

QCOR Guidelines for Oral Abstract Presenters

All program participants should arrive in your presentation room at least 15 minutes prior to the beginning of your session. The moderators should confirm attendance of all presenters. You will be scheduled for a maximum of ten minutes for your presentation and five minutes for discussion.

Upon arrival at the conference you should visit the [Speaker Resource Room](#) to upload your presentation. Please make time to run through the presentation to make sure all information transferred correctly.

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.

Onsite

- Go to the [Speaker Resource Center](#) to upload presentations 3 – 6 hours prior to your presentation. It is important to run through the presentation to make sure all information transferred correctly. Arrive in the meeting room 15-30 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.

Speaker Resource Room Hours of Operation:

Sunday, April 2 from 11:00 AM – 6:00 PM
Monday, April 3 from 6:00 AM – 3:00 PM

Embargo Policy

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 Failure to honor embargo policies will result in the abstract being withdrawn and barred from presentation.

Publication

- All presented abstracts, poster and oral presentations, will be published in the American Heart Association's online supplement to *Circulation: Cardiovascular Quality and Outcomes*.
- Requests for withdrawal of an abstract must be received in writing by January 31, 2017 to avoid publication in the Final Program and the online *Circulation* supplements.

Presenter and Moderator Disclosure – Mandatory

- All moderators and presenters must include a slide listing any conflict of interest disclosures. Financial disclosure includes any commercial funding you receive from one of the companies providing commercial support for this conference or from a company whose product(s) you are discussing. The list of companies providing support for the conference may be found on the conference website and in the final program. A sample template for the disclosure slide is also located on the website and will be available in the Speaker Resource Room.
- 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.

Please contact the conference manager, Donna Tu at donna.tu@heart.org should you have any questions.