INVITED SPEAKER AND ORAL ABSTRACT PRESENTER GUIDELINES
INTERNATIONAL STROKE CONFERENCE 2022

PRESENTATION TIME: You have been selected to speak at the International Stroke Conference 2022, the State-of-the-Science Stroke Nursing Symposium 2022, or the HEADS-UP 2022 Pre-Conference Symposium. Session date, time and location are indicated on the ISC 2022 Online Program Planner or the Mobile Meeting Guide app. **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 2022 abstracts will be published online at 5:00 am ET / 4:00 am CT, Thurs, Feb 3, 2022 on the *Stroke* journal Web site. Late-Breaking Science and Ongoing Clinical Trials abstracts will **not** be published online but will be available in the ISC 2022 Online Program Planner or the Mobile Meeting Guide app at date and time of presentation.

PRESENTATION INFORMATION
Due to the fluid nature of the pandemic, we are offering most invited speakers and oral abstract presenters the option to present their science virtually. You should have received an e-mail from AHAISC@abstractsonline.com with a brief online form to complete regrading presenting in person or virtually. If you have not received this e-mail or if your presentation status changes, please contact Stroke.Participant@Heart.org.

MAIN EVENT LATE-BREAKING SCIENCE ORAL ABSTRACT PRESENTERS
Due to the high-level nature of your session, we are requesting that you present your abstract in person. If you cannot attend the meeting in person, please see if a co-author can present in your place and notify Stroke.Participant@Heart.org of the presenter change.

All invited speakers and oral abstract presenters must upload both a copy of their PPT slides *and* a pre-recorded version of their presentation via the Presentation Management site, regardless of whether you plan on presenting in person or virtually.

Instructions to upload your PPT slides and your pre-recorded presentation file electronically via the Presentation Management site will be/were sent to you via e-mail in mid-January 2022. Please be sure to add presentationmanagement@freemanco.com to your e-mail safe senders' list.

Please contact Orchestrate@freemanco.com **if you did not receive an e-mail with instructions to upload your PPT slides and pre-recorded presentation electronically**

NOTE: All speakers are responsible for recording their own presentation.

IN PERSON PRESENTERS
You must upload both a copy of your PPT slides *and* a pre-recorded version of your presentation via the Presentation Management site, regardless of whether you plan on presenting in person or virtually. (This will allow us to play your presentation in the session room should travel issues prevent you from being onsite at the date/time of your presentation.)

If you need to update your slides, you must upload your final PPT presentation at least 12 hours prior to your session's start time. You may upload your PPT presentation slides online from your own computer prior to the meeting or onsite at the Speaker Resource Center, **Room 225-227** in the Ernest N Moral Convention Center. Technicians will be available onsite to assist you. You will also need to upload a pre-recorded file of your presentation by February 1 via the Presentation Management site.

All in person speakers must check in at Room 225-227 at least two hours before session start time to review their presentations for technical and format issues. ***Last-minute 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.***

The Speaker Resource Center (Room 225-227) has technicians available to assist presenters and is open during the following times:

- **Tue., Feb 8:** 6:00 a.m to 5:30 p.m.
- **Wed., Feb 9:** 6:00 a.m to 5:30 p.m.
- **Thu., Feb 10:** 6:00 a.m to 5:30 p.m.
- **Fri., Feb 11:** 6:00 a.m to Noon

VIRTUAL PRESENTERS
You will need to pre-record your presentation and submit the pre-recorded presentation file via the Presentation Management site. You will also need to submit a separate copy of your PPT slides. During your allocated Session Time, you must log into the Sli.do site to access your session and view any questions that are being submitted attendees. You will be able to answer any questions on this Sli.do site page for your session.

VIRTUAL PRESENTERS AND SESSION MODERATORS
An online Sli.do training session will be held at the end of January. You will be sent an e-mail with the date, time and link to attend the online training. If you cannot attend the training, a recording will be available on this page.

Session Moderators: You must attend the meeting in person to moderate a session.

EMBARGO POLICY: Abstract results and presentations are embargoed for release until AHA embargo date and time (5:00 am ET/4:00 am CT, Thursday, February 3, 2022). 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 (IN PERSON): 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. ARS Polling and Questions
All sessions will have both Q&A and ARS polling capabilities via the virtual meeting (OEP) site. Instructions will be sent to the speakers on how to set-up polling questions in their presentation.
Both in-person and virtual attendees can submit questions for the speakers via the OEP Meeting site. **As a session moderator or virtual speaker,** it is your responsibility to log into the online Sli.do page for your specific session during the allocated session time in order to view any questions that are submitted. If a question is submitted via the site during the session:

- In Person Speakers: the Moderator should address the applicable in person speaker and repeat the question to them. Once the response has been given, the Moderator should type the answer given to the question into the Sli.do session page so that virtual attendees can read the response. This will also allow all answers to the questions to show in the session page on the OEP Meeting site for the session.

- Virtual Speakers: If you see a question submitted for you, please type on your response via the Sli.do page for your session and Submit it. This will allow your response(s) to the question(s) to show in the session page

on the OEP Meeting site for the session.

IV. Presenter Disclosure – Mandatory

- **<u>IMPORTANT</u>: 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 and Moderators" page on the ISC Web site (strokeconference.org). 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.

V. 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.

VI. 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 or a refund, please send an e-mail to InternationalStroke@xpressreg.net and tell them that you are an invited speaker/moderator for the International Stroke Conference 2022 or Nursing Symposium 2022.

Abstract Presenter Registration

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