



ACC.18[™]
67th Annual Scientific Session & Expo



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 ►.

