



ACC.17

66th Annual Scientific Session & Expo

WASHINGTON, DC
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2017

Abstract and Case Policies and Procedures

General Information

- The majority of accepted abstracts will be scheduled as either 10-minute oral presentations or 45-minute poster presentations. The Program Committee will determine the format, based on the abstract topic and relationship to others submitted. The Program Committee reserves the right to establish other abstract presentation formats and to assign accepted abstracts to these as long as the criteria are met.
- All abstract presentations and question-and-answer periods will be in English.
- Abstracts selected will be published exactly as submitted in a March 2017 online version of the *Journal of the American College of Cardiology (JACC)*. Full text of the abstracts will be viewable in the online/mobile program planner systems beginning Monday, March 6, 2017, at 8 a.m. Eastern Time. The JACC issue containing the full text of accepted abstracts with title, author, up to two institutions and presentation time information will be published online on March 16, 2017.
- Investigators do not need to be ACC members to participate.
- There is a \$35 processing fee for each abstract submitted payable online by credit card only. Purchase orders, checks, and electronic bank transfers will not be accepted. This fee is non-refundable and used to cover the cost of submission and processing.
- All accepted abstract presenters must register to obtain a hotel reservation and meeting badge. [Please click here to register online \(https://accscientificsession.acc.org/Registration-and-Hotels\)](https://accscientificsession.acc.org/Registration-and-Hotels). Individuals should register in the appropriate category (member, nonmember, etc.) and pay the fees appropriate for that category.
- Submitting authors will be notified via email the week of December 19, 2016 regarding acceptance disposition. NEW THIS YEAR: Authors can check the status of their submissions by visiting the [ACC.17 site](#) and logging into their accounts. Presenters can also check the disclosure status of the lead investigator using the same link.
- ACC is unable to reimburse Annual Scientific Session faculty and abstract presenters for travel, hotel or per diem expenses.
- General Information subject to change due to circumstances beyond the ACC's control.
- **NEW THIS YEAR: Two new subject areas for abstract submissions!**
 - Submit your research on topics of Education, Innovation, Advocacy, Social Media, Leadership or Practice Management to the new **Spotlight on Special Topics** abstract category!
 - Submit clinical case and collaborative management strategy vignettes to the **Cardiovascular Team: Interdisciplinary Cases From Your Practice** activity!
- **Top-Scoring Posters:** Top-scoring flatboard poster presentations will be acknowledged via a variety of print and online methods. Be among the top 3 highest scoring abstracts in your pathway to receive recognition among your peers in this distinguished category!



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Policies

- ACC.17 abstracts must be SUBMITTED BY 11:59 p.m. ET, on Tuesday, October 18, 2016. The American College of Cardiology (ACC) is not responsible for abstracts that are not submitted by this deadline date.
- Submissions with “INCOMPLETE” status cannot be processed.
- Submission of an abstract constitutes a commitment by the author(s) to present if accepted. Failure to present and register for the meeting, if not justified, will jeopardize future acceptance of abstracts.
- There is no limit to the number of abstracts an investigator may submit. The submitting author is considered to be the presenting author, unless another coauthor is appointed to present and ACC staff is notified of the change.
- Investigators should not submit the same research; abstracts that appear to be replicate versions of a single study will be rejected. Submissions will be checked for duplication and replicate versions will be rejected.
- The Young Investigator Awards (YIA) submission system will be open until Monday, Sept. 12, 2016. YIA acceptance notifications will go out the week of October 3, 2016. Abstracts not accepted as YIA abstracts may be submitted by the author as regular abstracts during the abstract submission process. [Click here for additional information regarding the YIA submission process \(<https://accscientificsession.acc.org/Submit-Your-Science/Young-Investigator-Awards>\).](https://accscientificsession.acc.org/Submit-Your-Science/Young-Investigator-Awards)
- For general abstract submissions only: Members of industry are unable to submit research.
- Eligibility for FIT Clinical Decision-Making: Physicians, scientists and medical students currently in fellowship programs are eligible to submit to this abstract category. If you do not meet these requirements, but have a case that you would like to submit, you can become eligible by working with someone who is currently in a fellowship program and by having them present the abstract if it is accepted at ACC.17.
- Eligibility for Cardiovascular Team Cases: Cardiovascular Team members, such as nurses, advanced practice nurses, pharmacists, physician assistants, etc.
- Investigators should submit the paper to only one abstract type or category. A submitter must choose the category that best encompasses the abstract subject within the activity. Be sure to review all the abstract submission options before selecting and starting the submission process. Abstracts will be checked for submission in all forums and if duplication is found only the latest replicate will be forwarded for review. No processing fee refunds will be given.
- Follow all instructions for completing the submission. For general abstracts, be sure to structure the content into Background, Methods, Results, and Conclusion sections. Other submission types may require a slightly different structure.
- Clarity of expression will be considered in the review process. The overall quality of language used should assure comprehension by the reader.
- Use a maximum of five unique abbreviations in the body of the abstract. No abbreviations should appear in the title. Place abbreviations in parentheses after the full word the first time it appears. Abbreviations increase the difficulty of reading and evaluating abstracts, which will be considered in the review process.
- If authors' names appear on more than one abstract, their names must appear and be spelled identically on each abstract in order to facilitate proper indexing. Whenever possible, do not list authors with initials only.



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- Submitters may return to the online system to edit abstracts, revise information, correct typographical errors, tables, graphics, or delete a submission at any time before 11:59 p.m. ET on October 18, 2016. After this time, the system will be closed, and **complete** abstracts will be forwarded for the reviewing process. An author may not revise or resubmit an abstract in order to make changes or corrections after this deadline; **adding or removing authors after the submission deadline is not permitted**. The abstract may be withdrawn or, if accepted, the error may be indicated during the presentation. Proofread abstracts carefully to avoid errors before they are submitted. The ACC is not authorized to make changes to a submission. This includes typographical errors. Your abstract, if selected, will be published exactly as submitted. Tables and graphics, if the quality submitted is poor, will also appear badly. If you choose to withdraw an abstract after the submission deadline, this request must be received by the ACC in writing and sent to ryoung@acc.org by January 20, 2017. After this date, withdrawals are accepted but abstracts will still appear in publications.
- Abstracts are not eligible for consideration if the paper has been presented at a U.S. national or international meeting held in North America before the ACC Annual Scientific Session.
- Abstracts are not eligible for consideration if the manuscript of the abstract has been published before the ACC Annual Scientific Session.
- Any human experimentation must conform to the principles of the Declaration of Helsinki of the World Medical Association.
- The Program Committees endorse the position of the American Association for the Advancement for Science in requiring assurances of the responsible use of animals in research. All submissions for consideration must be in compliance with the guidelines.
- NEW THIS YEAR: Only presenting authors and lead investigators are required to submit their disclosure information. ACC no longer requires disclosure information from all coauthors.
- Each presenting author **and lead investigator** will be asked to comply with the ACC Disclosure Policy. Indication of the relationship and the associated commercial entity is required for each presenting author and the lead investigator.
- Abstracts will be considered “complete” **without** lead investigator disclosures and will go to review as long as all submission elements are complete. All presenting authors and lead investigators must disclose by **January 19, 2017**.
- You do not need to take any action at this stage: ACC staff will contact lead investigators separately to obtain these disclosures as a condition of submission. Failure of lead investigators to provide disclosure information will result in the removal of an accepted abstract from the program.
- Disclosure information is submitted via the [ACC Disclosure System](http://disclosures.acc.org) (<http://disclosures.acc.org>). Lead investigators with expired or nonexistent disclosure information will automatically be sent email notification.
- ACC will create a disclosure slide for oral presenters displaying disclosure information of the presenting author and lead investigator based on the disclosure information submitted to the ACC Disclosure website.
- Traditional flatboard poster presentations **MUST CONTAIN** the disclosure information of the presenting author and lead investigator as a part of their poster board information. **Poster presentations without disclosure information will be removed from a poster board. Electronic Moderated Poster presentations must also contain disclosure information and/or you will be required to verbally disclose.**



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- The submitting author acts on behalf of all co-authors and in submitting an abstract, transfers to the American College of Cardiology the copyright and all other rights in the material comprising the abstract if the abstract is accepted. Co-authors reserve the following: a) all proprietary rights other than copyright, such as patent rights; and b) the right to use all or part of the abstract in future works of their own. The American College of Cardiology, as holder of the copyright on the accepted abstract, reserves all rights of reproduction, distribution, performance, display, and the right to create derivative works in both print and digital formats.
- All abstracts submitted in connection with ACC.17 are disclosed to members of the peer review selection committee, as well as to ACC employees and contractors as necessary.
- Titles, authors, up to two institutions and presentation time information of accepted abstracts will be available online in advance of the Annual Scientific Session. Full text of the abstracts will be viewable online and distributed to all professional registrants onsite. Abstracts not accepted for presentation are not published and will not be disclosed outside of ACC and persons associated with the selection process (e.g., the peer review committee).
- Although ACC and ACC employees or contractors cannot guarantee the confidentiality of submitted abstracts, every effort will be made to ensure confidentiality of submitted material.
- Primary responsibility for compliance with any disclosure or nondisclosure requirements resides solely with researchers and/or research sponsors.
- Primary responsibility for the content/data, etc., contained within an abstract rests with the presenter, if the abstract is accepted/published.
- Researchers who believe they have legal obligations to disclose information in advance of presentation should contact the ACC Media Department for guidance. Please read the [ACC.17 Media and Communication Policies](#) carefully (<https://accscientificsession.acc.org/~media/ScientificSessions/ACC17/PDFs/ACC17-Media-Communications-Policies-Aug-4-2016.pdf?la=en>). This document includes information about Late-Breaking Clinical Trial Presentations. In the event that an author's/presenter's work will be published in a major peer reviewed medical journal concurrent with the timing of the Annual Scientific Session, it is the responsibility of the abstract author/presenter to notify the ACC press office of the publication name and date as soon as possible. Doing so will allow ACC to work with the publication to coordinate embargo of the material.

Accepted Abstracts

Titles, authors, up to two institutions and presentation time information of accepted abstracts will be posted in the online/mobile searchable program planner systems. Full text of accepted abstracts will be published in electronic versions of the *Journal of the American College of Cardiology* and the online/mobile program planner systems beginning Monday, March 6, 2017, at 8:00 a.m. Eastern Time.

The person presenting an accepted abstract will receive an e-mail notification the week of December 19, 2016 containing presentation information. By submitting an abstract, if it is accepted, presenters agree to upload materials in order to complete an e-abstract in the online system for 24/7 self-directed learning by Annual Scientific Session attendees as well as for archival purposes. This is a requirement for both flatboard poster presenters and moderated poster presenters.



Oral Presentations

All oral presentations will be programmed into 10-minute time slots. The Presenter's Agreement will indicate the time and date of the session. All abstract presentations and question and answer periods will be in English. If a presenter needs assistance in understanding the questions or responding in English, he or she is encouraged to have the session co-chair or a member of his or her research group assist. Each oral abstract session in a pathway topic area will feature expert summary comments in a "year in review" talk.

AGAIN THIS YEAR: ACC will be enforcing the requirement that speakers must upload their presentation in advance and check in at the Speaker Service Center onsite at least 4 hours prior to presentation. Speakers who miss this deadline will not be able to present. **You must check in at the front desk with a representative of the Speaker Ready Room before sitting down at a station.** DO NOT take your presentation directly to the session room. Additional AV and speaker information will be available in February.

It is important that timed talks adhere to the schedule. Presenters and session chairs share equal responsibility for maintaining the schedule of talks; as well as question-and-answer segments. Please be sure to stay within your allotted time to ensure that any Q&A/Panel Discussion segments may occur. *One slide per minute is the recommended standard for presentations. Uploading more slides than this formula permits may not be allowed by the Presentation Management System.*

A listing of the audiovisual hardware/software provided in each of the education rooms will be indicated on the Presenter's Agreement. If you have any special audiovisual requirements, such as proprietary software, etc., please contact Freeman Audio Visual when you receive a link to upload your presentation in February. All special requirements are subject to review for approval.

Poster Formats

Traditional Flatboard Posters

There will be two daily dedicated poster presentation/attendee viewing hours: 9:30 a.m. – 12:30 p.m. and 1:30 p.m. – 4:30 p.m. Presenters are required to attend their board for a 45-minute period during the 3-hour time frame. The Presenters Agreement will indicate which day/time you will be assigned to attend your board. Poster boards will group like subject matter together and some sessions will be moderated, fostering interaction. Limited educational programming will be scheduled during these times to encourage attendees to visit the poster sessions and interact with the presenters. The time of your presentation period will be outlined in your abstract acceptance letter — your poster must remain on display the entire half-day of your presentation as indicated in your acceptance letter. At the end of each session, posters remaining on poster boards or on the floor of in poster area will be removed and discarded if not removed by the presenter prior to this time.

ACC will offer a poster preparation and printing service. More information will follow in January. If you elect not to take advantage of the poster preparation and printing service: Each light gray poster board measures four feet high (121 cm) and eight feet wide (244 cm). Please make sure that the dimensions of



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your poster are slightly smaller than this to account for the edges of the poster board. The presenter must provide the presentation material for the poster board, including a copy of the abstract **and all relevant disclosure information**. Text and illustrations must be readable from distances of at least three feet. Use lightweight materials only; heavy articles are difficult to secure. Push pins will be available on site. All presentation materials should be produced in advance and brought to the Annual Scientific Session. No audiovisual, projection, or computer equipment requiring electrical power will be permitted in the general poster session area.

Note: Presenters must post disclosures for presenting author and lead investigator, have their poster(s) up by the start of the session time and remain at their poster for the entire 45-minute presentation time. Posters must remain on display for the entire half-day session that they are assigned. Presenters who cannot adhere to these requirements may choose a co-author to present for them. Co-author disclosure would need to be added to the poster board prior to the start time of the session. Failure to follow these guidelines may jeopardize your presentation at this and future meetings.

Top-Scoring Posters: Top-scoring flatboard poster presentations will be acknowledged via a variety of print and online methods. Be among the top 3 highest scoring abstracts in your pathway to receive recognition among your peers in this distinguished category!

Moderated Posters

There will be three daily dedicated moderated poster presentation times: Morning sessions will be from 10:00 a.m. – noon on Friday and 9:45 a.m. – 10:30 a.m. on Saturday and Sunday. Afternoon sessions will be from 12:30 p.m. – 1:45 p.m. on Saturday and Sunday and 3:45 p.m. – 4:30 p.m. every afternoon.

AGAIN THIS YEAR: Moderated poster sessions will be held during the lunchtime period on Saturday and Sunday. The Presenters Agreement will indicate which day/time you will be assigned to present. These are electronic PDF presentations of flatboard posters displayed on plasma monitors. Poster presentations vary from three presentations per session to eight presentations per session and are based on the length of each session. Session times vary from 45 minutes in length to 2 hours in length and the exact session times are above. There are two moderators/thought leaders assigned per session. Each poster presenter will have ten minutes to present; the remaining five minutes is for Q & A, which is where most of the "moderation" occurs and allows for audience interaction. Again this year: sessions will occur in Moderated Poster Theaters within the Poster Hall; each Learning Pathway has an individual theater. The time of your presentation period will be outlined in your abstract acceptance letter. You will receive additional information in January on how to prepare your electronic presentation.

E-Poster System

The Program Committee is committed to the use of an electronic abstract (ePoster) system for self-study and archival purposes, which offers benefits to investigator and users, both during and after the meeting:

- 24/7 access for all onsite registered attendees at ACC.17
- Increased exposure of research, including social media capabilities
- Enduring material
- Self-directed learning



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- Interactive communication with presenting author via email
- Robust search and browse functionality within the ePoster Viewer
- “Like,” “save” and email functionality

All poster presenters will be required to upload an e-abstract in PDF format, in addition to the traditional flatboard or for electronic poster they will be presenting. This can be easily accomplished after material for your flat poster is generated. ePoster kiosks will be located in the poster sessions and the new hands-on learning lab areas for attendees to browse onsite in Washington. Uploading your abstract is easier than ever. Additional information and instructions will be sent to presenters in January.

Please note: ePosters are a requirement for ALL flatboard poster and moderated poster presenters.