

ACC.17 FACULTY & SPEAKER INFORMATION

For additional speaker information please refer to the **Bulletin for Presenters** at accscientificsession.org/Presenters

Faculty Lounge

Lounge & Learn Pavilion, Hall D
Phone: 202-249-4001

Friday, March 17 6:30 a.m. – 6:00 p.m.
Saturday, March 18 6:30 a.m. – 6:00 p.m.
Sunday, March 19..... 7:00 a.m. – 5:30 p.m.

Invited faculty for ACC.17 will receive a white “Faculty” ribbon, which will give them access to the Faculty Lounge. Services in the lounge include a light lunch service and a comfortable lounge atmosphere for private faculty networking, as well as access to the Faculty Computer Work Room, which provides computers, internet and printer access.

By invitation only, attendees may be asked to attend a meeting in an Executive Conference room. These Executive Conference rooms are located within the Faculty Lounge.

POSTER SERVICES DESK

Expo, Hall C

Poster presenters may check the U-Search computer kiosks located in the center of the poster hall to reconfirm poster board information and session presentation times. Moderated Poster Session Discussants may check-in with staff to receive instructions. Poster presenters who ordered their materials printed in advance and to be sent to the convention center may pick up their poster at the Poster Services Desk. Members of staff are available to assist presenters with disclosure compliance information and materials.

SPEAKER SERVICE CENTER AND SPEAKER REGISTRATION

Lounge & Learn Pavilion, Hall D

Phone: 202-249-4064

Thursday, March 16..... Noon – 5:00 p.m.

Friday, March 17 6:30 a.m. – 6:00 p.m.

Saturday, March 18 6:30 a.m. – 6:00 p.m.

Sunday, March 19..... 7:00 a.m. – 5:30 p.m.

All invited faculty, including speakers, co-chairs and panelists must check in at the Speaker Service Center, even if they have uploaded their files in advance. Faculty may also register and/or pick up their badges and registration materials at the front desk of the Speaker Service Center.

There will be one Speaker Service Center to assist all presenters. We recommend presenters visit the Speaker Service Center 24 hours before their presentation begins. However, presenters must go to the Speaker Service Center at least 3 hours in advance to review and approve their presentations or run the risk of their visuals not being available or working properly when they get to their session room. Faculty and oral presenters who do not check in at the front desk of the Speaker Service Center to check their disclosure slides may not be allowed to present. Session co-chairs: Stop by the Speaker Service Center desk to pick up a Session Chair ribbon.

ONCE AGAIN THIS YEAR: The Speaker Service Center has a Faculty Development Office. To ensure that your session/presentation is a success, stop by to familiarize yourself with the education room stage set. If your session room is equipped with Audience Response System (ARS) technology, please see staff in the Faculty Development Office to learn and practice with the new technology. Session co-chairs: Stop by to learn how to use the Moderator's App to help manage your session. Presenters who are giving a moderated poster presentation may also practice in the Faculty Development Office using a sample set-up of the poster theater equipment.

Please visit our expert faculty development and coaching staff who will be available in the Faculty Development Office to assist session chairs with their session management skills and faculty with their presentations.