

## Abstract and Case Policies and Procedures

(Updated August 2023)

ACC.24 is accepting Abstract, Complex Clinical Case, and Interventional Challenging Case submissions from Wednesday, August 23, 2023, until Thursday, October 12, 2023, at 1 p.m. ET. You can view the accepted Abstracts and Complex Clinical Cases from ACC.23/WCC that were published in *JACC* by clicking [here](#).

**Please Note:** All presentations must be in person for ACC.24. We are not offering virtual or remote presentation capabilities for peer-reviewed research. If your submission is accepted, we hope you or a co-author can present in person.

If no one can present in person, your accepted submission will be withdrawn from the program. However, your Abstract or Complex Clinical Case will still be published in *JACC* unless you withdraw it by Monday, Feb. 5, 2024. Note that Interventional Challenging Cases and Young Scholar Abstracts are not printed in *JACC*.

Please read the following instructions carefully.

**Section 1** details the submission categories.

**Section 2** has important information about submitting your abstract and case.

**Section 3** contains information for accepted abstracts and cases.

### SECTION 1: Submission Categories

Submissions may be submitted in the following categories:

- Abstracts:** The objective of scientific abstract submissions is to identify and select the highest quality, original, novel, and contemporary research that will impact cardiovascular care for presentation and discussion during ACC.24. Abstract submissions will be accepted in 61 different categories which are divided by pathway and special topic clinical area.
- Complex Clinical Cases:** The purpose of complex case submissions is to identify and select challenging, original, and novel patient cases that highlight complicated decision making in clinical care for presentation. These cases should stimulate interprofessional discussion and collaborative problem solving during ACC.24. ACC is accepting Complex Clinical Case submissions from the following three groups:
  - Fellow in Training (FIT):** The first author is a medical student or anyone in a fellowship or residency program. The presenter is a medical student or anyone in a fellowship or residency program.
  - Cardiovascular Team:** The first author must be a non-physician CV team member, which could include nurses, advanced practice nurses, pharmacists, physician assistants, CV practice administrators, technologists, registered dietitian nutritionists or exercise specialists/physiologists. The presenter must be a CV team member.



c. **MD/PhD:** The first author is a medical doctor or researcher. The presenter is a medical doctor or researcher.

3. **Interventional Challenging Cases:** Ten (10) Interventional Challenging Cases submissions will be accepted. Due to the nature of these submissions, they will not be published in *JACC*. You can view an Interventional Challenging Case session from ACC.23/WCC, along with a copy of the case, by clicking [here](#).

## SECTION 2: Submitting Your Abstract or Case

### A: General Information

- The ACC.24 Program Committee will determine the appropriate presentation format, based on the abstract/case topic and relationship to other abstracts/cases submitted. The Program Committee reserves the right to establish other presentation formats and to assign accepted submissions to these formats.
- The majority of accepted abstracts and cases will be scheduled as oral presentations, moderated poster presentations or flatboard poster presentations. See below for a description of each type of presentation (page 8).
- All presentations and question and answer periods must be conducted in English.
- Accepted submissions (except Interventional Challenging Cases and Young Scholar Abstracts) will be published exactly as submitted in the April 2024 online version of the *Journal of the American College of Cardiology (JACC)*. Full text of the abstracts and cases will be viewable in the online/mobile program planner systems beginning Monday, March 25, 2024, at 8 a.m. ET.
- Investigators/Authors do not need to be ACC members to submit an abstract/case or otherwise participate in ACC.24.
- ACC is unable to reimburse ACC.24 abstract and case presenters for travel, hotel, or per diem expenses.
- Any human experimentation must conform to the principles of the Declaration of Helsinki of the World Medical Association. If any such experimentation is undertaken, the presenting author must be able to provide copies of informed consents signed by human participants.
- The Program Committee endorses 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 these guidelines.

### B: Submission Policies

- ACC.24 abstracts and cases must be submitted by 1 p.m. ET on Thursday, October 12, 2023. The ACC is not responsible for the review of abstracts and cases that are not submitted by this deadline.
- Notifications will be emailed on Wednesday, Jan. 3, 2024, regarding acceptance disposition to the person who is designed as the “presenting author” for each abstract and case.
- If your abstract or case is accepted, your notification will contain complete presentation information.
- Submissions with “INCOMPLETE” status cannot be processed.



- There is no limit to the number of abstracts or cases an author can submit. The submitting author is considered the presenting author, unless another co-author is appointed to present in the submission.
- Authors should submit their abstract and cases to only one submission type or category. An author must choose the category that best encompasses the submission subject within the activity. Be sure to review all the submission options before selecting and starting the submission process. Abstracts and cases will be checked for submission in all submission types; if duplication is found, only the latest replicate will be forwarded for review.
- The Young Investigator Awards (“YIA”) submission system will be open until Tuesday, September 5, 2023, at 1 p.m. ET. Abstracts not accepted as YIA abstracts may be submitted by the author as regular abstracts during the abstract submission process. For additional information regarding the YIA submission process, visit the [YIA page](#).
- Authors must follow all instructions for completing the submission. Please see the Submission Instructions for more information.
- Clarity of expression will be considered in the review process. The overall quality of language used should assure comprehension by the reader.
- Authors may use a maximum of five unique abbreviations in the body of the submission. Place abbreviations in parentheses after the full word the first time it appears. Abbreviations increase the difficulty of reading and evaluating abstracts and cases.
- Only commonly used abbreviations should appear in the title of the abstract or case.
- Proofread abstracts and cases carefully to avoid errors before they are submitted. The ACC is not authorized to make changes to a submission, including typographical errors. An abstract or case, if selected, will be published exactly as submitted (except for Interventional Challenging Cases and Young Scholar Abstracts which are not published in *JACC*). Tables and graphics, if the submission quality is poor, will appear in the manner submitted.
- Authors may return to the online submission system to edit abstracts and cases, revise information, correct typographical errors, tables, graphics, or delete a submission at any time before 1:00 PM ET on Thursday, October 12, 2023, at 1 PM ET. After this time, the system will be closed, and complete submissions will be forwarded for the review process. An author may not revise or resubmit an abstract or case in order to make changes or corrections after this deadline; instead, the submission may be withdrawn or, if accepted, the error may be indicated during the presentation.
- Adding or removing authors after the submission deadline is not permitted.
- **If an author chooses to withdraw an abstract or case after the submission deadline and does not want it to appear in ACC.24 publications, written notification must be sent to [hsantry@acc.org](mailto:hsantry@acc.org) by Monday, February 5, 2023. After this date, withdrawals are accepted, and abstracts and cases will be withdrawn from the program. However, the text as submitted will still appear in *JACC*. Note: Interventional Challenging Cases and Young Scholar Abstracts are not published in *JACC*.**

## C: Payment Policies

- There is a \$55 (USD) nonrefundable processing fee for each Abstract, Complex Clinical Case or Interventional Challenging Case submitted, payable online by credit card only. Purchase orders, checks, and electronic bank transfers will not be accepted.



- Late-breaking clinical trial submitters must pay a \$449 (USD) nonrefundable fee, payable online by credit card only.
- This processing fee covers the cost of submission and processing of the abstract or case
- **No processing fee refunds** will be given in the event of rejection or non-review of a replicate submission.
- **No processing fee refunds** will be given in the event that an author requests to change the submission type (Abstract, Complex Clinical Case or Interventional Challenging Case) of their submission. If a submitter requires to change a submission type, he/she will need to resubmit under the correct submission type and pay a new registration fee. No refund will be given for the original submission.

## D: Registration for ACC.24

- Submission of an abstract or case constitutes a commitment by the author(s) to present at ACC.24 if accepted. Failure to present and register for ACC.24, if registration is not excused by ACC, will jeopardize future acceptance of abstracts submitted by the author.
- Presenters must register for ACC.24 in the appropriate category (member, nonmember, etc.) and pay the applicable fees for the registration category.
- Registration opens September 2023. Check the ACC.24 [registration page](#) for additional details.
- If a person is both an abstract presenter and an invited speaker or late-breaking clinical trial presenter, the ACC.24 registration fee is waived.

## E: Disclosure Policies

- Only presenting authors and lead investigators/authors are required to submit their disclosure information. ACC no longer requires disclosure information from all co-authors.
- Presenting authors and lead investigators/authors will be asked to comply with the ACC Disclosure Policy. Indication of the relationship and the associated commercial entity is required for all presenting authors and lead investigators/authors.
- Submissions will be considered “complete” without lead investigator disclosures and will continue to the review process as long as all submission elements are complete. All presenting authors and lead investigators/authors must submit disclosure information by Friday, March 1, 2024.
- 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 or case from ACC.24.
- Disclosure information is submitted via the [ACC Disclosure System](#). Lead investigators with expired or nonexistent disclosure information will automatically be sent an email notification to complete the disclosures.
- Primary responsibility for compliance with any disclosure or nondisclosure requirements resides solely with researchers and/or research sponsors (including, but not limited to, academic institutions, commercial entities, and non-profit organizations).



- For oral abstract presenters, the ACC will create a disclosure slide displaying disclosure information of the presenting author and lead investigator based on the disclosure information submitted to the ACC Disclosure System.
- Poster presentations **MUST CONTAIN** the disclosure information of the presenting author and lead investigator. Poster presentations submitted without disclosure information are subject to removal.

## F: Eligibility Policies

Please refer to the following table to determine eligibility for submission of scientific abstracts and complex cases for presentation at ACC.24. These criteria protect the quality, originality, and integrity of the science and case discussions featured during ACC.24.

Eligible	Not Eligible
<ul style="list-style-type: none"> <li>• Abstracts/cases that have not previously been presented either live or virtually at another professional society meeting or published prior to ACC.24 <i>are eligible</i> for submission.</li> </ul>	<ul style="list-style-type: none"> <li>• Abstracts/cases are <i>not eligible</i> for consideration if they have been presented either live or virtually at a national meeting held in the United States or any non-ACC international meeting held prior to ACC.24.*</li> </ul>
<ul style="list-style-type: none"> <li>• If an abstract/case has been presented (either live or virtually) only at an ACC state chapter meeting or ACC international meeting (ACC Asia, ACC Latin America, ACC Middle East), it <i>is eligible</i> for submission to ACC.24.</li> </ul>	<ul style="list-style-type: none"> <li>• Abstracts/cases are <i>not eligible</i> for consideration if they have been presented live or virtually at programs held by non-profit organizations (e.g., ACC live U.S. courses).</li> </ul>
<ul style="list-style-type: none"> <li>• If an abstract/case has been presented (either live or virtually) only to a state medical society or country society meeting, or local institutional meeting, it <i>is eligible</i> for submission to ACC.24.</li> </ul>	<ul style="list-style-type: none"> <li>• Abstracts/cases are <i>not eligible</i> for consideration if the abstract has been published <i>prior</i> to ACC.24.</li> </ul>
<ul style="list-style-type: none"> <li>• If an abstract/case is also planned for submission or presentation at a meeting taking place <i>after</i> ACC.24, it <i>is eligible</i> to be submitted to the ACC Annual Scientific Session.</li> </ul>	<ul style="list-style-type: none"> <li>• If abstracts/cases are submitted to journals for publication and the journals <i>do not agree</i> to hold publication until the embargo is lifted and the abstract/case is published prior to that date, the abstract/case <i>must be withdrawn</i> from ACC.24.</li> </ul>
<ul style="list-style-type: none"> <li>• Abstracts/cases may be submitted to journals for publication if the journals agree to <i>hold publication</i> until the ACC.24 embargo is lifted on the designated day at 8 am ET.</li> </ul>	

\* Examples of this type of meeting include, but are not limited to, scientific sessions by the American Heart Association, Heart Rhythm Society, Heart Failure Society of America, Society for Cardiovascular Angiography and Interventions, and European Society of Cardiology.

Requests for exceptions to these eligibility requirements must be made in writing and will be reviewed by the ACC.24 Chair and Vice Chair. These situations are expected to be rare given the comprehensive guidance as detailed above.



## G: Publication and Copyright Policies

- **For abstract and case submissions, the following applies:** On behalf of all co-authors, the submitting author/investigator agrees that the submission of an abstract or case constitutes the submitting author and all co-authors' agreement to assign and transfer to the American College of Cardiology (ACC) all rights, title and interest, including copyright and all rights subsumed thereunder, in and to the abstract or case and all material contained therein if the abstract or case is accepted. Except as otherwise set forth herein, the American College of Cardiology, as holder of the copyright on the accepted abstract or case, reserves all rights of reproduction, distribution, performance, display, and the right to create derivative works in both print and digital formats. The assignment of copyright to ACC shall be required for, and the terms set forth in this section shall apply to, abstracts and cases submitted or presented in any format, including live, hard copy, or digital formats.
- **For abstract and case presentations (poster), the following applies:** On behalf of all co-authors, the submitting author/investigator agrees that the presentation of an abstract or case at or in connection with ACC.24 constitutes the submitting author and all co-authors' agreement to assign and transfer to the American College of Cardiology (ACC) all rights, title and interest, including copyright and all rights subsumed thereunder, in and to the presentation and all material contained therein. Except as otherwise set forth herein, the American College of Cardiology, as holder of the copyright on the accepted abstract or case, reserves all rights of reproduction, distribution, performance, display, and the right to create derivative works in both print and digital formats. The assignment of copyright to ACC shall be required for, and the terms set forth in this section shall apply to, presentations in any format, including live, digital, or virtual formats.
- ACC hereby grants to the submitting author/investigator and the co-authors a non-exclusive, limited, nontransferable license to use the abstract or case and presentation and all content contained therein for educational, scientific, and research purposes, provided, however, that such license shall only be effective and such use is only permitted following the conclusion of ACC.24 and after any embargoes in place on ACC.24 content have been removed. Such license does not include the right for the authors or any sponsors to provide links to, or copies of, the abstract/case or presentations to third parties or ACC.24 attendees in advance of or during ACC.24. Notwithstanding, the authors are permitted to include a link to the abstract or case in the author's presentation.
- Subject to the prior approval of ACC and the payment of an applicable royalty fee, exhibitors may be granted a license to link to abstracts/cases or presentations from the exhibitor booth during ACC.24.
- On behalf of all co-authors, the submitting author/investigator agrees that any requests for reproduction, distribution, performance, display or the right to create derivative works of an abstract/case or presentation thereof shall be referred to ACC as the copyright holder.
- Primary responsibility for the content/data, etc., contained within an abstract/case and the presentation rests with the presenter, if the abstract/case is accepted/published. On behalf of all co-authors, the submitting author/investigator agrees that any content/data contained within an abstract/case and presentation shall be the original work of the authors and shall not violate or infringe the intellectual property rights of any third party.
- All abstracts and cases submitted in connection with ACC.24 will be disclosed to members of the ACC.24 peer review selection committee, as well as to ACC employees and contractors as necessary.



- Although ACC and ACC employees or contractors cannot guarantee the confidentiality of submitted abstracts/cases, every effort will be made to ensure confidentiality of submitted material.
- Titles, authors, up to two institutions and presentation time of accepted abstracts and cases will be posted in the online/mobile searchable ACC.24 program planner systems. Full text of accepted abstracts and cases will be published in the online/mobile ACC.24 program planner systems beginning Monday, March 25, 2024, at 8 a.m. ET and the electronic versions of the *Journal of the American College of Cardiology* on Friday, April 5, 2024, at 8 a.m. ET.
- Abstracts and cases not accepted for presentation at ACC.24 are not published and will not be disclosed outside of ACC and persons associated with the selection process (e.g., the peer review selection committee). Proprietary rights in any abstracts or cases not selected for presentation at ACC.24, including copyright and all rights subsumed thereunder, shall remain with the submitting author and co-authors.
- Please read the [Media & Communication Policies](#) carefully, it contains information about Late-Breaking Clinical Trial Presentations. Researchers who believe they have legal obligations to disclose information in advance of presentation should contact the ACC Media Department for guidance. 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 or case 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.

## Section 2: Accepted Abstracts Policies

### A: General Information

To the extent any live, virtual or digital abstract/case presentation will include the participation of a patient or other individual, the abstract author(s) shall assume full responsibility for such presentation, including any and all liability arising therefrom for any reason. It shall be the sole responsibility of the abstract or case author to obtain all necessary consents from the patient(s) or other individuals included in the submission or presentation, and to confirm to ACC that all necessary consents have been obtained prior to submission of the abstract for review by ACC.

The content in presentations shall be limited to medical, scientific, and research content which relates directly to the submission. Presentations should not include any inappropriate or offensive content and should not include any political or related messages. Presentations that do not conform to this requirement are subject to removal.

### B: Oral, Moderated and Flatboard Poster Presentations

#### Oral Presentations

- All oral presentations will be programmed into ten (10)-minute time slots. Acceptance notifications will indicate the time and date of the presentation.



- All abstract presentations and question and answer periods will be conducted in English.
- Each oral abstract session in a pathway topic area will feature expert summary comments in a “year in review” talk.
- Oral abstract presenters must upload their presentation in advance. **You must check in at the ACC.24 Speaker Service Center onsite at least four (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 Service Center 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.
- Timed presentations must 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 in your notification. If you have any special audiovisual requirements, such as proprietary software, etc., you will be able to confirm requirements with the AV company when you receive a link to upload your presentation. All special requirements are subject to review for approval.

## Moderated Abstract and Case Presentations

- Abstracts and cases accepted for moderated presentations will be assigned to a specific session for ACC.24.
- Presenters create a PPT presentation which will be displayed onsite via plasma monitors.
- There are two moderators assigned per session. Each presenter will have ten minutes to present, followed by five minutes of Q&A.
- Sessions will occur in Moderated Theaters within the poster hall. The time of your presentation period will be outlined in your acceptance letter. You will receive additional information in your acceptance notification in December on how to prepare your electronic presentation.
- Plain language summaries are not allowed in any part of the presentations, including links in a QR code, since they have not been peer reviewed.

## Flatboard Poster Presentations

- The majority of accepted abstracts and cases will be assigned as a flatboard posters for ACC.24.
- Flatboard presenters must print their poster to mount on a 48” h x 72” w board in the poster hall.
- Presenters must post disclosures for the presenting author and lead investigator on their poster board. Failure to follow these guidelines may jeopardize the presentation at this and future meetings.
- Plain language summaries are not allowed in any part of the presentations, including links in a QR code, since the summaries have not been peer reviewed.
- The ACC is providing a poster printing service this year so presenters can order their posters directly through a vendor and pick up their poster in the Poster Hall in Atlanta.





- Your acceptance notification in January will contain additional information about your presentation, poster templates and the poster printing service.

### C: ePoster Policies

The ACC.24 Program Committee is committed to the use of an online poster (ePoster) system for an interactive, self-study and archival purposes, which offers benefits to investigators/authors and users, both during and after ACC.24. The ACC's ePoster system provides:

- Access based on applicable registration categories at ACC.24.
- Increased exposure of research, including social media capabilities.
- Robust search and browse functionality within the ePoster Viewer.

**All flatboard and moderated poster presenters will be required to upload their presentation to the ePoster system. The specific requirements will be outlined in your acceptance letter.**

Additional information and instructions will be sent to presenters in January 2023.