for ACCME submission at conclusion of the meeting	Ongoing
	SCIENTIFIC PROGRAM - PHASE I	
	Develop scientific program production schedule and timelines to include call for abstracts, preliminary program and program book; abstract deadline: Fall 2009	March 2009
	Conduct Scientific Planning Committee Meeting - May 2010, during AANS Annual Meeting	May 2009
	Establish meeting design and objectives	May 2009
	Establish on-line abstract center and abstract deadline	May 2009
	Determine and document program content via faculty, topics, and schedule	June 2009
	Develop comprehensive schedule to invite all faculty and incorporate a follow up scheme to include accept/decline letters	June 2009
	Maintain and manage abstract center, to include abstract grading and final selection process	Ongoing
	Maintain all communication with abstract submitters	Ongoing
	Incorporate ACCME principles and essentials on an ongoing basis; develop learning objectives	Ongoing
	SCIENTIFIC PROGRAM - PHASE II	
	Print and production of Preliminary Program and Program Book	August 2009

**AANS/CNS Joint Section on Disorders of the Spine and Peripheral Nerves
2010 Annual Meeting Comprehensive Guide**

FINANCIAL MANAGEMENT COMPONENT	
	<u>ACTIVITIES & SERVICES</u>
	<u>DATES</u>
	BUDGET
	Present preliminary budget to AM Committee
	March 2009
	Present final budget to AM Committee
	April 2009
	Approval of final budget by AM Committee
	May 2009
	Recommend and finalize fees, e.g., registration, seminar, etc.
	March 2009
	Present preliminary profit/loss statement
	April 2010
	Present final profit/loss statement and budgeted vs. actual expense statements
	May 2010
	Manage invoice tracking; summarize profit/loss analysis of AM budget on a quarterly basis
	Ongoing
	CONTRACT MAINTENANCE
	RFP process to contract and negotiate facilities, venues, and all support services
	November 2008
	Financial management of the AM as approved and directed by the Annual Meeting Chairman
	Ongoing
	GENERAL
	Establish Master Account with Headquarters Hotel and all applicable venues
	November 2009
	Establish check cashing & security at Headquarters Hotel
	January 2010
	Reconcile AM registration transactions
	March 2010

**AANS/CNS Joint Section on Disorders of the Spine and Peripheral Nerves
2010 Annual Meeting Comprehensive Guide**

MEETING PLANNING COMPONENT	
<u>ACTIVITIES & SERVICES</u>	<u>DATES</u>
EXECUTIVE & ANCILLARY COMMITTEES	
Select function space and venues for Executive Committee meeting(s) and food and beverage events; manage logistics	May 2009
Manage and monitor the Request for Function Space for any other committee meetings	Ongoing
EXHIBIT & AD MANAGEMENT & SALES	
Design and maximize exhibit hall capabilities	March 2009
Prospectus Production & Exhibit Sales campaign	July 2009
Solicit ads for Program Book, Preliminary Program, etc.	July 2009
Consult official decorator on sign inventory, posters, decorations, etc.	September 2009
Mail decorator service kits to exhibitors; housing & registration forms.	November 2009
Review and update exhibitor evaluation form	January 2010
Oversee all aspects of exhibit solicitation and sales, booth layout, & assignment, set up, labor and fire regulations	Ongoing
Liaison to Exhibit Advisory Committee members	Ongoing
Consult with decorator on an ongoing basis to maximize sales and update exhibitor listings.	Ongoing
ON SITE MANAGEMENT	
Annual Meeting management	March 2010
Conduct pre-convention meetings with Hotel, review emergency plans, and coordinate staff assignments	March 2010
REGISTRATION	
Establish and review procedures for all attendees to register for all programs and events	July 2009
Contract and coordinate all logistical needs for on-site registration and services with decorator and support services	October 2009
Coordinate AM registration service procedures	Ongoing

**AANS/CNS Joint Section on Disorders of the Spine and Peripheral Nerves
2010 Annual Meeting Comprehensive Guide**

MEETING PLANNING COMPONENT	
<u>ACTIVITIES & SERVICES</u>	<u>DATES</u>
HEADQUARTERS HOTEL	
Monitor VIP/guest needs e.g., limos, special needs, etc.	January 2009
Finalize sleeping room rates and review blocks; analysis of 2009 vs. 2010 to be conducted	March 2009
Coordinate housing procedures and services	June 2009
Manage and process all meeting logistics with social event venues and AM Chairman	August 2009
Manage and process AM Resume to headquarters hotel, audio/visual firm, and decorator management	November 2009
Tour and reserve VIP rooms with arrival and departure dates for: - Section Chairman - Annual Meeting Chairman - Scientific Program Chairman - VIPs and other guests	November 2009
Monitor and review hotel blocks and contracts on an ongoing basis	Ongoing
Coordinate all logistical and technical meeting aspects with Hotel management	Ongoing
POST-MEETING MANAGEMENT	
Review master account; distribute gratuities	March 2010
Thank you letters to city and facilities as needed	March 2010
Prepare post-convention report for AMC: - Final attendance comparison - Sleeping rooms summary - Exhibit report and analysis - Food and beverage - Scientific Session attendance/Topic report	April 2010
RFP FOR SUPPORT SERVICES	
Entertainment	August 2009
Computer Equipment	October 2009
Temporary Registration Staffing	October 2009
Floral	November 2009
SHIPPING	
Oversee the transportation of all meeting materials and supplies to the meeting site and return.	March 2010
TRANSPORTATION	
Handle the RFP process to negotiate and contract air transportation for attendees	March 2009

Subject: RE: Fwd: JNS publications for the 2010 mtg

Date: Tuesday, March 24, 2009 8:13 AM

From: Chris Shaffrey <CIS8Z@hscmail.mcc.virginia.edu>

To: Fehlings, Dr. Michael Michael.Fehlings@uhn.on.ca, Praveen Mummaneni vmum@aol.com, John Jane JAJ6R@hscmail.mcc.virginia.edu, cis8z@virginia.edu, langstonholly@sbcglobal.net, LHolly@mednet.ucla.edu

Cc: Michael Groff, MD mgroff@bidmc.harvard.edu, Michael Wang mwang2@med.miami.edu, Dan Resnick resnick@neurosurg.wisc.edu, joseph.cheng@vanderbilt.edu, kanteras@upmc.edu

Agree with plan. Hoefully this will result in improved quality of both the oral presentations and and the submission to JNS: Spine.

From: Fehlings, Dr. Michael [mailto:Michael.Fehlings@uhn.on.ca]

Sent: Monday, March 23, 2009 10:20 PM

To: Vmum@aol.com; Jane, John A *HS; cis8z@virginia.edu; langstonholly@sbcglobal.net; LHolly@mednet.ucla.edu

Cc: mgroff@bidmc.harvard.edu; MWang2@med.miami.edu; resnick@neurosurg.wisc.edu; joseph.cheng@vanderbilt.edu; kanteras@upmc.edu

Subject: Re: Fwd: JNS publications for the 2010 mtg

Sounds like an excellent plan. Michael

From: vmum@aol.com <vmum@aol.com>

To: JAJ6R@hscmail.mcc.virginia.edu <JAJ6R@hscmail.mcc.virginia.edu>; Fehlings, Dr. Michael; cis8z@virginia.edu <cis8z@virginia.edu>; langstonholly@sbcglobal.net <langstonholly@sbcglobal.net>; lholly@mednet.ucla.edu <lholly@mednet.ucla.edu>

Cc: mgroff@bidmc.harvard.edu <mgroff@bidmc.harvard.edu>; MWang2@med.miami.edu <MWang2@med.miami.edu>; resnick@neurosurg.wisc.edu <resnick@neurosurg.wisc.edu>; joseph.cheng@vanderbilt.edu <joseph.cheng@vanderbilt.edu>; kanteras@upmc.edu <kanteras@upmc.edu>

Sent: Mon Mar 23 19:33:24 2009

Subject: Fwd: JNS publications for the 2010 mtg

Michael, Chris, Langston, and Dr. Jane,

Per our discussion at the spine section JNS board meeting on Friday, March 13 you asked me to formulate a plan of action for next year's submissions to JNS Spine.

This is my current plan of action for next year's meeting (Feb. 2010 Jt Spine Section Mtg in Orlando):

The Spine Section will send out a message/e-blast with the request to submit abstracts outlining this plan to all presenters:

1. Presenters who want to submit for a platform talk for the 2010 mtg will have to send in typical 250 word abstracts.
2. We (the Jt Spine Scientific Program Committee) will invite 16 of the top scoring papers for platform talks at the 2010 mtg (8 min talk).
3. Each platform talk will have a discussant (from the exec cmte of the Jt Spine Section) assigned for two min talk immediately following the platform talk.
4. To achieve platform talk status the presenter must submit an extended 1000 word abstract prior to the meeting so that the Discussants will have it ahead of time.
5. I will personally call each of the 16 presenters to ensure they will submit their extended 1000 word abstract on time so the discussant will have it before the meeting, and I will encourage the presenter to submit a manuscript to JNS Spine.

If the presenter does not do this then the abstract will be assigned oral point status instead.

Only these top 16 papers will be invited for submission to the JNS Spine with expedited review and must be submitted prior to June 2010.

Pls let me know if the above is accurate and acceptable to all.

Praveen V. Mummaneni, M.D.
Associate Professor
Dept. of Neurosurgery
Co-director: UCSF Spine Center
University of California, San Francisco

Job Hunting? Start with the companies that posted job openings this week <<http://jobs.aol.com/gallery/5-companies?ncid=emlweuscare00000002>> .

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Opinions, conclusions or other information contained in this e-mail may not be that of the organization.

2007 -2009 Annual Meeting of the AANS/CNS Section on Disorders of the Spine and Peripheral Ne
Registration Summary

<i>Name</i>	<i>2007 Phoenix</i>	<i>2008 Orlando</i>	<i>2009 - NOT Audited Phoenix</i>
Spine Section Member	176	210	212
NASS Member	45	51	33
Orthopedic Surgeon	0	0	6
Nonmember	70	94	106
Resident	46	42	56
Nurse	16	13	13
Physician Assistant	14	25	19
Resident - Complimentary	25	25	25
Subtotal Medical	392	460	470
CNS Staff	4	6	6
Laser Staff	2	3	2
Vendor	11	6	10
Spouse/Guest	92	87	80
Child	25	69	21
Subtotal Other	134	171	119
Exhibitor Staff- Complimentary	270	190	225
Exhibitor Staff- Additional	204	256	272
Exhibitor Housing only	4	25	11
Subtotal Exhibitors	478	471	508
Grand Total	1004	1102	1097

CPT Ad Hoc Committee Report

March 11, 2009



Committee Members

- Chair
 - Joseph Cheng, MD, MS
- Members
 - Peter Angevine, MD
 - Justin Brown, MD
 - Patrick Jacob, MD
 - Robert Johnson, MD
 - Jack Knightly, MD
 - Karin Swartz, MD
- Section Liaison Recommendations
 - Peter Angevine, MD



2009 CPT Changes

- E&M

- 99354-99357
 - Prolonged physician service
 - Modifier 21 was deleted

- Modifiers

- Modifier 51

- New criteria 51 Exempt procedures
- “The physician may need” changed to “It may be necessary”
- Deleted reference to include other health care professionals



2009 Category I CPT Changes

- General
 - Parenthetical revised for 22840–22848 and 22851
 - Deleted reference to 22208 (add-on code)
- Artificial cervical total disc arthroplasty
 - 22856, 22861, and 22864
 - Replaced category III codes 0090T, 0096T, and 0093T
 - No longer component coding (unbundling)
- Stereotactic radiosurgery
 - 61793 was deleted
 - Cranial 61796–61800
 - Spinal 63620–63621
- 62267
 - Percutaneous aspiration of disc or paravertebral tissue for diagnosis
 - 77003/77012 separately reportable

2009 Category III CPT Changes

- 0201T

- Sacroplasty, bilateral, including balloon or mechanical device (if utilized), two or more needles
- Implemented July 1, 2009
- Rad S&I 72291, 72292
- Bone biopsy 20220, 20225

- 0202T

- Facet arthroplasty, single level, lumbar
- Implemented July 1, 2009
- Do not report 0202T in conjunction with 22521, 22524, 22840, 22851, 22857, 63005, 63012, 63017, 63030, 63042, 63047, 63056 at the same level

OIG Audits

INSTRUCTIONS FOR SUBMITTING DOCUMENTS TO OIG

ATTENTION:

Supplier/Physician Identification Number:

Below are three methods and related instructions for submitting the requested documents to the OIG. Because most of the documents include "protected health information," we prefer you scan the documents, encrypt them, and transmit the documents via e-mail. This is the most secure method to submit the requested documents. If you are unable to scan, encrypt, and transmit the documents via e-mail, please fax the documents. The least secure method is mailing the documents via the US Postal Service or other common carrier. This method should only be used if you are unable to scan, encrypt, and transmit the documents via e-mail or fax the documents.

Name of Person Sending Documents:
(Please Print Legibly)

Phone Number of Person Sending Documents:

1) E-MAIL INSTRUCTIONS

Please scan the documents into a PDF file and encrypt the file for protection using the password and contact **Frank McCarthy** at (617) 565-2708 to discuss transmission of the data. For identification purposes, please include this page as a cover sheet in your scanned file.

2) FAX INSTRUCTIONS

Please fax all requested documents to the attention of: **Frank McCarthy** at (617) 565-2690. For identification purposes, please include this fax cover sheet as the first page of your fax.

3) MAILING INSTRUCTIONS

If you must mail the requested documents, please include this sheet as the top page of your documents.

Mail to:

US Department of Health and Human Services
Office of Inspector General, Region I
John F. Kennedy Federal Building
24th Floor; Room 2425
Boston, MA 02203
Attn: **Frank McCarthy**



DEPARTMENT OF HEALTH & HUMAN SERVICES

OFFICE OF INSPECTOR GENERAL

Office of Audit Services
Region I
John F. Kennedy Federal Building
Boston, MA 02203
(617) 565-2684

FEB 26 2009

CIN:

Dear Dr.

The Office of Inspector General is presently conducting a review of potentially excessive Medicare payments. The objective of this review is to determine whether high-dollar Medicare payments to Connecticut Part B providers were appropriate.

To accomplish our objective, we identified Medicare Part B claims for services delivered during calendar years 2004 through 2006 with reimbursement amounts of \$10,000 or more. Enclosed is information relating to claim(s) which you submitted and were reimbursed for by Medicare.

We request that you research and confirm whether or not the information submitted on the claim(s) is correct.

If the information submitted on the claim(s) is correct, please provide medical record documentation to support the services billed on the claim. This documentation can include, but is not limited to, prescriptions, physicians' orders, pharmacy records, and medication logs that support the service and quantity billed.

If the information submitted on the claim(s) is not correct, please provide the following:

- Information regarding how the service(s) should have been billed.
- Do you have controls in place to ensure that services are properly billed and/or to identify and refund overpayments? If controls exist, please provide copies of any written policies, procedures, instructions, etc.
- If such controls are in place, what is the reason the service(s) was billed incorrectly and/or the overpayment not identified and refunded?
- If controls are not in place, what is your corrective action plan to prevent erroneous billings and to identify erroneous payments?

In either case, please confirm the amount of Medicare payment that you received for the claim(s) by providing a copy of the remittance advice.

We request that you provide this information to us **within 15 days** of the date of this letter. Please forward your completed response to us, using one of the transmission methods on the enclosed "Instructions for Submitting Documents to OIG" sheet.

OIG Audits

BENEFICIARY

DATE OF BIRTH

HICN

Dorothy A. Driscoll

07/15/57

059545325A A

CLAIM
FROM
DATE

CLAIM
THRU
DATE

ICN

HCPCS
CODE

DATE
OF
SERVICE

UNITS
BILLED

PAYMENT
AMOUNT

12/16/2005	12/16/2005	582206003234660	22850	12/16/2005	1	\$285.18
12/16/2005	12/16/2005	582206003234660	22844	12/16/2005	1	\$867.98
12/16/2005	12/16/2005	582206003234660	22614	12/16/2005	17	\$5,793.87
12/16/2005	12/16/2005	582206003234660	22600	12/16/2005	1	\$953.65
12/16/2005	12/16/2005	582206003234660	22851	12/16/2005	7	\$2,462.99
12/16/2005	12/16/2005	582206003234660	22847	12/16/2005	1	\$726.23
12/16/2005	12/16/2005	582206003234660	22585	12/16/2005	6	\$1,087.58
12/16/2005	12/16/2005	582206003234660	22556	12/16/2005	1	\$407.23
						<u>\$12,584.71</u>



CMS

- NCD
- MUE
- NCCI
 - Simultaneous Diagnostic/Therapeutic Procedures
 - Discography/Discectomy



TEC Assessments

- Blue Cross/Blue Shield
 - Cervical Disc Arthroplasty
- Washington State Health Care Authority Health Technology Assessment



Payor Policy Responses

- WPS
 - Arthroplasty
 - Navigation
 - Instrumentation Bundle
- Wellpoint
 - SRS
 - Interspinous Distraction Devices (Spacers)
 - Axial Lumbar Interbody Fusion (AxiaLIF®)
 - Intradiscal Decompression Procedures
 - Manipulation Under Anesthesia for Treatment of Chronic Spinal or Pelvic Pain
 - Percutaneous and Endoscopic Spinal Surgery
- United Healthcare



Misvalued Codes

- CMS
 - Bundling at 60-70%
 - Instrumentation/Grafts for Fusions
- AMA CPT/RUC
 - ACDF (22554/63075/22845)
 - 63660
- RUC 5 Year Review (2010)



CPT/RUC

- Fastest Growing
 - 22533 Arthrodesis, lateral extracavitary technique
 - 63056 Transpedicular approach
 - Create TLIF Code
 - 22851
 - CPT Assistant, Remove Bone Dowels
 - 61795 Stereotactic computer-assisted navigational 22851 Application of biomechanical device(s)
 - Divide codes – intradural, extradural, spinal
 - 22849 Reinsertion of spinal fixation device
 - Revise code to include all revisions



Proposals to the EC

- Advocacy Ad Hoc Committee
 - Dr. Jack Knightly
- Procedure for Support of Procedures from Section
 - Members
 - Payors
 - Industry
 - Level of evidence needed
 - Procedures that benefit our members



Thank You

J.S. Cheng, MD

March 11, 2009

Subject: FW: Spine Fellowship Application Review Request
Date: Wednesday, March 11, 2009 12:17 PM
From: Mummaneni, Praveen <MummaneniP@neurosurg.ucsf.edu>
To: Michael Groff, MD mgroff@bidmc.harvard.edu

fyi for sect report

From: Piepgras, David G., M.D. [mailto:piepgras.david@mayo.edu]
Sent: Tue 3/10/2009 8:42 AM
To: Weinstein, Phil; Mummaneni, Praveen
Cc: richard.winn@mountsinai.org
Subject: RE: Spine Fellowship Application Review Request

Dear Phil and Praveen:

In response to your inquiry regarding the status of the spine fellowships, we now have complete programmatic information and completed external reviews on the following spine fellowships:

Medical College of Wisconsin, Milwaukee
University of Miami, Miami
University of Virginia, Charlottesville
Johns Hopkins, Baltimore
University of Tennessee, Memphis
Baylor College of Medicine, Houston
Wake Forest University, Winston-Salem
University of Calgary, Calgary, Alberta

Each of these programs appears to be ready for a CAST accreditation decision which hopefully will be accomplished within the next month or two, surely by the time of the SNS meeting in May. I am expecting that each of these will receive a positive decision for accreditation.

The following programs have submitted additional information and have been sent to external reviewers whose responses should be available in the near future and hopefully also will be ready for a favorable decision by CAST. These include:

University of Wisconsin, Madison

UCSF, San Francisco
University of Michigan, Ann Arbor
Ohio State University, Columbus

The Northwestern University Spine Fellowship (2 fellowships - 1 in complex spine and the other in minimally invasive spinal surgery) has been reviewed by external reviewers and further information has been requested and we are still awaiting response to those questions and reservations. Only when that information is received will the reviewers be able to complete their recommendation to CAST.

The application of the Indianapolis Neurosurgical Group for accreditation of their Spine Fellowship is "on hold" until we receive affirmation from the fellowship director that there is affiliation with an ACGME accredited residency training program. A letter of inquiry was sent several months ago with a follow-up inquiry approximately one week ago but as yet I have not heard from the program director.

The application from the spinal fellowship at the University of Toronto has been "on hold" as well. We have just received programmatic information in the ACGME format and are awaiting the opinion of the external reviewer. My expectation is that the University of Toronto will also be approved for accreditation by the time of the SNS meeting.

Finally, no action has been taken on the application of the Chicago Institute of Neurosurgery and Neuroresearch, Chicago inasmuch as they have not provided verification of primary affiliation with an ACGME accredited neurosurgical residency. Also it appeared there were some deficiencies in their case material and at this time I am doubtful that that program would receive CAST approval for accreditation.

Let me know if you have any questions. While NASS may be willing to provide a rapid response for approval of these programs in a "rubber stamp fashion", I am doubtful that they would be as diligent in making sure that each program meets the accreditation requirements that have been established by the Joint Section. I share your hope that in the future this whole process can be speeded up once we have the electronic format.

Dave

From: Philip Weinstein [mailto:weinsteinp@neurosurg.ucsf.edu]
Sent: Monday, March 09, 2009 2:12 PM

To: Piepgras, David G., M.D.
Cc: Richard Winn
Subject: Re: Spine Fellowship Application Review Request
Importance: High

Dave,

Praveen Mummaneni will be attending the Spine Section Exec. Bd. Mtg. in Phoenix tomorrow and will need to report on the fellowship application process. Several of the directors are impatient with the progress and have expressed interest in joining the NASS Match and accreditation program which is about to be rejuvenated. A brief current status report from CAST and you by email via Praveen might be helpful to defray that course.
Phil

On 3/2/09 1:58 PM, "Piepgras, David G., M.D." <piepgras.david@mayo.edu> wrote:

Thanks Phil. It's on its way.

Dave

From: Philip Weinstein [mailto:weinsteinp@neurosurg.ucsf.edu]
Sent: Monday, March 02, 2009 11:41 AM
To: Piepgras, David G., M.D.
Subject: Re: Spine Fellowship Application Review Request

Dear Dave,

Thanks for your kind update on status of this long and difficult process. I would be glad to pitch in and review the U. of Mich. Fellowship as promptly as possible. Please go ahead and send the application.

All best regards, Phil

On 3/2/09 7:53 AM, "Piepgras, David G., M.D." <piepgras.david@mayo.edu> wrote:

Dear Phil:

I'm trying to make sure we have all of this batch of spine fellowships reviewed and ready for accreditation within the coming weeks. Admittedly the project is long overdue but so many of the applications lacked the necessary materials to send out for review and it's been rather tedious trying to get everything together. One of the submissions that I put on hold was that from Dr. Frank La Marca and the University of Michigan inasmuch as after reviewing their application I had the impression that this was a "concept in development" and we should have some actual experiential data rather than a proposed framework. Dr. La Marca has gotten back to me with affirmation that their fellowship has been in existence for two years, currently with an enrolled spine fellow (chief resident) and a postgraduate spine fellow as well. Further I have been submitted operative case material which involves those individuals from April 2008 through mid-January 2009 and does verify 147 operative cases involving a broad variety of cervical, thoracic and lumbar spinal operations, many involving instrumentation and fusion. As well I have received letters from the "spine fellows" themselves which attest to their clinical activities, both in the operating room and outpatient department, as well as some level of research activities. Given this information I believe the University of Michigan file would be ready for an expert review and hopefully an affirmative vote from CAST.

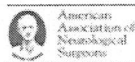
My question is, would you be willing to review some of these materials and get back to me with your impressions? I'd be most appreciative inasmuch as all of these programs are ready for a final decision but I really feel we need to have accurate reflection of each of the programs before a CAST decision. Thanks in advance for your willingness to do one more review and provide feedback to facilitate this worthy process.

Dave

David G. Piepgras, M.D.
Secretary/Treasurer of SNS/CAST
Department of Neurologic Surgery
Professor of Neurosurgery
Phone: 507-284-2254 or 3331
Fax: 507-284-5206
E-mail: piepgras.david@mayo.edu

Mayo Clinic
200 First Street SW
Rochester, MN 55905
www.mayoclinic.org <file://www.mayoclinic.org>

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Monday, March 09, 2009

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engler@usc.edu

Application Type: AANS/CNS Section on Disorders of the Spine and Peripheral Nerves

Application Status: Submitted

Date of Original Certification:

Date Created: 1/19/09

Date Submitted: 3/9/09

Quick Action

Application Menu[My Applications](#)**Auditor**[Current Applications](#)[Batches](#)**Reviewer**[All Applications](#)[Applications Under](#)[Review](#)[AANS Reviewer](#)[Guidelines](#)**Biographical Information**[Edit](#)**Eligibility:** Members of the AANS and/or CNS who have a special interest in spinal disorders.**You must select "Submit Application" after you have completed the Application Fee section to finalize the process.****NOTE:** If selecting "continue" at the bottom of any page does not allow you to proceed, please review that segment of the application to see if there were any "required" fields (designated with *) left unanswered. If you intend to complete that portion of the application at a later time, please select the next category from the "Current Application" navigation bar to the right.**Application Date**

For confirmation, please enter the date you begin this application (mm/dd/yyyy).

Primary Business Address1617 South El Molino Avenue
Pasadena CA 91106-0000**Business Telephone**

(626)799-2648

Business Fax

(626)799-5432

Home Address**If you are a non-neurosurgeon applying for Associate membership, please tell us your specialty.****Education**[Edit](#)**If you do not have the exact date, please use the beginning of the month as your start date -****Sample: 09/01/1995****and the end of the month as your end date -****Sample: 05/31/1999****Residency****Entity / Organization Role / Position From To****Medical Society Membership**[Edit](#)**If you are a neurosurgeon, to be a member of the AANS/CNS Spine and Peripheral Nerve Section, you must belong to the AANS and/or the CNS. Please indicate your membership below, and any other medical societies to which you belong.****Entity / Organization Role / Position From To**

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Monday, March 09, 2009

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[Speaker's Corner](#)
[PC Vendor's Corner](#)

William Rodgers MDkelly@spinemidwest.com

Application Type: AANS/CNS Section on Disorders of the Spine and Peripheral Nerves

Application Status: Under Review - Committee

Date of Original Certification:

Date Created: 1/20/09

Date Submitted: 2/11/09

[Notes Attached](#)

Quick Action

Application Menu[My Applications](#)**Auditor**[Current Applications](#)[Batches](#)**Reviewer**[All Applications](#)[Applications Under](#)[Review](#)[AANS Reviewer](#)[Guidelines](#)**Biographical Information****Eligibility:** Members of the AANS and/or CNS who have a special interest in spinal disorders.

You must select "Submit Application" after you have completed the Application Fee section to finalize the process.

NOTE: If selecting "continue" at the bottom of any page does not allow you to proceed, please review that segment of the application to see if there were any "required" fields (designated with *) left unanswered. If you intend to complete that portion of the application at a later time, please select the next category from the "Current Application" navigation bar to the right.

Application Date

For confirmation, please enter the date you begin this application (mm/dd/yyyy).

01/19/2009

Primary Business Address

200 St. Marys Medical Plaza Ste. 301
Jefferson City MO 65101-0000

Business Telephone

(573)634-4212

Business Fax

(573)635-2656

Home Address

12371 County Rd. #391
Holt Summit MO 65043-0000

If you are a non-neurosurgeon applying for Associate membership, please tell us your specialty.

Orthopaedic Surgery

Education

If you do not have the exact date, please use the beginning of the month as your start date -

Sample: 09/01/1995

and the end of the month as your end date -

Sample: 05/31/1999

Residency

Entity / Organization	Role / Position	From	To
Massachusetts General Hospital	Residency	7/31/1989	6/30/1994
Brigham & Women's Hospitals	Residency	7/31/1989	6/30/1994

Medical Society Membership

If you are a neurosurgeon, to be a member of the AANS/CNS Spine

and Peripheral Nerve Section, you must belong to the AANS and/or the CNS. Please indicate your membership below, and any other medical societies to which you belong.

Entity / Organization	Role / Position	From To
American Medical Association	Member	7/31/1989
American Academy of Orthopaedic Surgeons	Member	1/1/1990

Application Fee

Membership dues are waived for applicants currently enrolled in a neurosurgical residency program. Please contact Sandy Meyer in the Section Member Services Department of AANS at 847/378-0508 to get the Promotional Code or e-mail her at sjm@aans.org.

Please select "Edit" to continue.

Completed

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<i>FirstName</i>	<i>Midd Name</i>	<i>Designatic Title</i>	<i>Company</i>	<i>Address1</i>	<i>Address2</i>	<i>City</i>	<i>State</i>
Pierre-Paul	H.	Casteleyn	University F	UZ Brussel	Laarbeekla	Brussels	
Steve		Courtney MD	Eminent Sp	4640 Childr		Frisco	TX
Gordon	L.	Engler		1617 South		Pasadena	CA
William	B.	Rodgers		200 St. Mar	Suite 301	Jefferson C	MO
Flavio	D.	Tancioni				Milan	
Jorge	E.	Tijmes MD	Southern B	P.O. Box 62		McAllen	TX

<i>Country</i>	<i>Zip</i>	<i>Telephone</i>	<i>Fax1</i>	<i>Email1Full</i>	<i>Category/ Tag</i>	<i>Date</i>
Belgium	B1090	322477654	322477650	pierre.casteleyn@uzbrussel.k	Orthopedic	1/0/00
United States	75034	(214) 415-5	(214) 618-4		Orthopedic	3/11/09
United States	91106	(626) 799-2	(626) 799-5	engler@usc.edu	Orthopedic	3/11/09
United States	65101	(573) 338-1	(573) 635-2	kelley@spinemidwest.com	Orthopedic	3/12/09
Italy	20144	390282244	390282244	flavio.tancioni@humanitas.it	Orthopedic	3/13/09
United States	78502	(956) 687-2	(956) 971-9	zoesot@aol.com	Orthopedic	1/0/00

<i>AAOS fellow</i>	<i>Section membership application</i>
International	
Affiliate Member	
1997	yes
Fellow 2003	no
Fellow 1973	yes
Fellow 2000	yes
Not a member	no
Fellow 1995	yes

Web Site Committee Report

March 11, 2009





Committee Members

- Chair
 - Joseph Cheng, MD, MS
- Members
 - Nathaniel “Than” Brooks, MD
 - Ben Rosenbaum, MD
 - Tom Yao, MD
- Vice-Chair Recommendations
 - Eric Potts, MD
 - Nathaniel “Than” Brooks, MD

Web Organization

- Layers of Security
 - Public
 - Members Only
 - Committees
 - Executive Committee

SPINESECTION.ORG

AANS/CNS Joint Section on Disorders of the Spine and Peripheral Nerves

Welcome, Joseph
Monday, March 9, 2009

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Hypothermia and Human Spinal Cord Injury: Position Statement and Evidence Based Recommendations

[AANS/CNS Medicare participation options for neurosurgeons](#)
[Click here for the Spine Section Educational Program Survey](#)
[February 2009 Newsletter](#)
Chair's Topic of the Week: [Review past topics](#)

Position Statement

Video-Assisted Thoracic Surgery (VATS)

Thoracic spinal surgery and peripheral nerve surgery, including sympathectomy, are traditional and integral components of neurosurgical training and practice. Video-assisted thoracic surgery (VATS) of the spine is a minimally invasive technique performed by neurosurgeons for conditions traditionally treated by neurosurgery. These conditions include thoracic sympathectomy for hyperhidrosis, upper extremity complex regional pain syndromes, and thoracic spinal surgery for thoracic disc herniation, spinal tumor, spinal instability, and scoliotic deformity.

Neurosurgeons currently in training receive experience in VATS during residency and are examined for competency in the procedure and its indications by the American Board of Neurological Surgery. Neurosurgical residency programs provide opportunity for training in minimally invasive neurosurgical techniques, including VATS for sympathectomy and spinal disorders.

[Washington State Approves Coverage for Lumbar and Cervical Artificial Discs](#) - Oct 17, 2008
[The American Association of Neurological Surgeons and Congress of Neurological Surgeons Applaud the SPORT Study Results which Support the Benefit of Surgery in Treating Patients with Symptomatic Herniated Lumbar Discs](#) - Nov 29, 2006
[The American Board of Neurological Surgery Establishes Requirements for Maintenance of Certification](#) - Nov 28, 2006
[The AANS/CNS Section on Disorders of the Spine and Peripheral Nerves Announces the Release of the Lumbar Fusion Guidelines - An Evidence-Based Approach to Lumbar Fusion](#) - Nov 27, 2006

AANS Online Case Studies

Registration and Housing is Now Open For the 25th Annual Meeting of the AANS/CNS Section on Disorders of the Spine and Peripheral Nerves!

25th Annual Meeting of the AANS/CNS Section on Disorders of the Spine and Peripheral Nerves

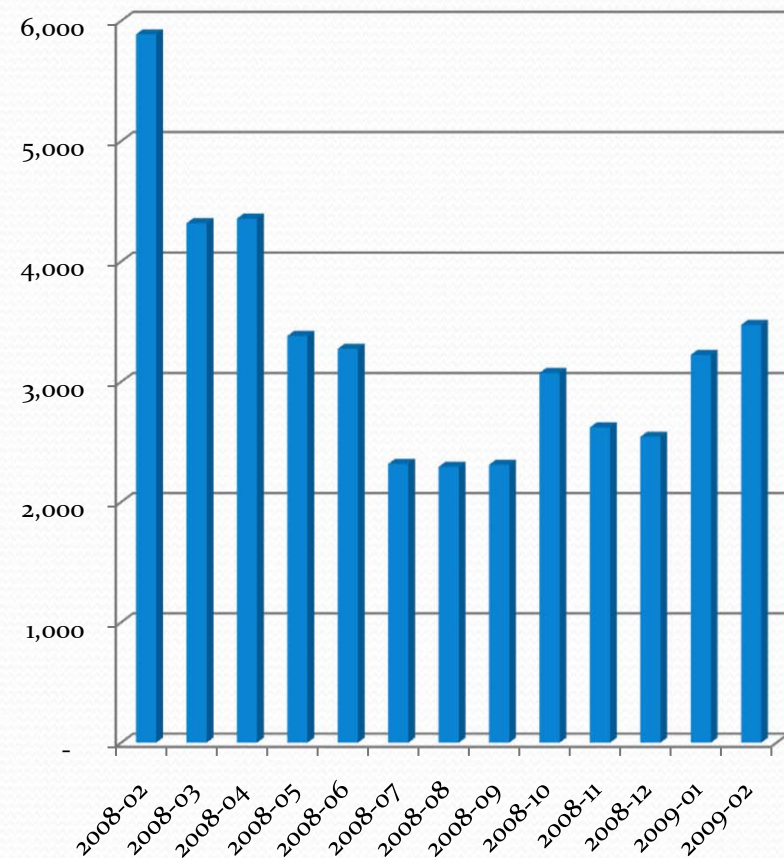
Web Pages

- Newsletters (Steinmetz, Eichholz, Brooks)
- Meetings (Kuntz, Matz)
- Education (Mike Wang)
- Calendar (T. Yao)
- Officers/Committees (M. Grof)
- Membership (Marg. Wang)
 - Online membership application
- Rules & Regulations (Choudhri)
- Fellowships (Gerszten)
- Clinical Trials (Ghogawala)



Web Utilization

- Usage Statistics
 - Spike before & after meeting
 - Meeting video traffic
 - Add “Contact Author” Link
 - (?)Add Moderated “Chat Box”
 - Business Proposal
 - Web consultant on retainer
 - Web “Fellow” Stipend
 - Web page updates per respective chair
 - Request \$5,000 to develop mobile web applications
 - iPhone, BlackBerry, etc.
 - Consider ad space, page sponsorship





Thank You

J.S. Cheng, MD

March 11, 2009

SUBMISSION DEADLINE: April 3, 2009**INSTRUCTIONS:**

1. If your report contains budgetary items for consideration, please attach a financial report on a separate sheet.
2. Please indicate all ACTION ITEMS in your report in BOLD.
3. Use additional sheets for your report as necessary.

4-3-2009**Date****Type of Report (Please indicate one):**☐**Contains ACTION ITEMS**☒**For Information Only**☐**Contains report on Strategic Initiatives****Education****DIVISION****Joint Section Spine and Peripheral Nerve****COMMITTEE OR REPRESENTED ORGANIZATION****Chris Shaffrey, MD****DIVISION CHAIR****REPRESENTATIVE**

Minutes for Spine Section Executive Committee Meeting

March 11, 2009

Phoenix, AZ

Members Present: Michael Groff, Paul Matz, Tanvir Chourdri, Michael Wang, Langston Holley, Joe Cheng, San Sciubba, Ziya Gokaslan, Allen Maniker, Marjorie Wang, Chris Shaffrey, Dan Resnick, Praveen Mummaneni, Pat Johnson, Chris Wolfla, Ehud Mendel, Kurt Eickholz, Mike Steinmetz, Greg Trost, , Charlie Kuntz, Zoher Ghogawala, Robert Heary, Mark McLaughlin, John Hurlburt, Eric Potts.

Guests: Katie Orrico, Laurie Behncke, Jim Bean

The meeting was called to order by Dr. Resnick at 8:00AM

1. Secretary's report M. Groff
 - a. Update of email list and contact info
 - b. Review and approval of minutes
 - c. Review EC grid

2. Treasurer's Report C. Wolfla
 - a. Review and approve budget

The financial health of the section is robust. The implications of the recent economic downturn were mitigated by the fortuitous rebalancing of our portfolio that was implemented to facilitate the ongoing support of the research awards administered by the section. Cash on hand is adequate to support out projected annual budget

3. Committee Reports

- a. Annual Meeting

C. Kuntz/ P. Matz

Pre meeting registration is at an all time high. There was discussion about requiring written abstracts in the future as a requirement for certain podium presentations.

- b. CPT

J. Cheng

See attached

Jim Bean neurosurgeons have a responsibility to set standards. As a section we want to define a standard so that it is well defined which procedures we will endorse as a section. Perhaps 2 year follow-up should be a requirement.

Motion To create a committee before the AANS meeting on Payer policy responses made by Dr. Shaffrey and seconded by Dr. Wolfla. Affirmed by vote.

- c. Exhibits

P. Mummaneni

- d. Future sites

I. Kalfas/P Mummaneni

2010 Rosen Shingle Creek, 2011 March 9 -12 Las Vegas Hilton, 2012 March 7 - 10 Orlando Walt Disney Swan and Dolphin Resort. Discussion about staying at Dessert Ridge given change in economy. 2013 West. 2014 Swann and Dolphin. Reviewed member survey.

Motion to continue alternating the location of the meeting from East to West on alternate years was made by Dr. Resnick Second Dr. Groff. Vote Passed.

A motion to explore alternative meeting sites with Web feedback from membership was made by Dr. Resnick and seconded by Dr. Matz. The motion passed.

e. World Spine

E. Benzel

No report.

f. Research and Awards

P. Gerszten

A motion was made by Dr. Maniker that the Klien Award will be administered with input from the peripheral nerve task force. It was seconded by Dr. Groff and passed.

A motion was made by Dr. Mumanini that the International fellowship will be associated with an additional \$2500 travel stipend to attend the annual meeting. A second was made by Dr. Wolfla and it passed.

g. Education

Mike Wang

Discussion emphasized the importance of disclosure of any potential industry conflicts in our educational offerings.

h. Guidelines

M. Kaiser

Cervical Spondylitic Myelopathy guidelines have been accepted for publication in JNS: Spine in August 09. Dr. Matz's supurative leadership was acknowledged.

Tim Rykin reported on the metastatic guideline effort. Drafts have been written and further work is in progress.

The thoracolumbar trauma guidelines have been outlined and a first meeting is planned for this summer. Dr. Kaiser is organizing this effort.

The Lumbar fusion guidelines require update. This will be done with direction from Dr. Resnick.

Cervical trauma guidelines update. Will include representation from the trauma section.

i. Outcomes

Z. Ghogawala

Eight clinical trial proposals. Blinded review.

Motion by Dr. Resnick that Dr. Ghogawala will identify topics to add to Neurosurgery list for IOM.

Create ad hoc group Dr. Mumanni to be a member.

Discussion of funding for comparative effectiveness research priorities.

j. Peripheral nerve TF

A. Maniker

Hans Peter Rickter for the Klien Lecture. Discussion as to difficulty administering a lectureship at the AANS. Should the lecture be moved to the section meeting. Consensus is that it makes sense for the membership to keep the meeting at the AANS meeting. It was clarified that \$7000 is to cover all expenses associated with the speaker.

k. Publications

L. Holly

Relationship with JNS for publication of meeting content was discussed.

Motion was made by Dr. Resnick that Drs. Holly, Praveen Mummaneni, and Shaffery, will implement the program. They will also track down the policy for speakers that do not show up.

l. Public Relations

M. Steinmetz

See attached

m. Membership

Marg. Wang

Four Orthopedic surgeons have registered for the meeting.

Motion was made by Dr. Wang to waive registration fee for all medical students. It was seconded by Dr. Groff and affirmed by vote.

Drs. McLaughlin and Mumannnie were tasked with evaluating alternatives to charging resident registration.

n. Washington Committee

R. Heary

IOM comparative effectiveness research in concert with the Ad Hock committed of Dr. Ghogawala was discussed.

o. Fellowships

P. Mummanini

Senior Society is evaluating CAST applications. See attached.

p. Web Site

J. Chang

Will continue with residual \$12000 budget.

q. CME

E. Mendel

- | | |
|-------------------------|------------------------|
| r. Nominating Committee | J. Alexander |
| s. Rules and Regs | T. Choudhri |
| t. Newsletter | M. Steinmetz/ J. Cheng |
| u. ASTM | G. Trost |
| v. NREF | Z. Gokoslan/E. Woodard |

Section needs to encourage spine applications for funding to NREF

- | | |
|------------------------------|----------------------|
| w. AANS PDP | K. Foley/ P. Johnson |
| x. Young Neurosurgeons comm. | E. Potts |
| y. FDA drugs and devices | J. Alexander |
| z. FDA Disability | G. Trost |
| aa. Inter-Society Liaison | M. Rosner |

4. New Business

- a) Meeting invitations to CNS and AANS Presidents
Motion by Dr. Wolfla was seconded by Dr. Resnick that Presidents of the CNS and AANS need to be invited to executive committee meeting. Expense for Registration room and board, travel should be provided. This will promote communication and coordination of efforts.
- b) Outcomes Registry – Attempt to coordinate all registries so that Neurosurgeons only have to do it once. Needs a business model so that it is self sustaining. Neuropoint alliance is the company coordinating this. Section will help develop modules focused on information we are interested in tracking.
- c) Section Lectureships at AANS annual meeting – was discussed in Peripheral Nerve Task Force above.
- d) Inter-society liaison position will be created and staffed by Dr. Heary. Dr. Ondra has some suggestions on initiatives.
- e) Fellowship match coordination with NASS. This is difficult if we do not know the fellowship criteria that NASS is using.
- f) Stipend for award winners. Discussed above.
- g) NQF – National Quality Forum. Focused on spine surgery for over use. NPP – reduction of MRI scans and spine surgery 50%

5. Old Business

- a) Membership dues structure
- b) Spine Section Meeting Management
- c) Future sites – site survey
- d) History Project
- e) Endowment fund
- f) Job description for Business Administrator – less of a need for this now.

There being no further business the meeting was adjourned at 12:00 noon.

Respectfully submitted, Michael W. Groff, Secretary.