



AHA Council on Hypertension
American Society of Hypertension
Joint Scientific Sessions 2017

Oral Abstract Presenter Guidelines

All oral presenters should arrive in the room they are presenting in 30 minutes prior to the beginning of the session. Please refer to your notification letter for the location of your presentation.

The Speaker Resource Center is in the Golden Gate room. **Please upload your presentation at least 12 hours before your scheduled presentation.** It is important that you visit the Speaker Resource Center to upload presentations and/or review/update presentations. Please make time to run through the presentation to make sure all information transferred correctly.

Checklist:

1. Each lecture must be preceded by a disclosure slide.
2. Upload your slides in advance of the meeting or onsite at the Speaker Resource Center.

Preparation Prior to Arriving:

- Familiarize yourself with the session you are speaking.
- **IMPORTANT:** All oral abstract presenters are required to have their disclosure slide as the first slide of his/her presentation. If unlabeled use of a commercial product, or an investigational use not yet approved for any purpose is discussed, the presenter must also include a slide disclosing that the product is not labeled for the use under discussion or that the product is still investigational. The presenter must also verbally disclose this use to the audience.

Embargo Policy:

Abstract and Late-Breaking presentations are embargoed for release until day 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 if 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 Failure to honor embargo policies will result in the abstract being withdrawn and barred from presentation.

Onsite:

Go to the Speaker Resource Center to upload your presentation. It is important to run through the presentation to make sure all information transferred correctly. The Speaker Resource Center is in the Golden Gate room.

- Arrive in the meeting room 30 minutes in advance and introduce yourself to the moderator.
- All presenters are required to begin their presentation with a disclosure slide. If a slide is not included, disclosing commercial relationships and/or discussion of unlabeled/unapproved uses of products, the moderator will interrupt your presentation and ask you to verbally disclose.
- It is important to stay on time. A timer will be provided for your convenience.