



2018 HFSA Annual Scientific Meeting Speaker and Moderator Guidelines

General Guidelines

Fair Balance

Presentations should be free of commercial bias. Use generic terms, rather than trade names, when referring to drugs or devices.

Discussion of Off-Label Uses

CME activities provide a forum in which unlabeled or investigational uses supported by research findings may be discussed as long as the speaker informs the audience that the uses under discussion are off-label or investigational.

Patient Care Recommendations

All recommendations must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.

Time Allotment



In effort to maintain the schedule and pace of the program while also ensuring that no one's time is unfairly curtailed, speaker timers will be utilized and programmed to implement a hard stop. **Each room will be equipped with countdown timers with visual "sum up" light to assist speakers. When the allotted time is for each speaker is up, slides will go dark.** Please respect the audience and other speakers in your session by staying on time. Preserving time for questions and answers is important.

Slide Upload

Speakers are asked to upload slide files by **Friday, August 31st** to allow time for CME review. Upload information will be sent in August from HFSA's presentation management vendor. Modifications to slides can be made 1) remotely after they have been uploaded and 2) on-site in the Speaker Ready Room.

Access the 2018 Presentation Management website here: <https://hfsa2018.sessionupload.com/>

Speakers will not need to include a disclosure slide as part of the slide presentation. The presentation management system will automatically display disclosures before your presentations begins. Moderators are not required to submit slides, but will also have a disclosure slide played at the beginning of the session by the presentation management system.

Speaker Ready Room Hours of Operation (Jackson AB)

Friday, September 14.....	12:00 PM - 6:00 PM
Saturday, September 15.....	6:30 AM - 6:00 PM
Sunday, September 16.....	7:00 AM - 5:00 PM
Monday, September 17.....	7:00 AM - 5:00 PM
Tuesday, September 18.....	7:00 AM - 10:00 AM





Presenter Mode in the Meeting Room: We have the ability to run presenter mode in the meeting rooms. That allows attendees to see your slides on the monitor, but only you can view the associated notes on the lectern. For more information on presenter mode in PowerPoint, please click [here](#). For additional AV guidelines click [here](#).

Aspect Ratio: 16:9 is the standard aspect ratio for the 2018 meeting. Typical resolution for the meeting room will be 1280x720 for 16:9 presentations. See Presentation Management guidelines for additional information on converting presentations to widescreen

Please arrive at your designated meeting room 15 minutes before the start of your session. At the lectern there will be a monitor set in front of you where you can follow your presentation. Simply click your name on the display, select the start button, and your PowerPoint will launch automatically. At the end of your presentation, the display will return to the list of presenters.

Moderator Responsibilities

Your primary responsibilities are to introduce the speakers and keep the session engaging and on-time.

- Moderators can decide how they will apportion the introductions, which should be limited to speaker name and presentation title.
- Keep introductions brief to keep session on schedule
- Speaker timers will be used and controlled by the in-room AV tech

Most sessions include an opportunity for questions from the audience.

- Invite speakers to panel table for questions and answers if a panel discussion or Q&A session is scheduled.
- Moderators should call on audience members that have questions.
- It is recommended to have several questions ready in case they are needed to get the discussion started
- Direct attendees to ask their questions using the aisle microphones so that everyone can hear them and questions can be captured on the session recording.



*** Select session will be equipped with Social Q&A and/or Polling allowing attendees to submit questions and respond to polls in real time through their mobile device. Additional information on moderator training will be sent prior to the meeting.

How-to Session Speakers & Moderators

How-to sessions are meant to focus on practical recommendations for clinical or professional issues. Time will be allocated to these sessions is 60 minutes. Presentations should be kept brief and coordinated so that the same information, such as epidemiological data, is not repeated by every speaker. Formats vary, depending on content, and can include brief presentations, case studies and demonstrations.

