

Interventional Challenging Case Submission Instructions

Thank you for your interest in submitting an Interventional Challenging Case to ACC. 24. Please read the following instructions carefully.

Section 1 walks you through the submission process on the portal.

Section 2 has important information for you after your submission is complete.

SECTION 1: SUBMITTING YOUR CASE ON THE ACC PORTAL

You can begin your case submission by visiting the ACC.24 site and clicking on the “Submit Your Science” button at the top of the page.

To submit an abstract or case, you must have an ACC account. If you do not have an ACC account, you can create one for free using the “Create Free Account” link after you click the “Submit Your Science” button.

Tab 1: Title

- Case titles will be in all CAPS. The system will automatically convert all letters to caps after you click the “Save and Continue” button.
- Do **NOT**:
 - Bold, italicize, underline, superscript or subscript any items in the title.
 - Include authors or institutions in the title. If you do, they will be removed.
 - Use the “Enter” button in your title. This action will add hard returns, which are not allowed.
 - Use abbreviations unless they are commonly known.
 - End the title with a period.
 - Use a comma before “and” in a series.
 - Use quotation marks in a title.
- DO:
 - Use a comma for number 1,000 and above.
 - Substitute a colon for a dash/hyphen except when using prefixes.
 - Hyphenate the first prefix word when there is more than one prefix word used such as Non- Anti...

Tab 2: Category

Submit your case to one of the following categories, based on its area of research. Cases submitted to a category that does not match the subject matter of the case may be given a low score from reviewers.

1. ACS, AMI, Adjunct Pharmacology
2. Aortic Valve Disease and Transcatheter Intervention
3. Cardiogenic Shock, Mechanical Support Devices, and Hemodynamics
4. Complications
5. Chronic Total Occlusions
6. Endovascular/Vascular Access and Closure



7. Intravascular Imaging and Intracoronary Physiology
8. Left Main and Multivessel Interventions
9. Mitral Valve Disease, Tricuspid Valve Disease and Transcatheter Intervention
10. Other, Coronary Interventions and Devices
11. Structural Heart Disease, Non-Valvular

Tab 3: Case Text

Body/Text:

- Cases MUST conform to specific size limits, or they will remain in an incomplete status and will not be reviewed.
- Your case may not contain more than 1,900 characters, **not including spaces**.
- Tables and graphics cannot be included in this section. They should be included in the accompanying PowerPoint presentation.
- You may type the body of the case directly into the space provided for the case body. If you paste text from another document (like a Word document), please paste as plain text.
- Do NOT place hard returns at the end of each line.
- You may use five unique abbreviations in the body of the case. Spell out the complete phrase followed by the abbreviation in parentheses the first time the abbreviation is used. Only commonly known abbreviations are allowed in the title of the case.
- Do not include the title in the case body. The title will be collected in the **Title** tab.
- Do not include authors and institutions in the case body. This data will be collected in the **Author** tab.
- The case must be presented in the following sequence, using the headings listed:
 - **Patient Initials or Identifier Number**
 - **Relevant History and Physical Exam**
 - **Relevant Test Results Prior to Catheterization**
 - **Relevant Catheterization Findings**
 - **Interventional Management**
- **Please proofread carefully for factual, spelling, and size errors. If accepted, the case will be printed in the ACC.24 program planner exactly as it appears on the online submission system confirmation page.**

PowerPoint Slides:

- Cases must be submitted in PowerPoint format. **NO MORE THAN 10 SLIDES**. Be sure to include a brief history including non-invasive testing, angiogram information, and interventional details. Please also include 3-4 learning points about your case in your presentation.
- Due to limitations on the amount of storage capacity, only still images may be uploaded.
- **Do not include identifying information, such as author or institution names, in slides.**

Tab 4: Additional Information

Please answer the following question in up to three sentences: **What are the novel aspects of your case that warrant presentation?**



Tab 5: PowerPoint Slides

Please create a 10-slide PowerPoint presentation to be uploaded. The presentation should include a brief history including non-invasive testing, angiogram information, and interventional details.

- Include 3-4 learning points about your case in your presentation.
- Do not embed video or other movie files in the PPT.
- Do not include identifying information, such as author or institution names, in slides.

Tab 5: Author

- To add an author to your author block, please try looking up the person by LAST NAME and/or EMAIL in the ACC database by using the “Add Author” link on the **Author** tab. There are additional instructions and helpful hints on finding your co-authors in our database on the portal.
- Use the author group field only for the name of an investigating team. This is typically something like “Investigators for Heart Health.” Do not use the author group to list individual authors. If this is done, you will be contacted to correct this entry. Authors entered as an “Author Group” will not be listed in the author index of the onsite programs.
- The author order is the order that authors will be listed in meeting materials if the case is selected for presentation.
- Up to 25 authors can be listed as part of an author block, including the submitter and the group name of an investigating team.
- If you need to change the first author, please contact Holly Santry (hsantry@acc.org) directly.

Tab 7: Institution Information/Lead Investigator

- Up to two institutions will be printed in your author block. These institutions are entered into the portal using the **Institution Information** tab.
- Please select the lead investigator for your case. This person must be part of your author block and can be the submitter.

Tab 8: Disclosures

- Only the disclosures of the presenting author and lead investigator are required for your case.
- All other co-authors do not need to fill out a disclosure.
- ACC staff will follow up with lead investigators to ensure their disclosure is completed prior to the Annual Meeting.

Tab 9: Payment

- There is a \$55 (USD) nonrefundable processing fee for each case submitted, payable online by credit card only. Purchase orders, checks, and electronic bank transfers will not be accepted.
- When you click the **Save and Continue** button, your credit card will be charged for the submission.
- **Please do not click the Save and Continue button more than one time or your credit card may be charged for multiple submissions.**



Tab 10: Review My Work/When Is A Submission Considered Complete?

- A submission is complete and ready for submission when, in the **Review My Work** tab, you see the words “This submission is complete.”
- It is only submitted to reviewers after the deadline date. You may update or make changes to your case up until **1 PM ET on Thursday, October 12, 2023**.
- The date your submission was last edited may be found in the **Review My Work** tab next to the words “Current Date/Time.” This will change each time there has been an alteration.
- From the **Review My Work** page, you can send yourself a confirmation of your submission and print a completed version of your submission.

SECTION 2: IMPORTANT INFORMATION AFTER YOUR SUBMISSION IS COMPLETE

Revising Your Submission

- Revisions to your submission can be made until **1 PM ET on Thursday, October 12, 2023**.
- No changes will be accepted after this date, including, but not limited to, correcting typographical errors, adding or deleting authors, or uploading new charts.
- If any changes are made prior to the deadline, you must select “Review My Work” from the menu on the left.
- Make certain that you see the words “This submission is complete.”

Disposition/Notification of Acceptance

- The presenting author will be emailed a notification with the status of the submission on Wednesday, January 3, 2024.

Changing Presenting Authors:

- If your case is selected for presentation, you may change the presenting author to any author listed on your case.
- You may not change the presenting author to someone who is not listed on your submission, and you may not add authors after the submission deadline.
- Presenting author changes can be made up until ACC.24.

Withdrawals

- To withdraw a case submission, written notification must be sent to hsantry@acc.org. This notification must include the title, authors and affiliations (as submitted), the control number, and the name, affiliation, phone, and e-mail of the submitter. We recommend using the summary page as part of this notification.