



Cardiovascular Team (CVT) Case Submission Instructions

Thank you for your interest in submitting a CVT case to ACC.27-WCC. Please read the following instructions carefully.

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

Section 2 contains important information for you once your submission is complete.

Please note: Only CV Team Members are eligible to submit to this category. Below is the full list of all professions within the CV Team. If you do not fall under one of these professions, please submit your case under our main Complex Clinical Case category.

Eligible Professions

- Cardiovascular Technologists (*Sonographers, Electrophysiology Specialists, Invasive Specialists, Vascular Specialists, Perfusionists*)
- Cardiovascular Rehabilitation Professionals (*Clinical Psychologists, Clinical Social Workers, Exercise Physiologists, Occupational Therapists, Physical Therapists, Registered Dietitians*)
- Genetic Counselors
- Registered Nurses
- Advance Practice Registered Nurses ("APRNs")
- Physician Associates/Physician Assistants ("PAs")
- Clinical Pharmacists/Advanced Practice Providers ("APPs")
- Clinical Nurse Specialists
- Clinical Pharmacists
- Nurse Practitioners

SECTION 1: SUBMITTING YOUR CASE ON THE ACC PORTAL

You can begin your case submission by visiting the ACC.27-WCC site and clicking on the "Start Your Submission" 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.

- Cardiac Arrhythmias
- Cardiovascular Disease Prevention
- Congenital Heart Disease
- Heart Failure and Cardiomyopathies
- Interventions: Coronary
- Interventions: Peripheral
- Interventions: Structural
- Ischemic Heart Diseases
- Multimodal Imaging
- Pulmonary Vascular Disease
- Valvular Diseases
- Vascular Diseases

Tab 3: Case Text

Body/Text:

- Cases must meet size limits to be reviewed. Incomplete submissions will not be considered.
- Limit: **1,900 characters (excluding spaces)**. Each graphic, table, or image counts as **600 characters** toward this limit.
- Type your case directly into the text boxes provided. Upload graphics/images separately. If you are pasting text, paste as **plain text** only.
- **Do not** insert hard returns at the end of lines.
- You may use up to **five (5) unique abbreviations**. Spell out the term with the abbreviation in parentheses on first use.
- **Do not** include the title, authors, or institution in the case body. These are entered separately.
- Use the following structure with headings:
 - **Background:** Briefly summarize the clinical context and purpose of the case (1-2 sentences).
 - **Case:** Describe the patient, relevant history, and key details that informed clinical decision-making.
 - **Discussion:** Explain the decisions made, the rationale behind them, and highlight any teaching points.
 - **Conclusion:** Clearly state the outcome or takeaway. Avoid vague statements like “the results will be discussed.”
- **Proofread carefully.** Accepted cases will be published exactly as submitted.

Adding An Image to Your Submission:

- On the **Case** tab, you can upload a picture, table and/or graph.



- Accepted file types: .jpeg only. Other formats may upload but will not be reviewed or published.
- **Each image counts as 600 characters and is included as part of the 1,900-character limit.**
- Avoid large or complex graphics, as they may not display clearly.

Tab 4: CVT Case Criteria

- Confirm eligibility by ensuring that both of the following criteria are met:
 1. The first author is a non-physician CVT Member.
 2. The presenter is also a CVT Member.

If you do not meet both criteria, your case will be automatically rejected as a CVT submission. You can return to the portal and submit your case under the Complex Clinical Case submission type.

Tab 5: Presentation Preference

- Please indicate your presentation preference if your case is accepted.
- Oral presentations are limited to a select number of high-impact studies.
- Select "Poster Presentation Only" if you prefer to not give an oral presentation

Tab 6: Author Information

- You may list up to 25 authors, including the submitter and any group name (e.g., "Heart Investigators").
- To add an author, use the "Add Author" link and search by last name and/or email in the ACC database. Note that all authors must have an ACC account to be added to the author block.
- If you cannot find an author in the ACC database, ask them to create a free ACC account before adding them to your submission.
- Once you select an author, enter or confirm their institution information. Required information includes institution name, city and country (department does not appear in the author block). For authors from the same institution, enter the institution exactly the same way for each author.
- Author names and email address are pulled from their ACC accounts and cannot be changed within the submission system. Authors should contact ACC Member Care if this information needs to be updated.
- To add an investigating time or other group name, click "Add a Group." Do not use this option to add individual authors.
- The presenting author is highlighted in blue. If more than one author is listed, click "Change Who is Presenting" to designate a different presenting author.
- Be sure to review the author block at the top of the page to confirm that authors and their institutions appear correctly.
- **The order of authors entered will be the order shown in meeting materials if accepted.**

Tab 7: Additional Information

- Use the Special Request field to note any scheduling considerations or other special requests related to your presentation.
- If you have a religious conflict with presenting on Saturday or Sunday, indicate this in the Special Request field.
- The Program Committee will take special requests into consideration; however, requests are not guaranteed and may not be accommodated.



- Select your Lead Investigator from the dropdown menu. The Lead Investigator must already be listed as an author on the submission.

Tab 8: Payment

- A **non-refundable \$25 USD** processing fee is required per case, payable online by credit card only.
- **Purchase orders, checks, and bank transfers are not accepted.**
- Your card will be charged when you click **“Save and Continue.”**
- Click this button **only once** to avoid duplicate charges.

Tab 9: Review and Submission Completion

- A submission is complete when the **Review My Work** tab displays: “This submission is complete and will be sent to review.”
- Submissions are sent to reviewers after the deadline. You may edit your case until **1 p.m. ET on Tuesday, Oct. 6, 2026.**
- The last edited date/time appears in the **Review My Work** tab and updates with each change.
- From the **Review My Work** page, you can also send yourself a confirmation email and print a final version of your submission.

SECTION 2: IMPORTANT INFORMATION AFTER YOUR SUBMISSION IS COMPLETE

Revising Your Submission

- You may revise your case until **1 p.m. ET on Tuesday, Oct. 6, 2026.**
- No changes will be accepted after the deadline—including edits to the text, authors, or uploaded files.
- After making changes, go to the **Review My Work** tab to confirm completion.
- Ensure it displays: **“This submission is complete and will be sent to review.”**

Notification of Acceptance

- The presenting author will be emailed a notification with the status of the submission on **Thursday, Jan. 7, 2027.**

Changing Presenting Authors

- If your case is accepted, you may change the presenting author to anyone listed in your author block.
- You cannot add new authors or assign a presenting author who is not already listed.
- Presenting author changes can be made up until the start of ACC.27-WCC.
- To have the change reflected in JACC, notify Ashley Truluck (atruluck@acc.org) by **Thursday, Feb. 4, 2027.**

Withdrawals

- To withdraw a case submission, send written notice to Ashley Truluck (atruluck@acc.org). Be sure to include the case title and control number. *Tip: Use the summary page to assist with this.*



- To prevent your case from appearing in JACC, notify Ashley Truluck by **Thursday, Feb. 4, 2027**. After this date, removal is not possible.