## Speaker and Moderator Guidelines and Responsibilities

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### Session Descriptions

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<th>Plenary: Plenary sessions are an hour and fifteen minutes. Each session has five speakers and two moderators. Plenary sessions inform attendees of new and broad concepts in cardiovascular medicine. They are cross-core and multi-disciplinary sessions. Recognized experts with skills in communication and teaching present these state of the art lectures. This type of session is likely to generate group interest among attendees.</th>
<th>Special Session: Special sessions are very similar to Plenary Sessions except that the focus is more narrowed and expected to draw a smaller crowd. Each session has five speakers and two moderators, an hour and fifteen minutes long. They are topic oriented and multi-disciplinary. Recognized experts with skills in communication and teaching present these state of the art lectures.</th>
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<td>Sunday Morning Program: Scheduled from 8-11:00 on Sunday morning. These programs inform attendees of new and broad concepts in cardiovascular medicine. These programs are likely to generate group interest among attendees and are presented by noted experts who are effective teachers and speakers. Each program may have six to eight speakers and two moderators.</td>
<td>Cardiovascular Seminar: This 75 minute session provides an opportunity for attendees to become more thoroughly acquainted with state-of-the-art topics of special interest or a “how-to” session of new cardiovascular techniques and therapeutic interventions. There is one moderator and four to five speakers who give presentations. The format is designed to allow time for Q&amp;A.</td>
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<td>Early Career: Early Career sessions promote networking and mentorship between early career members and senior investigators for scientific outreach and career building. These sessions are open to all attendees but are targeted to early career participants. These sessions take place on Saturday beginning with the Early Career Opening session from 9-Noon and Early Career Breakout sessions from 1-5:30pm during Sessions.</td>
<td>Ask the Experts: These 75 minute sessions foster interaction among experts and attendees, highlighting a specific specialty area of science. A moderator and five experts are invited to participate. Experts should present case-based discussions (clinical or scientific) involving diagnostic or therapeutic challenges.</td>
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<td>Maintenance of Certification: Maintenance of Certification learning sessions offer board-certified physicians of the American Board of Internal Medicine (ABIM) or the American Board of Pediatrics (ABP) the opportunity to earn points that count towards maintaining licensure. These sessions are designed to offer lifelong learning and self-assessment opportunities to</td>
<td>Meet the Trialists: These 45-minute sessions are meant to be an informal casual setting amongst Late-Breaking Clinical trial presenters and attendees. This session provides an opportunity for the presenter to expand on the original discussion of the trial presentation and possibly discuss aspects not covered during the presentation due to time constraints. In addition, this allows more opportunity for questions and</td>
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continuously improve knowledge. These sessions are also certified by the AHA for AMA PRA Category 1 Credit™. Each session consist of 2-3 moderators leading the session. ABP sessions are 2 hours in length and ABIM is 2.5 hours.

discussion with attendees. These sessions usually take place in the Science and Technology Hall.

**Case Theaters:** The goals of the taped cases are to provide attendees with review and insight into the decision-making, technical aspects, and management of common procedures performed in patients with cardiovascular disease; to provide the structure and process for quality review and role-model the multi-specialty review of clinical procedures; and to highlight areas of evolving innovation in cardiovascular medicine. Each session includes a taped presentation by a cardiovascular specialist who was in involved in the taped case or in the care of the featured patient. A 45-minute session will include the case presenter and a series of 3-4 panelists from related fields.

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**General Session Information for Invited Program Participants**

Scientific Sessions is almost here! Thank you for accepting to participate as a speaker or moderator for Sessions 2014 in Chicago, Illinois. Please read the below guidelines carefully to help you prepare for your roles.

- For anyone participating in a **Maintenance of Certification** and/or **Case Theater** session, separate correspondence with instructions and guidelines will be sent to those individuals taking part in these sessions.

- 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 for your talk is not exceeded.

- All session types with the exception of “Ask the Expert” sessions are usually formal lecture style sessions where each presenter gives their presentation on the subject title assigned to them.

- **Ask the Experts** are informal panel discussion style sessions. These sessions are meant to foster interaction with experts and attendees. Each panel member should be prepared to answer questions related to the subject matter at hand. It is at the Moderators discretion to set the session format. It is highly recommended that all Moderators get in touch with the participants prior to Sessions and discuss the session layout (which could include time allocated for Q&A, presentations, or basic panel format).

- If there is no Q&A or discussion scheduled in the session, it is the discretion of the Moderators to work this into the session if time allows. Some sessions will have an intermission due to its duration e.g Sunday Morning Programs and Early Career sessions.

- As an invited speaker of any session type, if you have any questions or need clarification regarding the session format or flow we recommend contacting the Moderators of your session. **Please note each moderator should be in contact with all presenters prior to the meeting to touch base and confirm all presentations**

- For general program related questions, please send to **program.participant@heart.org**.
Moderator Guidelines:

CHECKLIST:

1. Moderators should contact all speakers and review format of session.
2. Moderators discuss topics with each speaker to avoid overlaps or redundancy.
3. Moderators do not need to upload a disclosure slide for the session but still must verbally disclose any relationships. The presentation management vendor will automatically display your disclosures for 6 seconds before the session begins. This will only be displayed if you completed your disclosures when you accepted your invitation or onsite at the Speaker Resource Center.
4. Moderators need to keep discussion lively, engaged, and on-time!

PRIOR TO ARRIVING AND ONSITE

- Contact session participants in advance to confirm allotted presentation times, ensure there are no overlaps between presentations, and set the final format of the session (Each moderator will receive an email with a link to view the contact information of other participants in the session. See the finalized session summary in your invitation record).

- All speakers/moderators are required to begin their presentation by verbally disclosing any relationships. The presentation management vendor will automatically display a disclosure slide for 6 seconds before the presentation begins. If the speaker fails to verbally disclose commercial relationships and/or discussion of unlabeled/unapproved uses of products, please ask the speaker to give a verbal disclosure statement at the start of the session.

- Familiarize yourself with the session guidelines as well as the session description of the session you are moderating.

- Arrive in the meeting room 15-30 minutes in advance and introduce yourself to the speakers.

- A moderator’s role is more than just introducing the speakers. In a session that has time for discussion, it is your role to stimulate discussion by either taking questions from the audience or creating topics of your own. The intent is to engage the speaker(s) and the audience into a lively discussion and/or debate. Be prepared with challenging and stimulating questions.

- In the event of a no-show, the moderator should fill the time with questions and discussion, rather than go to the next speaker. This allows the remaining program to stay on schedule and attendees to hear designated speakers of their choice at the pre-scheduled time. In the event the moderator becomes aware of a cancellation onsite before the session and is not able to fill the role, please email program.participant@heart.org. AHA Staff will be informed to make an internal change so that the cancellation is reflected in the online program.

- Make sure speakers adhere to their allotted time slot. If a speaker is taking too much time, you may need to interrupt and encourage a speaker to finish in the next minute or two.

- The moderator will remind attendees that recording of sessions by video or still photography is prohibited (see policy below):

- Always check the finalized session outline or the Online Program Planner for changes that may have occurred closer to the meeting. Your speaking time could be affected due to a cancelled talk in the session.
Photography and Audio/Visual Recording Policy

Unauthorized recording of the AHA Scientific Sessions, Scientific Conferences and ASA Stroke Conference is prohibited, whether by video, still or digital photography; audio; or any other recording or reproduction mechanism. This includes recording of presentations and supporting A/V materials and of poster presentations and supporting poster materials. The American Heart Association and American Stroke Association reserve the rights to all recordings or reproductions of presentations at AHA/ASA scientific conferences and meetings.

Science shared by investigators at the meeting is confidential and often unpublished data. Taking photos of meeting room slides is considered intellectual piracy and unethical. Attendees who ignore this policy will be asked to leave the educational session and are at risk of losing their badge credentials.

Things you might be asked:

- Scientific Sessions Evaluation - Each participant will receive an online evaluation survey by e-mail. Feedback is used by the Committee on Scientific Sessions Program to improve the conference.
- Continuing Education Credits – All physicians, nurses, and pharmacists interested in continuing education credit may go to learn.heart.org.

Speaker Guidelines (Invited Speakers)

CHECKLIST:

1. Speakers do not need to include a disclosure slide as part of the slide presentation but still **must verbally disclose any relationships**. The presentation management vendor will automatically display any disclosures for **6 seconds** before your presentation begins. This will only be displayed if you completed your disclosures when you accepted your invitation or onsite at the Speaker Resource Center.
2. For all sessions if the moderator has not contacted you, feel free to contact the moderator to discuss format of session and content of lecture.
3. Upload your slides in advance of the meeting or onsite at the Speaker Resource Center.

PREPARATION PRIOR TO ARRIVING AND ONSITE:

- Familiarize yourself with the sessions you are speaking in.
- In **October**, you will receive an email directing you to go to the presentation management Web site so that you may upload your presentation in advance. This site will remain open during the meeting, but we strongly recommend uploading your presentation in advance.
- If you need to upload your presentation onsite, go to the **Speaker Resource Center**. You may also review/update your presentation if previously uploaded via the Web site. It is important to run through the presentation to make sure all information transferred correctly.
- **IMPORTANT**: All speakers are required to complete their disclosures for each role at Sessions or you will not be allowed to present. Speakers do not need to include a disclosure slide as part of the slide presentation, **but still must verbally disclose any relationships**. The presentation management vendor will automatically display any disclosures for **6 seconds** before your presentation begins.
- In any event you have overlapping sessions, please inform the moderator of the next session prior to Sessions so that he/she is aware and not assume you are a no-show for that specific role.
- Arrive in the meeting room 15-30 minutes in advance and introduce yourself to the moderator.
Always check the finalized session outline or the Online Program Planner for changes that may have occurred closer to the meeting. Your speaking time could be affected due to a cancelled talk in the session.

Presentation/Publication/Promotion – Speakers, abstract presenters, and moderators are NOT allowed to publicize or promote their presentations prior to presentation at Scientific Sessions.

Registration/Housing Information

Accepting an invitation to speak or moderate does not automatically register you for Scientific Sessions. As an invited speaker or moderator you must register and obtain housing online after completing a series of steps in the online notification system, accessible through the link emailed to you.

Invited speakers and moderators will receive complimentary registration. If you need assistance please send an email to sessions@xpressreg.net.