



ACC.18™
67th Annual Scientific Session & Expo



BULLETIN FOR PRESENTERS AND CHAIRS

American College of Cardiology's 67th Annual Scientific Session

Saturday, March 10 – Monday, March 12, 2018

Orange County Convention Center

9800 International Drive, Orlando, FL 32819

PLEASE REVIEW THIS IMPORTANT BULLETIN IF YOU ARE:

- **MAKING A PRESENTATION OR PARTICIPATING IN AN EDUCATIONAL SESSION OF ANY KIND IN A CLASSROOM**
- **CHAIR/CO-CHAIR/MODERATOR OF ANY SESSION IN A CLASSROOM**
- **PRESENTING A POSTER OR ARE A POSTER MODERATOR IN A POSTER SESSION**

SELECT THE SECTIONS THAT ARE RELEVANT TO YOUR ROLE AT ACC.18:

- ❖❖ **HIGHLIGHTS & GENERAL INFORMATION**
- ❖❖ **SPEAKER SERVICE CENTER AND AUDIO VISUAL INFORMATION**
- ❖❖ **DISCLOSURE PROCESS**
- ❖❖ **INFORMATION FOR CHAIRS/CO-CHAIRS/MODERATORS**
- ❖❖ **INFORMATION FOR POSTER PRESENTERS AND POSTER MODERATORS**

We gratefully acknowledge your participation in the American College of Cardiology's 67th Annual Scientific Session and thank you for the key role you play in delivering impactful education during ACC.18. You are at the heart of our success and we look forward to seeing you in Orlando, FL!

HIGHLIGHTS OF ACC.18

In order to offer an INFORMATIVE, INTERACTIVE, INNOVATIVE AND INTERDISCIPLINARY program, this year's meeting is showcasing:

NEW!! The Unique Opportunity to Earn Dual CME/MOC Credit in Over 230 Sessions so Attendees can Easily and Quickly Meet ABIM's MOC Requirements

- In support of this offer we must provide a vehicle for interactivity and meaningful exchange between faculty and learners; therefore we have made audience polling technology available for use during most of the sessions
- This will allow many more participants to actively respond to your polls, ask their important questions and upvote on other attendees' questions – all using their smartphone or tablet
- Specific sessions in which ARS is scheduled to be used will be designated in the App with an icon
- ACC.18 offers opportunities to earn CME, CNE, CPE and ECME credit

NEW!! Personalized Skills and Simulation Center (includes Drill and Practice; Hands-on Simulation; and Self-Directed Learning Modules): In this self-paced learning environment attendees can choose to participate in:

- 'Drill & Practice' Heart Songs, ECG, New Hand-Held Echo self-directed learning
- Facilitated hands-on virtual simulation case-based sessions featuring:
 - Body Interact Simulation Platform
 - Shared Decision-making Simulation Station
 - Procedural Skill Station (Echo/Cath)
 - Immersive Simulation Station/Full-body Manikin
- ABIM MOC simulation self-assessment testing
- MOC test your knowledge question modules
- Live streaming of sessions
- Access to ePosters

Time spent in the Center is eligible for dual CME/MOC credit for some activities

For additional detailed session schedule information, search in the ACC.18 Meeting App and filter for "Hands-on Skills Learning".

NEW!! Heart-to-Heart Stage Sessions

New 30-minute Heart-to-Heart stage sessions take place in the "heart" of the Lounge & Learn Pavilion in an interactive conversational or interview type of format intended to bring awareness or informational detail to a specific subject. Topics include:

- How to Navigate ACC.18: An Inside Look at This Year's Program
- How to Maintain Your Cardiovascular Certification and Competency
- MACRAnyms: Understanding the Alphabet Soup
- Impact of Social Media on Cardiovascular Practice
- Achieving a Healthy Lifestyle: A Guide for Clinicians and Patients
- Getting Medications to Your Patients: How Best to Manage Prior Authorizations

For additional detailed session schedule information, search in the ACC.18 Meeting App and filter for "Heart-to-Heart Stage".

NEW!! ACC Section Highlights Sessions

To “cap off” ACC.18 – ACC Sections/Councils will offer pertinent content from ACC.18 that has been synthesized and crafted into “take-home messages.” Included will be suggestions for practice changing, life-long learning and professional advancement teachings that are targeted specifically to their audience. All eight Section Highlight sessions (representing 11 Sections/Councils) will be held concurrently on Monday March 12, 2018, 3:45 p.m. – 5:15 p.m.

For additional detailed schedule information, search in the ACC.18 Meeting App and filter for “ACC Section Highlights”.

NEW!! Upload your Photo (Optional)

- Want attendees to recognize you? Please provide a headshot image in jpg or jpeg format. The photo will be placed next to your name and presentation/session information within the ACC.18 App and Itinerary Planner.
- Please contact ACC Education staff to assist you with this (see page 4 for contact information.)

New Slate of “Intensives”

Immersive “mini-courses” dedicated to new and growing areas in cardiovascular practice. These sessions are designed to provide a broader and deeper scope of a topic, with the goal of take-home information, ideas, and a review of clinical experiences that can be applied to elevate patient care. Attendees are encouraged to attend both sessions of each Intensive for a comprehensive study of the topic.

- Innovate or Perish: Emerging Technologies and the Future of Cardiovascular Practice
- A General Cardiologist’s Real-world Approach to Adult Congenital Heart Disease: An Interactive Intensive
- Shared Decision Making for the Clinician: From Buzz to Bedside
-

For additional detailed schedule information, search in the ACC.18 Meeting App and filter for “Intensives”.

New Interactive Sessions at the Engage@ACC.18 Studio (on the Expo Floor in the Poster Sessions Area, Hall A/B)

An innovative 200-seat theater with a 180-degree stage designed for audience participation — the center of many novel community-centered events including:

- FIT Jeopardy: Battle of the State Chapters and NEW International Chapters: Semi-finals (on Saturday and Sunday) and final session (on Sunday)
- Cardiology Contest: A “Jeopardy” style gamification format. Watch the action between 3 teams: Training Directors, ACC’s Board of Trustees and ACC’s Board of Governors
- Family Feud Game for Pediatric Cardiac and ACHD Providers
- Heart Teams in Action: Complex Coronary Revascularization Decision-Making
- Creating Your Magic -- Life Beyond Cardiology
- Ask the Heart Failure Experts
- So You Want to Be a Clinical Trialist?
- ECG Quiz Bowl. Are You Smarter Than the EP Expert?

For additional detailed session schedule information, search in the ACC.18 Meeting App and filter for “Gaming”.

Faculty Development Office (located inside the Speaker Service Center, Lounge & Learn Pavilion, Hall C)

To ensure that your session/presentation is a success, stop by the Speaker Service Center’s Faculty Development Office to:

- See; use and become familiar with the same technology that will be available during your session, including a mock-up of the stage area
- Practice with the audience response technology
- Meet one-on-one with one of our coaches who can help you further refine your presentation, share some tips and strategies to support creating effective learner interaction, and provide tools that you may use immediately and as you develop future presentations.
- For moderated poster presenters: practice with the iPad presentation technology

In addition:

More science than ever resulting in:

- 100 additional flat board poster presentations (compared to ACC.17)
- Moderated and flat board poster sessions in all 10 clinical pathways, plus our Cardiovascular Team Cases, FIT Clinical Decision Making cases and Spotlight on Special Topics abstracts.
- Poster presentations from ACC International Conferences Best Poster winners

Opportunities to network:

- Network in the popular Lounge & Learn Pavilion, Hall C, where you can meet with your colleagues for discussions on similar interests in one of 6 lounges, along with structured and unstructured learning experiences

ACC.18 GENERAL INFORMATION

PLEASE ENSURE THAT YOU CONTACT THE ACC SHOULD YOU BE UNABLE TO MAKE YOUR PRESENTATION/CHAIR YOUR SESSION/PRESENT YOUR ORAL OR POSTER ABSTRACT

Contact a member of the Annual Scientific Session Education Team by email any time for:

- Any sessions in a classroom or the Engage Theater: kdixon@acc.org or jdiamond@acc.org
- Abstracts and Oral Abstract Presenters: ryoung@acc.org
- Late-Breaking Clinical Trials: hopper@acc.org
- Interventional Structured Session Speakers: mparks@acc.org
- Interventional Abstracts and Presenters: ryoung@acc.org

By phone onsite in Orlando:

- Faculty Lounge Reception Desk: 407-685-5400
- Speaker Service Center Desk: 407-685-4008
- In person onsite in Orlando: Visit the Faculty Lounge Reception Desk OR the Speaker Desk located in the Speaker Service Center in the Lounge & Learn Pavilion, Hall C

WHERE TO FIND THE MOST UP TO DATE INFORMATION REGARDING YOUR SESSION

Note that the most up to date presentation information will be found online in the [ACC Program Planner](#) — and in the ACC.18 App (search “ACC18” in your app store).

Be sure to check the Program Planner or the App to reconfirm the day, time, and location of your sessions and presentations.

In a continuing effort towards green solutions the ACC will not provide printed Program Guides.

Meeting content can be obtained in these ways:

- A printed Program-at-a-Glance will be placed in every attendee bag
- Download the [Dynamic Program Chart](#) to more easily browse the sessions. Click on the session title to view the session details in the Online Planner.
- ACC.18 App
- [Online Program Planner](#)
- Program PDFs: Please print your own prior to the meeting; available at: <https://accscientificsession.acc.org/Plan-Your-Program/Itinerary-Planning-Tools>

FACULTY LOUNGE

Orange County Convention Center, Lounge & Learn Pavilion, Hall C

Phone: 407-685-4008

Invited faculty for ACC.18 will receive a white "Faculty" ribbon, which will give you access to the Faculty Lounge. Invited Faculty includes anyone making a presentation or participating in an educational session of any kind in a classroom or if you are the chair/co-chair/moderator of any session in a classroom or a Poster Moderator (in the Expo hall.)

This does not include any person presenting an abstract in a classroom or in the Expo Hall. It also does not include anyone who participates in a gaming or interactive session in the Engage Theater.

Services in the lounge include computer, internet and printer access, work and meeting space, lite food service and a comfortable lounge atmosphere for private faculty networking.

A guest may accompany faculty into the lounge during quiet times. Please check in with the front desk staff before bringing any guests into the Faculty Lounge.

Faculty Lounge — Hours of Operation

Saturday, March 10	6:30 a.m. – 6:00 p.m.
Sunday, March 11	6:30 a.m. – 6:00 p.m.
Monday, March 12	7:00 a.m. – 5:30 p.m.

IF YOU HAVE NOT YET REGISTERED FOR THE MEETING— IT IS NOT TOO LATE TO DO SO.

Irrespective of your role at the 67th Annual Scientific Session **you must register** for the meeting through Experient, the official registration and housing bureau, in order to obtain a meeting badge. Accepting your invitation and completing the Presenters Agreement via the online notification system **does not** register you for the meeting.

Registration fees are **waived** if:

- you are making a presentation or participating in an educational session of any kind in a classroom
- you are a late-breaking clinical trial presenter
- you are the chair/co-chair/moderator of any session in a classroom or if you are a poster moderator (in the Expo Hall)

If you are an abstract presenter, either in a classroom or in the Expo Hall or a challenging case presenter ONLY, or participating in a gaming or interactive session in the Engage Theater (in the Expo Hall) you should register using the general registration process in the appropriate category (member, nonmember, etc.) .

HOW TO REGISTER FOR ACC.18

Register now and secure your housing online—avoid standing in lines in Orlando:

<https://accscientificsession.acc.org/Registration-and-Hotels>.

If you have questions or need personal assistance, please contact the ACC.18 Registration & Housing Center at acc@experient-inc.com or call 1-888-322-2878 (toll-free) or 1-847-996-5822 (international residents), Monday through Friday, 9:00 a.m. - 6:00 p.m. ET.

You may also come to Speaker Registration, located in the Speaker Service Center in the Lounge & Learn Pavilion, Hall C.

If you have registered and paid a fee but fit into a category in which your registration fee has been waived, please request a refund via email to acc@experient-inc.com.

You must reserve a hotel room if you require overnight lodging. This can be done via Experient, the ACC official registration and housing bureau, during your registration process.

NOTE: the College does **not** reimburse for hotel, travel, or per diem expenses.

DISTRIBUTING MATERIALS AT SESSIONS

Distribution of materials is **not allowed** in or outside the session rooms

SPEAKER SERVICE CENTER AND AUDIO VISUAL INFORMATION

**EVERYTHING YOU NEED TO KNOW ABOUT THE SPEAKER SERVICE CENTER AND THE MANDATORY
SPEAKER SERVICE CENTER CHECK-IN AND REVIEW PROCESS**

You are required to check in at the Speaker Service Center if you are:

- Making a presentation (including an Oral Abstract presentation) or participating in an educational session of any kind in a classroom or
- Chair/co-chair/moderator of any session in a classroom

You must check in at the front desk with a representative of the Speaker Service Center before sitting down at a station.

THE SPEAKER SERVICE CENTER AND SPEAKER REGISTRATION IS LOCATED AT:

*Orange County Convention Center (Orlando, Florida)
Lounge & Learn Pavilion, Hall C
Telephone: 407-685-4008*

There will be one Speaker Service Center at the convention center to assist all presenters for ACC.18. We recommend presenters visit the Speaker Service Center 24 hours before their presentation begins. However, if this is not possible, presenters must go to the Speaker Service Center at least 4 hours in advance to review and approve their presentations. Presenters who do not check-in sufficiently in advance of their presentation may give the scheduled talk, but may not have visuals.

Speaker Service Center and Speaker Registration Hours of Operation

Friday, March 9	Noon – 5:00 p.m.
Saturday, March 10 – Sunday, March 11	6:30 a.m. – 6:00 p.m.
Monday, March 12	7:00 a.m. – 5:30 p.m.

MANDATORY SPEAKER SERVICE CENTER CHECK-IN AND REVIEW PROCESS:

If you are making a presentation or participating in an educational session of any kind in a classroom or if you are the chair/co-chair/moderator of any session in a classroom it is imperative that you check in at the Speaker Service Center to confirm your presentation times, review electronic files, and check disclosures regardless of whether or not you have uploaded your presentation slides in advance. At this time you will also be able to ensure the integrity and compatibility of your presentation(s), including fonts, bullets, outlines, animations, movies, etc.

If you are presenting in a moderated poster session and would like to familiarize yourself with the tablet that you will be using during your presentation, please visit the Faculty Development Office inside the Speaker Service Center to practice with the presentation equipment (Lounge and Learn Pavilion, Hall C.)

You must check in at the front desk with a representative of the Speaker Service Center before sitting down at a station.

All Speaker Service Center computers will be configured with hardware and software exactly like that available on the computers in the presentation rooms. This will allow you to preview your presentation (the same way it will project when you present), identify problems, and make corrections as necessary prior to your scheduled presentation date and time. During the pre-presentation visit to the Speaker Service Center, technicians can also help resolve any compatibility or formatting issues.

Once you are comfortable that your presentation is complete, confirm the date, time, and room for your session. Be sure to click "Logout" link at the top of the screen.

- ACC has updated its audiovisual equipment; all screens will be 16:9 widescreen format, not 4:3 as in previous years. Computers and projectors will be configured for 1280 x 720 resolution. We envision this change enhancing the visual aspects of the Annual Meeting.

To take full advantage of the new widescreen format, every presenter will have to take a few minutes to convert their pre-existing presentations. All new presentations should be developed in the 16:9 format. If presenters use the 4:3 presentation format aspect ratio, the presentation will still display but will be "pillar boxed" on the 16:9 screen as shown below. Converting existing presentations will expand the slides to a 16:9 format. In addition, in order to have a consistent look in all of our session rooms, all presenters should download and use the [Presenters' Slide Template](#).

NOTE: Videos and photos may need to be resized so they do not appear stretched. Animations should be checked to ensure the elements line up correctly.



What does this mean if you are a presenter? Simple conversion instructions are listed below.

For PowerPoint 2013 and 2016:

- On the "Design" tab select "Slide Size"
- In the drop down box, select "Widescreen (16:9)"

For PowerPoint 2007 and 2010: (Please view the screenshot on page 3)

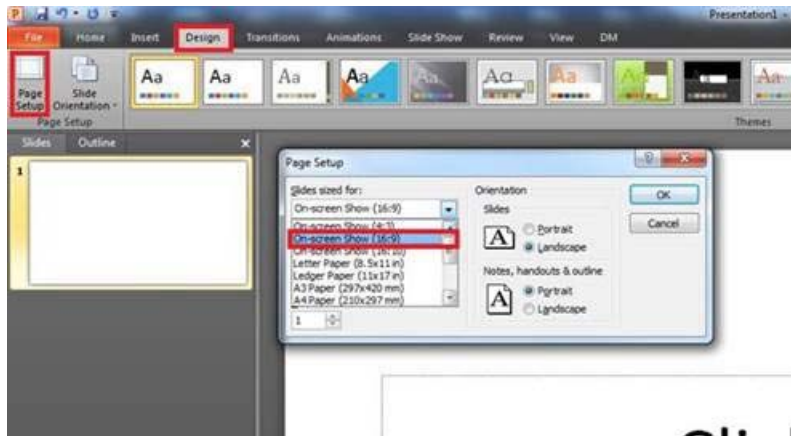
- On the "Design" tab select "Page Setup"
- In the drop down box, select "On-Screen Show (16:9)" and click "OK"

For the Newest Apple Keynote:

- From the Keynote Window, select “Document” on the top right hand corner
- Under “Slide Size”, select “1280 x 720”

For the Older Apple Keynote:

- From the Menu Bar, select “Show Inspector”
- On the Inspector, select “Document Inspector” located in the top left hand corner
- Under “Slide Size”, select “1280 x 720”



- ACC has refined the look and design to the education room layout to enhance interaction between the speakers, panelists and attendees.



- Take advantage of the functionality and presentation opportunity that this revised stage/room design affords by doing the following:
 - Stop by the Faculty Development Office located inside the Speaker Service Center to familiarize yourself with a mock-up of the stage area before you walk into your session room to deliver your presentation. This will ensure that your session/presentation is a success.
 - Prepare your presentation with this revised stage/room design in mind.
 - Take advantage of one-on-one training that is being offered to all presenters and chairs in the Faculty Development Office.
- If you are a Chair/Co-chair/Moderator please allow sufficient time to stop by the Faculty Development Office located inside the Speaker Service Center to learn how to use the Moderator's App to ensure that your session runs smoothly.
- Moderators of sessions where we are using ARS (Audience Response System) must get 1:1 training from staff in the Faculty Development office in order to maximize the potential interaction with the audience. Please make sure that you allow sufficient time while in the Speaker Service Center in order to receive this brief training. (See Fielding Audience Questions on page 8.)
- Presentations must be uploaded 24 hours in advance of your session. Speakers' PPT will be uploaded to the ACC.18 App and will appear associated with your session(s) before the session starts. This is due to overwhelming feedback from previous Annual Meeting attendees who requested that slides be accessible in order to take notes during the session. The version of your slides that is presented during your session will be the "PPT of record" and will be posted online via the Attendee Portal (sometime after your session) and in iScience.

HOW TO SUBMIT YOUR PRESENTATION(S):

ACC is committed to providing the audience and faculty the best education environment possible. The ACC uses an all-electronic format for audiovisual requirements. All meeting rooms utilizing audiovisual equipment will be networked. Presentations will be downloaded from a central server and sent to the respective meeting room on a secured site.

The Presentation Management System will open to presenters for advance submission of presentations for the meeting as of now. Chairs and panelists of sessions will have the ability to view slides from all the presenters in their sessions via the online Presentation Management System after logging in. To login click the following link: <https://acc18.sessionupload.com>

You will be prompted for your email address. Use "ACC2018" as the password. You will be required to set a new password, which must be at least 6 characters in length.

This audiovisual presentation website will remain open throughout the meeting for your convenience. This means that you will be able to submit your presentation through the website, accessible from any internet connection with sufficient bandwidth.

Presentations must be uploaded 24 hours in advance of your session.
Late-Breaking Clinical Trials must be uploaded by Friday, February 23, 2018.

Important Information

Please be sure to read the guidelines on the Presentation Management Website before uploading your presentation.

If you need assistance or have questions about uploading your presentation please click the “Help” link at the top of the page or request help at <https://acc18.sessionupload.com>

Confirmation that your presentation was received

After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact support@sessionupload.com to ensure your file was received. When contacting support for technical issues please reference ACC.18 as the conference name and include the presenter's full name.

Edits

For security and proprietary reasons, you cannot edit a file online. You may return to the website any time to delete a file that you have already submitted and re-submit a new file in the event that you have made changes to a presentation.

Presenter Mode in the Meeting Room

Presenter Mode is a feature that allows presenters to view their presentation with their speaker notes privately at the lectern while the audience views the notes-free presentation on a display screen. Presenter mode is the default mode in all classrooms.

For more information on presenter mode in PowerPoint, please see the following link: [Here](#)

The following ACC activities are NOT networked: all committee meetings, special functions and sessions/activities held outside of the Orange County Convention Center (Orlando, Florida.) Participants in these activities should contact the ACC staff liaison if audiovisual is required.

WHAT AUDIOVISUAL EQUIPMENT IS AVAILABLE IN PRESENTATION ROOMS

Education session rooms will be furnished with the following audiovisual resources (see qualifying notes below if you are a Mac user):

- Laptop computer
- Screen
- Data projector
- Speaker timer
- Mouse
- Microsoft Office 2016 (with PowerPoint, Word, Excel)
- Adobe Acrobat Reader
- Macromedia Flash and Shockwave Players
- Windows Media Player
- Dazzle software (upon request)

Any equipment/software not listed above must be requested in advance. Requests for nonstandard equipment will be reviewed on a case-by-case basis, and the designated presenter may be contacted about the request. Dual slide projection is not available.

ONLINE SUBMISSION FORMATS:

Special Presentation Media

If you plan to use any special or unusual media as part of your presentation, please be sure to let a Speaker Service Center technician know about the media so that it may be tested for compatibility prior to the presentation.

Movies

Include all embedded video files for presentations that will contain video clips. Currently we support video clips in the following formats: AVI, MPEG-1, MPEG-2, MPEG-4 (Divx, Xvid, WMV's), MOV (H.264), Cinepack, Techsmith, and Flash.

Please remember to compress your videos no matter which format you prefer. Your movie will upload faster and load faster during your presentation with no distinguishable loss in video quality. If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Service Center so arrangements can be made for assistance in your meeting room.

Special Fonts

We only supply fonts that are included with Office 2016. If you need a specialized font, it should be embedded into your PowerPoint presentation.

File Types

We currently support all versions of PowerPoint through Office 2016. If your PowerPoint is from a version of PowerPoint prior to Office 2010, please use the convert feature located under "File, Help" when you have your PowerPoint open.

Backup

Please bring a copy of your presentation (and movies) along with you before leaving for ACC.18.

Copy your PowerPoint and all movies to a folder on a USB drive or CD-ROM. PowerPoint 2013 will embed movies by default, however you should bring a copy of the videos, just in case a problem arises. All prior versions of PowerPoint will not embed the movies. They must all be placed in the same folder as your PowerPoint file. It is a good practice to keep a second copy of your presentation and your movies.

FOR MAC USERS:

Mac: Keynote

Currently we can only accept iWork's 09 Keynote files. If you would like to use a different version of Keynote, either convert your presentation to iWork's 09 Keynote or convert your Keynote to PowerPoint and bring to Speaker Service Center for confirmation.

Mac: Pictures

If you use a version of PowerPoint prior to 2008, please be sure embedded pictures are not in TIFF format. These images will not show up in PowerPoint. With PowerPoint 2008 for the Mac, any inserted

image will be compatible. To ensure there are no picture problems, please check your presentation in the Speaker Service Center.

Mac: Movies

PowerPoint 2010 is the only version of PowerPoint that supports playback of MOV's. The best compatibility for MOV playback is to use H.264 as your codec. If you are using an earlier version of PowerPoint (older than 2010) please export MOV files to Windows Media WMV with Quicktime 7 Pro. If you cannot convert the files or have a considerable number of MOV files, please check with a technician in the Speaker Service Center who can make arrangements to convert videos.

ANY QUESTIONS ABOUT AV?

Should you have any audiovisual questions not addressed in this document, please feel free to email support@sessionupload.com.

GIVING YOUR PRESENTATION

Please arrive at your designated meeting room 15 minutes before the start of your session.

Simply click your name on the display, then click "Start" and your disclosure will launch followed by an automatic launch of your PowerPoint. If you approach the lectern and the presentation file from the previous presenter is still displayed, simply press the <Esc> key located in the upper left corner of the keyboard.

Please note: The system will display your disclosure for approximately 6 seconds – shorter disclosures will display for slightly less time, longer disclosures will display for slightly more time. Once the disclosure is launched, you cannot exit from the system.

At the end of your presentation, the display will return to the list of presenters. Please note that there will be a keyboard at the podium and a mouse to advance your slides.

Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. If you have any difficulties or need any assistance, just ask the AV techs in the room or click the **"ASSISTANCE NEEDED"** button and an AV supervisor will immediately be sent to your room.

As a courtesy to your colleagues in your session please do not run over your allotted time. If you do, the chair/moderator of your session will ask you to conclude with a short summary statement.

Presentation Language

All presentations are entirely in English. If you need assistance in understanding or answering questions in English, please arrange to have the session co-chair or a member of your research team assist you. It is your responsibility to notify the session co-chairs of your special needs and arrangements before the session begins. You may include in your presentation file a few slides containing text or data for answering questions that might reasonably be expected from the audience. These slides should not include concepts or data integral to the main presentation.

Presentation Tips for Recording

It is important to ensure that the 2018 audio recording for each session is of high quality.

- Before you begin speaking, adjust the microphone, if needed.

- Speak into the microphone at all times. Avoid being too close to the microphone or “cupping” the microphone with your arm, which may cause feedback noise.
- When you refer to a visual, briefly describe it.

Fielding Audience Questions

A vital part of each educational session is the opportunity for questions and discussion. Time has purposely been built into many sessions to allow this type of interaction between the presenter and others in the room. Questions may come from the audience or from your session chair or co-chair. Remember that question-and-answer discussions are also captured. To avoid gaps on the audio recording of your presentation, be sure to repeat the question posed into your microphone prior to answering it.

In support of the offer to earn dual CME/MOC credit in over 200 sessions, we must provide a vehicle for interactivity and meaningful exchange between faculty and learners; therefore we have made audience polling technology available for use during most of the sessions.

This will allow many more participants to actively respond to presenter’s polls, ask their important questions and upvote on other attendees’ questions – all using their smartphone/tablet.

Specific sessions in which ARS is scheduled to be used will be designated in the App with an icon.

Moderators of sessions where we are using ARS (Audience Response System) must get 1:1 training from staff in the Faculty Development office in order to maximize the potential interaction with the audience. Please make sure that you allow sufficient time while in the Speaker Service Center in order to receive this brief training. The Faculty Development office is located inside the Speaker Service Center.

DISCLOSURE PROCESS

Each presenter/panelist/chair/co-chair/moderator/abstract (oral and poster) author/lead investigator must have completed an online ACC disclosure form which will include his/her personal relationships (including spouse/domestic partner) occurring within the past 12 months, with any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.

The types of financial relationships to be disclosed are:

- Consultant Fees/Honoraria – Includes honoraria, gifts or other consideration, or “in kind” compensation from a commercial interest, whether for consulting, lecturing, travel, service on an advisory board, or for any other similar purpose in the prior calendar year, including directing such honoraria be donated to a nonprofit 501c3 organization.
- Speaker’s Bureau – Includes compensation from speaker’s bureaus.
- Officer, Director, Trustee, or other Fiduciary Role – Such a role with a commercial interest whether or not remuneration is received.
- Ownership Interest/Partnership/Principle – Includes any stock, stock option, ownership, partnership, membership or other equity position (excluding mutual diversified funds) in an entity regardless of the form of the entity, or any option or right to acquire such position, and any rights and/or royalties in any patent or other intellectual property held by a commercial interest.
- Research/Research Grants – From a commercial interest whether compensated or uncompensated. Includes principal investigator, investigator (PI or Co-PI), steering committee member, collaborator or consultant for pending grants as well as grants already awarded or received. Also includes receipt of drugs, supplies, equipment or other in-kind support over which a person has direct decision-making responsibility.
- Salary – Funding of a salary or position (partial or full) or “in-kind” support of a program from a commercial interest.
- Data Safety Monitoring Board – Participation in a commercially-sponsored Data Safety Monitoring Board whether compensated or uncompensated.
- Other Relationship – Any other commercial relationship not listed.

Each presenter/panelist/chair/co-chair/moderator/abstract (oral and poster) author/lead investigator will have signed an attestation statement as part of the ACC’s online disclosure form. By signing this statement, the person agrees to the following:

- All relevant financial relationships have been disclosed to ACC
- Contributions will be based on the best scientific evidence available regarding content
- Contributions will give a balanced view of therapeutic options and be unbiased
- Contributions will not promote the products or services of any commercial interest related to the content
- All scientific research to support a patient care recommendation will conform to generally accepted standards of experimental design, data collection and analysis
- Any discussion of off-label product use will be disclosed to participants
- Trade names of healthcare products or services will not be used

- Any honorarium/payment/reimbursement beyond what has been agreed upon directly with ACC will not be accepted
- Copyright permissions will be obtained for any portion of contributions or presentation, such as slides, which is not original work
- Contribution and presentation will be HIPAA compliant (e.g. only de-identified patient information will be used)

ONSITE DISCLOSURE PROCESS

1. Disclosure slides will be shown for Chairs/Co-chairs/Moderators, presenters, lead investigators (where applicable) and panelists to the audience at the beginning of the session. The slide is automatically generated from the presenter's disclosures in ACC's system. These slides will be automatically projected for a specified number of seconds by the AV technician in the room.
2. Poster Moderators will be required to verbally state disclosures to the audience at the beginning of the session. Moderated poster presentations must have disclosure information displayed as part of their PDF file uploaded for the plasma presentation.
3. Presenters for posters that have not complied with the ACC's disclosure template requirement will be told that disclosure information for the poster's presenting author and lead investigator must be added or the poster will be taken down. The presenter will be given a disclosure template to complete and attach to the poster. ACC staff will check the poster once more to ascertain that the disclosure information has been attached to the poster.
4. Pop-up replacement presenters or panelists in session room procedure: Any pop-up replacement speakers must check in at the Speaker Service Center before proceeding to the meeting room. If the speaker does not follow this rule, the chair/moderator of the session will be required to review the speaker's disclosures for conflicts of interest before he/she is allowed to speak. The chair/moderator will also monitor the replacement presenter's/panelist's presentation for bias and will inject additional information if he/she detects bias.

ACC.18 Session Chairs/Co-chairs/Moderators

ACC.18 Chairs/Co-chairs/Moderators will be responsible for the following items:

- Assuring that the rolling disclosure slide for the session participants is showing prior to the start of the session
- Reviewing the disclosures of pop-up replacement presenters or panelists for conflicts of interest
- Monitoring the presentations of presenters/panelists for bias and interjecting additional information if bias is detected
- Assuring that a disclosure slide appears before each presentation for all presenters/panelists
- Notifying ACC staff in the Speaker Service Center if he/she will not be able to fulfill his/her chair/co-chair/moderator duties for a session and the name and contact information of the person who will replace him/her

INFORMATION FOR CHAIRS/CO-CHAIRS/MODERATORS

Chairs and co-chairs play an essential role in keeping educational sessions flowing smoothly and on schedule. Carefully read the following tips and guidelines for chairing sessions.

THE PRESENTATION MANAGEMENT SYSTEM

The Presentation Management System is open to presenters for advance submission of presentations for the meeting on March 10 – 12, 2018. Chairs and panelists of sessions will have the ability to view slides from all the presenters in their sessions via the online Presentation Management System after logging in. To login click the following link:

<https://acc18.sessionupload.com>

You will be prompted for your email address. Use “**ACC2018**” as the password. You will be required to set a new password, which must be at least 6 characters in length.

This audiovisual presentation website will remain open throughout the meeting for your convenience. This means that you will be able to review your presenters’ slides through the website, accessible from any internet connection with sufficient bandwidth.

PRIOR TO ACC.18: Via the online Presentation Management System chairs and co-chairs are highly encouraged to (i) view slides from all the presenters in their sessions and (ii) to offer feedback.

Utilizing the slide decks, chairs can:

- Communicate with presenters several weeks in advance of the meeting to review the major points and alleviate any overlapping of presentation material with other presenters in the session
- Ensure the presentation emphasizes what is intended for the audience to learn and not what the presenter knows
- Encourage presenters to discuss how they intend to incorporate information into their own practice
- Ensure the presenter is giving an evidence-based, unbiased and balanced view of therapeutic options
- Include care team perspectives and shared-decision making information where applicable
- Request fewer slides (if necessary) in order to stay within time limits — **rule of thumb is 1 slide per minute**
- Remind panelists that they are not required to create a PPT presentation; they have been selected as a panelist for their expertise in order to deliver commentary on the topic under discussion
- **MOST IMPORTANTLY** remind presenters that we want them to upload the slides ahead of time so learners may personalize their experience in advance of the live presentations.

ONSITE: (IN ADVANCE OF YOUR SESSION)

- Stop by the Faculty Development Office located inside the Speaker Service Center (Lounge & Learn Pavilion, Hall C) to familiarize yourself with the Moderator’s App to help manage your session
- Review the online Program Planner to reconfirm the day, time, and location of the program(s) you are chairing using the [Online Program Planner](#) or the ACC.18 App.
- Familiarize yourself with available tools on the [ACC Presenters Only Page](#) (ACC.ORG→ACC.18→Presenters Only Page)

- Take advantage of one-on-one Chair/Moderator training sessions that will be offered in the Faculty Development Office (located inside the Speaker Service Center, Lounge & Learn Pavilion, Hall C) and practice with the technology/tools if available in your session

ONSITE (IN YOUR CLASSROOM)

Please arrive at your designated meeting room 15 minutes before the start of your session.

- The audio visual (AV) technicians in the classroom will assist with any audiovisual inquiries or you may press the Assistance button on the console for AV help
- Review instructions on how to set the Limitimer (see instructions on page 3) — use this device to assist in keeping to the speakers' assigned timeslot
- Insist that all speakers end their presentations on time even if it means asking them to go to their final slide; we need you to ensure fairness to all presenters who have prepared a presentation
- Use the Time Warning button on the Moderator's laptop to send a red "warning" to a speaker (the audience will not see this warning.)
- Your session must end on time to allow for attendees to exit and allow for attendees who are waiting to enter for the following session. Frequently there is only 15 minutes between sessions.
- Verify with the presenters the accuracy of the information you plan to use in their brief introductions
- Prior to the session starting, review the status of each speaker on the Speaker Status tab — 'Checked-in' means the presenter checked-in with the Speaker Ready Room staff
- Prior to the session starting, ensure each speaker has a disclosure by reviewing each one on the Disclosure tab — a speaker without an electronic disclosure MUST verbally disclose prior to presenting. Please ensure any speaker that verbally disclosed is made aware that he/she must report to the Speaker Ready Room after the session to submit an electronic disclosure.
- The schedule for this session is detailed on the Session Schedule tab
- In the event a speaker is late, the order of the presenters can be modified by using the up/down arrows on the Session Schedule tab which will update the Digital Meeting Room Sign outside the meeting room
- Ensure presentations are balanced, non-biased and based on the best scientific evidence
- All presentations and question and answer periods are in English
- Devices on stage should be limited to use of session-focused technologies
- Most sessions are recorded for resale — make sure speakers talk directly into the microphone and repeat questions from the audience
- Visual reproduction of sessions (video or still photography) is prohibited without prior written permission — please refer requests to reproduce the session to the Media Complex

CHAIRING ORAL PRESENTATIONS OR ORIGINAL CONTRIBUTIONS

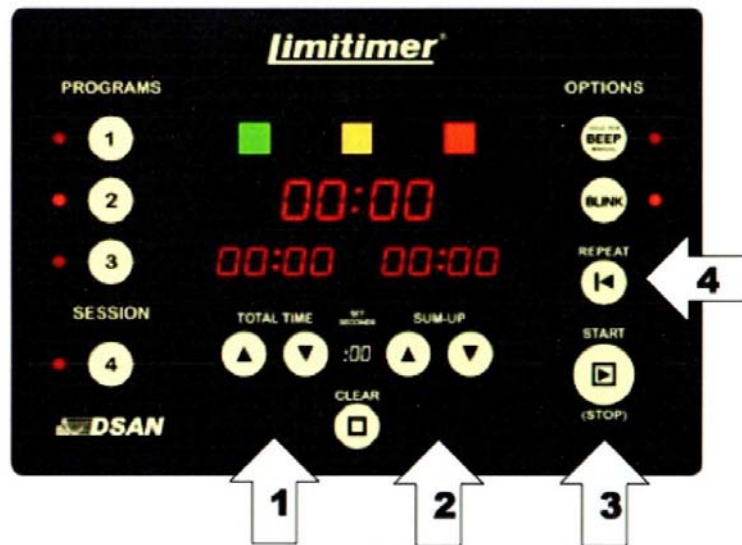
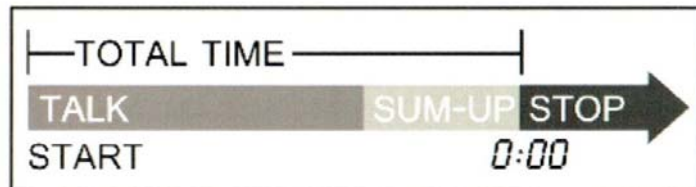
- Announce the title of each abstract, the abstract co-authors, the institution(s), city and state/country where the research was performed — the presenter is the name underlined
- If a presenter does not show, please take a break for the allotted presentation time so the session stays in sync with the online Program Planner and the ACC.18 App

IMPORTANT FIRE SAFETY INFORMATION

- All attendees are requested to locate seats — the Fire Marshall will not allow standing
- If overcrowding occurs, Staff will close the session at which time security personnel will not allow further entry until the next speaker change

limitimer® Set-Up Instructions

1. Set TOTAL TIME.
Use the ▲▼ buttons to set the preferred amount of Total Talk Time.
2. Set SUM-UP TIME.
Use the ▲▼ buttons to set the preferred amount of Sum-Up Time.
3. Press START ►.
4. To repeat, press REPEAT ◀ and START ►.



INFORMATION FOR POSTER PRESENTERS AND POSTER MODERATORS

EVERYTHING YOU NEED TO KNOW IF YOU ARE A POSTER PRESENTER OR POSTER MODERATOR

All poster sessions take place in Poster Hall, Hall A/B

You will find a sampling from all 10 Learning Pathways displayed during each of the five (5) Flatboard Poster session times.

All poster presenters who need access to the hall prior to the start of a morning poster session should use the Hall A/B entrance beginning at 8:30 a.m. The security personnel stationed at this entrance will be aware of presenters needing early access to the hall. Once you have finished putting up your poster, please exit the poster hall until it has opened.

The Poster Services Desk is located in the center of Poster Hall, Hall A/B

Poster presenters who have ordered their poster printed through the ACC poster printing service may pick up their poster here. See page 3 for more details regarding the ACC poster printing service.

Poster presenters may check their materials at the Coat Check near Registration on Level 1 or Room 221A.

PREPARING AND PRESENTING POSTERS

Abstracts will be presented as traditional flatboard posters with an accompanying submission to the ePoster online self-directed learning/archival system. The exception to this rule is abstracts that have been selected for a Moderated Poster Session (an M behind the 4-digit session number indicates a Moderated Poster Session). For more details on these sessions please see page 4.

There will be two daily dedicated 3-hour poster session times. You are required to stand at your poster board for 45 minutes during this poster session time. Your abstract acceptance letter will indicate the day and the time you are assigned to display your poster board as well as the time you are to physically stand at your poster board.

Limited educational programming will be scheduled during these times to encourage attendees to visit the poster sessions and interact with the presenters. Your poster must remain on display during the entire session of your presentation as indicated in your abstract acceptance letter. At the end of each session you will have 15 minutes to remove your poster. **Posters remaining on poster boards, on the floor, or in poster area will be removed for discard.**

BEST POSTER AWARDS

The three (3) highest scoring abstracts in each Learning Pathway will receive a Best Poster Award. Winners will be acknowledged with special graphics posted on their poster boards. These winners will also be acknowledged in the ePoster system with separate navigational buttons that attendees can click on while perusing the ePoster system.

It is imperative that poster presenters adhere to these four rules:
<ol style="list-style-type: none">1. Your poster must be displayed on the appropriate poster board for the entire scheduled 3-hour session, as specified in your Presenter's Agreement.2. You must physically be present at your poster board for the 45 minute scheduled presentation time.3. You must include disclosure information for the presenting author and the lead investigator in the lower right hand corner of your poster.4. You must be available to remove your poster at the conclusion of your poster display time and no later than 15 minutes after the end of your display time or it will be removed and discarded by staff.

Failure to comply with these rules may lead to the removal of your poster from the poster session and may also jeopardize your future participation in ACC Annual Scientific Session poster presentations.

POSTER SESSION DATES AND TIMES

Saturday, March 10

- If your poster session time is 9:30 a.m. – 12:30 p.m., you must be present at your board between 10:00 a.m. – 10:45 a.m.
- If your poster session time is 1:30 p.m. – 4:30 p.m., you must be present at your board between 3:45 p.m. – 4:30 p.m.

Sunday, March 11

- If your poster session time is 9:30 a.m. – 12:30 p.m., you must be present at your board between 9:45 a.m. – 10:30 a.m.
- If your poster session time is 1:30 p.m. – 4:30 p.m., you must be present at your board between 3:45 p.m. – 4:30 p.m.

Monday, March 12

- If your poster session time is 9:30 a.m. – 12:30 p.m., you must be present at your board between 9:45 a.m. – 10:30 a.m.

Note that all posters should be mounted no later than 30 minutes **prior to** the start of the poster session time and removed within 15 minutes after the end of the poster session time. Attendants will be available to provide information, assistance, and supplies. No audiovisual, projection, or computer equipment requiring electrical power will be permitted in the poster session area.

IMPORTANT: All poster sessions take place in Poster Hall, Hall A/B. All poster presenters who need access to the poster hall prior to the start of a morning poster session should use the Hall A/B entrance beginning at 8:30 a.m. The security personnel stationed at this entrance will be aware of presenters needing early access to the hall. Once you have finished putting up your poster, please exit the poster hall until it has opened at 9:30 a.m.

PREPARING AND PRESENTING TRADITIONAL FLAT BOARD POSTERS

With an Accompanying ePoster System Submission

Poster Printing Services

ACC recommends that all poster presenters take advantage of the ACC Poster Printing Service, which is a convenient and cost-effective solution for printing your poster and picking it up onsite at the Orange County Convention Center in Orlando, FL!

The ACC Poster Printing Service will again be fulfilled by Learners Digest International, an industry leading scientific poster printing company. Their experienced staff personally proofs each poster to ensure your large format printed poster matches your file as it was submitted. They will also be onsite to hand your poster to you when you arrive — no more hassles of traveling with your poster and carrying it on the plane!

We strongly suggest taking advantage of this simple, convenient way to print your poster and pick it up on-site in Orlando, FL. Free, pre-formatted, poster templates are available to make it even easier for you to create your poster. Prices start at just \$109. Posters are available in multiple sizes and paper choices. The standard deadline for submitting posters is Tuesday, March 6, 2018 at 9:00 AM CST. The rush deadline for submitting posters is Wednesday, March 7, 2018 at 9:00 AM CST.

Please visit <http://wk.call4posters.com/acc/c/1511> for more information and to submit your poster. Have questions about the service or need your log-in information? Contact us at societyposter@learnersdigest.com or call toll-free in the US 800-450-4194 or 507-323-8500. Available 8:00 a.m. – 4:30 p.m. CST, Monday – Friday.

The onsite Poster Services Desk is located in the Center of Poster Hall, Hall A/B. Poster presenters who have ordered their poster printed through the ACC poster printing service may pick up their poster here beginning at 8:30 a.m. each day.

Preparing Traditional Flatboard Posters on Your Own

Here are the guidelines that we request you adhere to for preparing your poster:

- Poster board size is eight feet wide (243 cm) by four feet high (121cm). Please make sure your posters are smaller than this size to ensure they fit correctly on the poster boards.
- Make sure you include all information from your abstract on your poster.
- Make sure your poster includes Disclosure of Faculty Relationships information for the presenter and lead investigator in the lower right hand corner.
- Prepare all materials in advance. Include illustrations, charts, tables, drawings, etc. and keep them simple and clear, with heavy lines and effective use of color. They must be readable from at least three feet away.

- Onsite, mount poster on the board using the pins available in the poster area.

Preparing the Accompanying ePoster

All traditional flat board poster presenters are required to also upload their materials in PDF format. You should have received a notification from accabstracts@abstractsonline.com in mid-January containing instructions on how to upload your poster as a PDF to the ePoster system.

ePosters can be viewed via the ACC.18 App and from computers in the poster hall when the abstract embargo lifts on Monday, February 26, 2018 at 8:00 a.m. EST (A few exceptions will apply to the lifting of this abstract embargo date).

PDFs of all posters must be uploaded into the ePoster system by Thursday, February 22, 2018.

PREPARING AND PRESENTING MODERATED POSTERS

With an Accompanying ePoster System Submission

All sessions with an M behind the 4-digit session number are Moderated Poster sessions.

Session Description:

- Saturday morning sessions include eight posters per session; all others contain three or five posters per session. Like subject matter is grouped together.
- Sessions with eight posters are 2 hours in length, sessions with three posters are 45 minutes in length, and sessions with five posters are 1 hour and 15 minutes in length.
- There will be two moderators/thought leaders assigned per session.
- Each poster presenter will have ten minutes to present and five minutes 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.

How to Upload Your Abstract:

- Create a PDF of a traditional flat board poster (not a multi-slide PPT).
- DO NOT PREPARE A PRINTED POSTER if you are scheduled to present a moderated poster (if you also have an additional flat board poster presentation, you will need to create a printed poster for onsite at the conference).
- You should have received a notification from accabstracts@abstractsonline.com containing instructions on how to upload your poster as a PDF to the ePoster system in mid-January.
- This PDF that you upload will be displayed on a plasma screen during your allotted 15-minute presentation time.
- Presenters will be given a tablet, with the PDF on it, to use during the presentation.
- Using the tablet touch screen you will be able to focus on specific areas of interest on the poster.
- Whatever action you take on the tablet (eg. zoom in and out) will be reflected on the large plasma screen behind you.

- If you are presenting in a moderated poster session and would like to familiarize yourself with the tablet that you will be using during your presentation, please visit the Faculty Development Office in the Speaker Service Center to practice with the presentation equipment.
- If you need assistance or have questions about uploading your poster please contact Robin Young at ryoung@acc.org
- **PDFs of all posters must be uploaded into the ePoster system by Thursday, February 22, 2018.**

ROLE OF POSTER MODERATOR

- Two moderators/thought leaders are assigned to each Moderated Poster session.
- You can review the poster you will be moderating beginning on Monday, February 26, 2018 at 8:00 a.m. EST by logging onto ACC.18 All Access (formerly the Attendee Portal) and going to our ePoster System, or by using the ACC.18 App.
- An email containing the abstracts in your moderated poster session will also be sent to you prior to the meeting.
- Each poster presenter will have ten minutes to present and five minutes for Q & A, which is where most of the "moderation" occurs.

SPEAKER SERVICE CENTER LOCATION AND HOURS OF OPERATION

Lounge & Learn Pavilion, Hall C

Phone: 407-685-4008

Friday, March 9

Noon – 5:00 p.m.

Saturday, March 10 – Sunday, March 11

6:30 a.m. – 6:00 p.m.

Monday, March 12

7:00 a.m. – 5:30 p.m.