

# QCOR Speaker and Moderator Guidelines and Responsibilities

## Session Format

All program participants should arrive at the location of his or her session 15-30 minutes prior to the beginning of the session. The moderators should confirm attendance of all presenters.

The Speaker Resource Desk is located in the **Plaza A at the Ritz-Carlton**.

### I. Call to Order

The moderator will address the audience 5-10 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 prohibited. Only if permission is obtained from the speaker, non-flash photography is acceptable.

### II. Convene the Session

- The moderator will call for audience attention, introduce him/herself and the co-moderator(s) and announce the overall subject of the session.
- The moderator will introduce the first presenter and begin 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 on the podium will be in the room to assist the moderator.

### III. Moderator and Presenter Disclosure – Mandatory for Continuing Education Requirements

- **All moderators and presenters must include an opening slide listing any disclosures.** For presenters, 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.
- 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 proceeds with the presentation.*
- If the presenter references work within his presentation previously published by another author, he must include a complete citation at the bottom of the appropriate slide.
- Presenters must exclude any information that may compromise or violate patient confidentiality.

### IV. No-Shows

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.

### V. 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.

## QCOR Speaker Guidelines

### Preparation Prior to Presentation:

- Familiarize yourself with the sessions you are speaking in.
- Upload your slides in advance of the meeting or onsite at the Speaker Resource Desk.
- **IMPORTANT:** All speakers 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 (if presenting an abstract)

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 Failure to honor embargo policies will result in the abstract being withdrawn and barred from presentation.

### Onsite:

- Go to the Speaker Resource Desk to upload presentations. It is important to run through the presentation to make sure all information transferred correctly. The Speaker Resource Desk is located in the Plaza A.
- Arrive in the meeting room 15-30 minutes in advance and introduce yourself to the moderator.
- All speakers 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.

## QCOR Moderator Guidelines and Responsibilities

### CHECKLIST:

1. Moderators and speakers need disclosure slide at beginning of each lecture.
2. Moderators need to keep discussion lively, engaged, and on-time!

### Prior to Arriving:

- **Moderators** are required to begin the session with a disclosure slide and must verbally disclose this information as well. The slide can be uploaded the same way a normal presentation would be uploaded prior to the meeting or onsite in the Speaker Resource Center.
- Familiarize yourself with the session guidelines as well as the session description of the session you are moderating.

### On-site:

- Arrive in the meeting room 15-30 minutes in advance and introduce yourself to the speakers.
- All speakers are required to begin their presentation with a disclosure slide. If a slide is not included in a speaker's presentation or 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.
- 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.
- When taking questions/comments from the floor, please ask the audience participant to verbally disclose their name, employer and any relevant conflicts prior to asking his/her question.
- 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.
- 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):

#### **Photography and Audio/Visual Recording Policy**

Unauthorized recording of the AHA Quality of Care and Outcomes Research Scientific Sessions 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:

- Certificates for CME/CE credit and Certificates of Attendance are available using an online certificate request system. All professional registrants may go to the conference registration desk to access the online system onsite or go to [learn.heart.org](http://learn.heart.org) following the conference. Attendees will be required to complete the Conference Evaluation Survey, then claim CME/CE credit for the amount of time spent at the conference. Certificates can be printed on any black and white or color printer.
- All international professional registrants may obtain proof of attendance for their country of origin at Registration. You will be required to verify and update your contact information before receiving your attendance verification form.