

Information for Invited Speakers

Thank you for agreeing to participate as an invited speaker for AHA 2019!

Overview

Prior to AHA 2019	<ul style="list-style-type: none"> • IMPORTANT: All speakers are required to complete their disclosures for each role at Sessions or you will not be allowed to present. Speakers do not need to include a disclosure slide as part of the slide presentation, but still must verbally disclose any relationships. • Familiarize yourself with the session(s) you are speaking in. • For all sessions if the moderator has not contacted you, feel free to contact the moderator to discuss format of session and content of lecture. • We strongly encourage you to upload your slides in advance of the meeting.
During AHA 2019	<ul style="list-style-type: none"> • If you need to upload your presentation onsite, go to the Speaker Resource Center at least 4 hours in advance of session start time. • Arrive to the room 15 minutes prior to the session beginning and introduce yourself to the moderators and the session speakers. • Ensure your talk stays within the time allotted.
After AHA 2019	<ul style="list-style-type: none"> • Provide feedback on your session following the program

Speaker Role and Responsibilities

Prior to AHA 2019

- **Conflicts of Interest** - All moderators and speakers must disclose any conflicts of interest in the online invitation system. The presentation management system will automatically create a disclosure slide for your presentation only if disclosures are entered in this process. If the disclosure information is not entered, you will not be allowed to participate.
- Each presenter should have a slide presentation prepared if participating in the following session types: **Main Event, Sunday Morning Program, Cardiovascular Seminar, Joint Session, Early Career, Hybrid, or Frontiers in Science** sessions.
 - In mid-**October**, you will receive an email directing you to go to the presentation management Web site so that you may upload your presentation in advance. This site will remain open during the meeting, but we strongly recommend uploading your presentation in advance.
 - All oral presentations must be in electronic slide form. We encourage use of the Scientific Sessions 2018 Slide Template to develop presentations. The template will be available by mid-October.
 - There is no limit to the number of slides needed for each presentation as long as the time allotted for your talk is not exceeded.
 - Speakers do not need to include a disclosure slide as part of the slide presentation, **but still must verbally disclose any relationships.**
- As an invited speaker of any session type, if you have any questions or need clarification regarding the session format or flow we recommend contacting the moderators of your session. **Please note each moderator should be in contact with all presenters prior to the meeting to touch base and confirm all presentations.**
- For general program related questions, please send to program.participant@heart.org.
- Always check the Online Program Planner by visiting scientificsessions.org/programming for changes that may have occurred closer to the meeting. Your speaking time could be affected due to a cancelled talk in the session.

- In the event you have overlapping sessions, please inform the moderator of the next session prior to Sessions so that he/she is aware and not assume you are a no-show for that specific role.
- Presentation/Publication/Promotion – Speakers, abstract presenters, and moderators are NOT allowed to publicize or promote their presentations prior to presentation at Scientific Sessions.

During AHA 2019

- If you need to upload your presentation onsite, go to the **Speaker Resource Center**. You may also review/update your presentation if previously uploaded via the Web site. It is important to run through the presentation to make sure all information transferred correctly.
 - Speakers do not need to include a disclosure slide as part of the slide presentation, **but still must verbally disclose any relationships**. The presentation management vendor will automatically display any disclosures for **6** seconds before your presentation begins.
- Review the online Program Planner to reconfirm the day, time, and location of the session in which you are speaking using the Online Program Planner or the AHA mobile event app. Your speaking time could be affected due to a cancelled talk in the session.
- Arrive in the meeting room 15-30 minutes in advance and introduce yourself to the moderator.
- Please be sure to stay within the time allotted for your talk.