INTERNATIONAL STROKE CONFERENCE 2025
INVITED SPEAKER AND ORAL ABSTRACT PRESENTER GUIDELINES

CONFLICT OF INTEREST
All participants must complete their conflict of interest disclosure form in the online system. If the disclosure information is not entered, you will not be allowed to participate. You may enter your COI information via the online disclosure system; please log in using your PHD account information. Click on the link below; then click on your name in the upper right corner and select "Disclosures".   ISC Disclosure Site

For questions or problems accessing the COI site, please contact Stroke.Participant@Heart.org.

RELEASE FOR RECORDING
In order to present at the International Stroke Conference 2025, you must give the AHA/ASA permission to record and use your name, likeness, image, voice, appearance and performance, as well as the images or files that may include posters and presentation slides that are a part of your presentation. This will allow us to include your presentation on the virtual platform and all other channels the event is presented. If you have concerns about the presentation and capture of unpublished data or to change your recording release form to "Yes", please reach out to AHA staff at Stroke.Participant@Heart.org.

PRESENTATION TIME
Session date, time and location are indicated on the ISC 2025 Online Program Planner or the Mobile Meeting Guide app which can be found 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, HEADS-UP and State-of-the-Science Stroke Nursing Symposium 2025 abstracts will be published online at 5:00 am ET / 4:00 am CT, Thurs, Jan 30, 2025 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Late-Breaking Science and Ongoing Clinical Trials abstracts will not be published online but will be available in the ISC 2025 Online Program Planner or the Mobile Meeting Guide app at the date and start time of their presentation; these can be found at strokeconference.org. Requests for withdrawal of an abstract must be received in writing by December 30, 2024 to avoid publication.

PRESENTATION INFORMATION
Due to the high-level nature of your session and feedback we received from last year's meeting, you must present in person. **Abstract Presenters** – 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.

Instructions to upload your PPT slides electronically via the Presentation Management site will be/were sent to you via e-mail in mid-January 2025. Please be sure to add StrokProgPart@heart.org, Stroke.Participant@Heart.org and presentationmanagement@freemanco.com to your e-mail safe senders' list.

Please contact Stroke.Participant@Heart.org **if you did not receive an e-mail with instructions to upload your PPT slides.**

If you need assistance or have questions about uploading your presentation, please contact Orchestrate@freemanco.com. When contacting support for technical issues please reference ISC 2025 as the conference name and the presenter's full name.

Confirmation that your Presentation was received:
After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact Orchestrate@freemanco.com to ensure your file was received. When contacting support for technical issues please reference ISC 2025 as the conference name and the presenter's full name.

Instructions for Adding Polling Questions to Your PPT Slides (PDF)

NOTE: All speakers are responsible for submitting their PPT slides via the Presentation Management site.

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 409AB** in the Los Angeles Convention Center. Technicians will be available onsite to assist you.

All speakers must check in at Room 409AB 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 409AB) has technicians available to assist presenters and is open during the following times:
- **Tue., Feb 4:** 6:30 am – 6:00 pm
- **Wed., Feb 5:** 6:30 am – 6:00 pm
- **Thu., Feb 6:** 6:30 am – 6:00 pm.
- **Fri., Feb 7:** 6:30 am – 12:30 pm

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, January 30, 2025).

Late-Breaking presentations are embargoed for release at date and start 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 their 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 themselves 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 both the Mobile Meeting Guide app and the virtual meeting (OEP) site. Instructions will be sent to the speakers on how to set-up polling questions in their presentation. Please contact Stroke.Participant@Heart.org if you do not receive these instructions in mid-January 2025.

Both in-person and virtual attendees (for live streaming sessions) can submit questions for the speakers via the OEP Meeting site and the Mobile Meeting Guide app. **There will be a laptop at the head table for the Moderator to access the questions submitted. Instructions on how to access the questions submitted for your session will be on the head table. Moderators will direct the questions to the applicable speaker(s).**

- **Speakers:** The Moderator should address the applicable 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 OEP 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.

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. 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/they proceed(s) 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 Mobile Meeting Guide app or online Program Planner.

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 will 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/was sent to them in early October. If you need assistance or a refund, please send an e-mail to internationalstroke@maritz.com and tell them that you are an invited speaker/moderator for the International Stroke Conference 2025 or one of the ISC Pre-Conference Symposia.

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.)*