



Pan-American Association of Ophthalmology
Pan-American Ophthalmological Foundation
Visiting Professors Program
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1. The Visiting Professors Program of the Pan-American Association of Ophthalmology (PAAO) offers Travel Awards for *tourist/coach-class* air fare of the Visiting Professor. The travel awards are paid by the Pan-American Ophthalmological Foundation (PAOF). The local congress, regional course or basic sciences course is responsible to pay for local housing expenses.
2. The congress, regional course or basic sciences course scientific program is requested to:
 - A. Identify these speakers as “Pan-American Lecturers” in the scientific program.
 - B. Send a copy of the event Final Program to the PAAO Administrative Office in Arlington to the attention of the PAAO Executive Director (1301 South Bowen Road, Suite 365, Arlington, Texas 76013 USA).
3. All Visiting Professors must be or become Active Members (Miembros Titulares) of the PAAO.
4. Eligible participants:
 - A. National Congresses of Latin American affiliated societies who are current on their annual dues are eligible to receive two (2) Visiting Professors, one from North America, one from Central/South America or the Caribbean.
 - B. Pan-American Regional Courses are eligible to receive two (2) Visiting Professors, one from North America, one from Central/South America or the Caribbean.
 - C. Pan-American Basic Sciences Courses are eligible to receive one (1) Visiting Professor per year, from North, Central, South America or the Caribbean.
 - D. Members of the PAAO Executive Committee can participate as Visiting Professors but are ineligible to receive reimbursement for their expenses. (ref. 2002 Sarbanes Oxely)
5. How the Visiting Professor Travel Awards works:
 - A. The Congress/Course/Basic Science Course representative contacts the Chair of the Visiting Professors Committee with the request that they are interested in hosting Visiting Professor(s). Generally they have already selected whom they want as participants and this information is forwarded to the Program Chair, Dr. Cristian Luco, Fundación Oftalmológica Los Andes, Las Hualtatas 5951 Vitacura, Santiago, Chile. Tel.: (56-2) 201-5803; Fax: (56-2) 220-9265; Email: apochile@entelchile.net. Dr. Luco informs the Executive Director.
 - B. The Executive Director sends a letter of invitation on behalf of the Chair of the Visiting Professors program to the proposed participants.
 - C. Three choices to arrange the PAOF Visiting Professor Travel Award(s):
 1. The Visiting Professor makes his own travel arrangements and after the meeting is concluded, he/she submits the ticket stub to the Executive Director for reimbursement.
 2. The National Society/Course Organizer may buy the plane ticket and the Executive Director can reimburse the Local Organizing Committee.
 3. The Executive Director buys an electronic ticket on behalf of the Visiting Professor.



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- D In the event that the Visiting Professor would like to travel by Business or First Class, the Visiting Professor or the society/course who invited the individual will be responsible to pay the balance of the fare. The PAOF is only responsible for the equivalent tourist/coach-class fare.
 - E. The local congress, regional course or basic sciences course is responsible to pay for local housing expenses.
 - F. The Visiting Professor is expected to include in his presentation a slide acknowledging support of the PAOF and submit a report to the Chair/Executive Director regarding the experience.
 - G. Publication in the final program as the "Pan-American Lecture" for all presentations by Visiting Professor.
6. An annual Visiting Professors activities report is presented at the Pan-American Association and the Pan-American Foundation Board Meetings during the Annual Meeting of the American Academy of Ophthalmology.

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Visiting Professors Program
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Fax: 817.275.3961
Email: teresa.bradshaw@paa.org
Website: www.paa.org



PAAO VISITING PROFESSORS PROGRAM PROFILE

INSTRUCTIONS: Please fill in the requested information below. Please sign and return Profile (Pages 3 & 4) to Teresa Bradshaw by fax (817) 275-3961. Thank you.

Visiting Professor Name & Contact Information: **Event Date, Name & Local contact**

Emergency Contact:

Name:

Phone number:

Ticketing Method (select one):

_____ Electronic ticket purchased directly by
 PAAO/PAOF

_____ Visiting Professor will purchase own ticket
 & submit the ticket stub & itinerary to
 Teresa Bradshaw for reimbursement

Flight Information:

Preferred Airline:

Frequent Flier number:

Date of Arrival

Date of Departure

_____ First choice

_____ First choice

_____ Second choice

_____ Second choice

Seating preferences (check all that apply):

_____ Window

_____ Forward

_____ Bulkhead

_____ Aisle

_____ Aft

_____ Near restroom

I will require additional assistance (please indicate type, e.g. wheelchair assistance, etc):

Other requests (e.g. special meals etc):



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PROGRAM TERMS AND INDEMNIFICATION

I understand that the Visiting Professor program is an educational program with a limited budget and therefore is limited to providing tourist-class Travel Awards. In the event that I would prefer to travel by Business or First Class, I will be responsible to pay the balance of the fare.

If I elect to have the PAAO/PAOF arrange an electronic ticket for me, I understand that they will make every effort to make travel arrangements according to the information requested in the Profile, such as seat preferences and preferred airlines. However, I understand that in conditions of full flights or expensive fares, other options may be pursued. I understand that I will be informed of these options before the airplane ticket is issued.

I assume entire responsibility and hereby agree to protect, indemnify, defend, and save the Pan-American Ophthalmological Foundation (PAOF) and the Pan-American Association of Ophthalmology (PAAO), and their employees and agents, harmless against all claims, losses and damages to persons or property, governmental charges, or fines and attorney's fees arising out of or caused by my participation in the PAAO/PAOF Visiting Professors Program.

In addition, I acknowledge that the PAOF and PAAO do not maintain insurance covering my property and that it is my sole responsibility to obtain property damage, life and travel insurances covering such losses. The PAOF and the PAAO assume no responsibility or liability for the accidental injury or death due to my participation in the PAAO/PAOF Visiting Professors Program.

I further understand that I must be or become a Member of the Pan-American Association of Ophthalmology. If this was not completed during the travel arrangement process, \$150 will be deducted from the Travel Award.

Signature of Visiting Professor

Date

QUESTIONS? Please contact:

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