INVITED SPEAKER AND ORAL ABSTRACT PRESENTER GUIDELINES
INTERNATIONAL STROKE CONFERENCE 2015

PRESENTATION TIME: You have been selected to speak at the International Stroke Conference 2015 or the State-of-the-Science Stroke Nursing Symposium 2015. Session date, time and location are indicated on the Program/Itinerary Planner at strokeconference.org. NOTE: Failure to present deprives the audience and leaves a space in the program that might have been filled by another presenter. Due to the competitive nature of the program, any unexplained absences may result in the American Heart Association/American Stroke Association refusing to consider your participation at any future meetings.

PUBLICATION: International Stroke Conference and State-of-the-Science Stroke Nursing Symposium abstracts will be published online on February 9, 2015, 4 pm EST on the Stroke journal Web site. Late-Breaking Science and Ongoing Clinical Trials abstracts will be published on the ISC Web site as a pdf.

ELECTRONIC PRESENTATIONS: You are required to either upload your presentation in the Speaker Resource Center (Room 201) at least 12 hours in advance of session start time or electronically submit your presentation prior to arriving at the International Stroke Conference 2015. Details for online submission will be sent to you via e-mail in January. They will include a link to upload your PPT presentation. Speakers who submit presentations online must check in to the Speaker Resource Center (Room 201) at least 12 hours prior to session start time to review their presentation for technical and format issues. We know how much time and effort you spend preparing your presentation and we want to ensure your success.

IMPORTANT: Last minute PPT presentation submissions disrupt the flow of sessions and will not be allowed. Any presenter who fails to submit his/her presentation in a timely manner will be prohibited from speaking.

EMBARGO POLICY: Abstracts and Late-Breaking presentations are embargoed for release at date and time of presentation or time of AHA news event. Written embargoed information cannot be shared with anyone but one-on-one embargoed media interviews can be conducted as long as the reporter agrees to abide by the embargo policy. Failure to honor embargo policies will result in the abstract being withdrawn and barred from presentation.

SESSION FORMAT: Each presenter should have a presentation prepared for his/her talk. There is no limit to the number of slides needed for each presentation as long as the time allotted is not exceeded. Most session types are usually formal lecture style sessions where each presenter gives their presentation on the subject title assigned to them. If there is no Q&A or discussion scheduled in the session when it was created, it is at the discretion of the Moderators to work this into the session if time allows. Please arrive at your assigned room 10 minutes prior to the beginning of the session. The moderator must confirm attendance of all presenters.

I. Call to Order
- The moderator will address the audience 5 minutes prior to session start time and inform them that they should be seated as the meeting will begin shortly. The moderator will remind attendees that recording of sessions by video or still photography is absolutely prohibited.

II. Convene the Session
- The moderator will call for audience attention, introduce him/herself and the co-moderator (if applicable) and announce the overall subject of the session.

- The moderator will encourage all presenters to adhere to their allotted times, ensure that all presenters comply with disclosure (see below), and will open the floor to questions at the appropriate times. A speaker timer will be in the room to assist the moderator.

- The moderator will call for the first presenter and begin the session.
III. Presenter Disclosure – Mandatory

- **IMPORTANT**: All presenters must include a slide listing any conflict of interest disclosures. This should be the first or second slide of your PPT. An example disclosure slide with additional information can be found on the "For Presenters/Moderators" page of the ISC Web site. Presenters should also verbally disclose their conflict(s) of interest when they introduce themselves.

- If unlabeled use of a commercial product or an investigational use not yet approved for any purpose is discussed, you must include this information on the disclosure slide. Give the name of the product and disclose that the product is not labeled for the use under discussion or that the product is still investigational. You must also verbally disclose this use to the audience.

- If the presenter fails to display a disclosure slide, **it is the responsibility of the moderator to ask the presenter if there are any relationships to disclose before he/she proceeds with the presentation.**

- If you are referencing work within your presentation previously published by another author, be sure to include a complete citation at the bottom of the appropriate page.

- Exclude any information from your presentation that may compromise or violate patient confidentiality.

IV. No- shows

In the event of a no-show, the moderator will fill the time with questions and discussion before starting the next presentation at the time listed in the Final Program.

V. Adjourn

The moderator may want to briefly summarize the presentations and add a few last minute comments. The moderator will adjourn as closely as possible to the scheduled adjournment time. Presenters and moderators must adhere to the session end time as another session may begin in the room immediately following the current session.

Registration/Housing Information

All presenters must register for the conference and obtain housing online.

**Invited Speaker/Moderator Registration**

Invited speakers and moderators will receive complimentary registration via an e-mail link that is sent to them in early October. If you need assistance, please send an e-mail to InternationalStroke@xpressreg.net and tell them that you are an invited speaker/moderator for the International Stroke Conference 2015 or Nursing Symposium 2015.

**Abstract Presenter Registration**

Acceptance notifications were e-mailed in mid-late October. Please be sure to register for the conference. *(Please note that abstract presenters do not receive complimentary registration.)*

**Key Registration Deadlines**

Deadline to become an AHA Member to receive Advance Registration Rates: January 7, 2015

Deadline for Advance Registration Rates: January 21, 2015

Onsite Registration Rates Apply: January 22, 2015

[Complete Registration Rates]