

Onsite Faculty Training

Everything you need to know for a successful #ACR23 meeting!

Agenda

- Discuss meeting schedule and session format
- Reviewing the onsite speaker and moderator experiences
 - Before the Meeting
 - Before the Session
 - During the Session
 - After the Session

Schedule at a Glance (PST)

	Friday, Nov. 10	Saturday, Nov. 11	Sunday, Nov. 12	Monday, Nov. 13	Tuesday, Nov. 14	Wednesday, Nov. 15
Program- ming	8:00 AM–5:30 PM Advance Programming <ul style="list-style-type: none"> Global Rheumatology Summit <i>(remote only)</i> FIT Program 	7:30 AM–3:45 PM Advance Programming <ul style="list-style-type: none"> Review Course Basic & Clinical Research Conference Radiology Bootcamp Scientific Sessions Begin <ul style="list-style-type: none"> Opening Session 4:00–6:00 PM 	7:30 AM–5:30 PM Scientific Sessions <ul style="list-style-type: none"> Plenary I Year in Review Memorial Lectures 	7:30 AM–5:30 PM Scientific Sessions <ul style="list-style-type: none"> Plenary II Great Debate Clinicopathologic Conference Memorial Lectures Immunology Bootcamp I 	7:30 AM–5:30 PM Scientific Sessions <ul style="list-style-type: none"> Plenary III Curbside Consults Memorial Lectures Thieves Market <i>(pediatric and adult)</i> Immunology Bootcamp II 	7:30 AM–12:30 PM Scientific Sessions <ul style="list-style-type: none"> Late-Breaking Abstracts
Key Events		<ul style="list-style-type: none"> Networking Lounges Grand Opening: 6:15–7:15 PM 	<ul style="list-style-type: none"> Knowledge Bowl Preliminary Round ARP Business Meeting: 11:00 AM–1:00 PM 	<ul style="list-style-type: none"> Knowledge Bowl Final Round 	<ul style="list-style-type: none"> ACR Business Meeting: 1:00–2:00 PM 	
Posters			<ul style="list-style-type: none"> Poster Hall: 8:30 AM–4:00 PM Poster Tours: 9:00–11:00 AM 	<ul style="list-style-type: none"> Poster Hall: 8:30 AM–4:00 PM Poster Tours: 9:00–11:00 AM 	<ul style="list-style-type: none"> Poster Hall: 8:30 AM–4:00 PM Poster Tours: 9:00–11:00 AM 	
Industry-Supported Sessions			<ul style="list-style-type: none"> Industry-Supported Sessions: 6:00–8:00 PM 	<ul style="list-style-type: none"> Industry-Supported Sessions: 6:00–8:00 PM 	<ul style="list-style-type: none"> Industry-Supported Sessions: 6:00–8:00 PM 	<ul style="list-style-type: none"> Industry-Supported Sessions: 1:00–3:00 PM
Exhibit Hall			<ul style="list-style-type: none"> Exhibit Hall: 10:00 AM–5:00 PM Unopposed Exhibit Hours: 10:00–11:00 AM 1:00–2:00 PM 	<ul style="list-style-type: none"> Exhibit Hall: 10:00 AM–5:00 PM Unopposed Exhibit Hours: 10:00–11:00 AM 1:00–2:00 PM 	<ul style="list-style-type: none"> Exhibit Hall: 10:00 AM–2:30 PM Unopposed Exhibit Hours: 10:00–11:00 AM 1:00–2:00 PM 	

Onsite Sessions Formats

A typical in-person session format for ACR Convergence is as follows:

- The session starts with a short live introduction by the moderator and speaker introductions
- This is followed by the live presentations
- After presentations have been completed, there will be live Q&A, with the moderator posing questions to the speakers.
- At the end, the moderator will close the session.

The Onsite Faculty Experience

Before the Meeting

Before You Arrive

Moderators

- View all session details and speaker bios in online agenda acr23.eventscribe.net
- If unable to locate the speaker bio, contact speaker directly or locate online
- Review the moderator guidelines including scripts and Q&A procedures
- Familiarize yourself with the meeting website and app
- Draft one or two questions for the Q&A portion to use if needed

Speakers

- Log into faculty portal to review your roles
- Review slide guidelines
- Make sure your bio has been provided

The Onsite Faculty Experience

Before the Session

Before the Session - Moderators

- Pick up badge at registration
- Arrive at designated meeting room 1 hour before session start time
- Introduce yourself to speakers and verify introduction bio information
- Connect speaker with A/V tech to get set up
- Verify correct presentation is available in room
- Ensure final disclosure statement is on 2nd slide of presentation
- Launch meeting website Q&A on moderator laptop using provided login
- 2-3 minutes before, make housekeeping announcements on moderator script

Before the Session - Speakers

- Pick up badge at registration
- Check into Speaker Ready Room (Upper Level – Room 2) a minimum of 3 hours before presentation
- Arrive at designated meeting room 1 hour before
- Check in with moderator, A/V tech and ACR staff

Speaker Ready Room - Speakers

- Go to Upper Level, Room 2
- Check in a minimum of 3 hours before presentation
- Bring presentation on flash drive to provide to Speaker Ready Technician
- If additional edits are needed, will be assigned an edit station.
- Speaker will be asked to wait.
- Presentation will be provided to ACR staff for CME review.
- If requested, will need to return to Speaker Ready Technician to be assigned to edit station.
- When approved, final presentation will be saved to presentation room folder by Speaker Ready Technician.
- Final slides will be converted to handout PDFs and uploaded to meeting website and app
- Roundtables and practice area are available for use.

Speaker Ready Room Hours (in PST)

- Friday, November 10
10:00 AM – 6:00 PM
- Saturday, November 11
6:30 AM – 6:00 PM
- Sunday, November 12
6:30 AM – 6:00 PM
- Monday, November 13
6:30 AM – 6:00 PM
- Tuesday, November 14
6:30 AM – 6:00 PM
- Wednesday, November 15
6:30 AM – 11:30 AM

The Onsite Faculty Experience

During the Session

During the Session - Moderators

- Start and end the session on schedule with brief introduction
- Session title
- Your full name, title, and institution/affiliation
- Introduction of all speakers
- Utilize timer provided to make sure presentations remain within allotted time
- Monitor for any ACR Code of Conduct, ACCME or WMA Declaration of Helsinki policy violations to report immediately to ACR staff
- Lead Q&A with speakers at the end of the session, receiving attendee questions from both in-room mic and the meeting website
- Have one or two questions prepared ahead of time to submit if needed

Policy - ACR Code of Conduct

- ACR is committed, and expects its staff, guests and participants to be committed, to providing a friendly, safe and welcoming environment for all, regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.
- Examples of policy violations:
 - Negatively targeting a race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status
 - Comments/questions intended to intimidate or that have the effect of being intimidating
 - Postings that are abusive, hostile or demeaning to others
- See full [Code of Conduct here](#)

Policy - ACCME

- In compliance with ACCME Standards for Integrity and Independence in Accredited Continuing Education, Standard 5, educational materials that are part of accredited education (such as slide, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.
 - Product/brand names and logos are not allowed in the body of the presentation.
 - However, institution logos (i.e., non PhRMA related logos such as school names, associations and government agencies) are allowed in the body of the presentation.

Policy - WMA Declaration of Helsinki

- Any work with human or animal subjects reported in submitted abstracts must comply with the guiding principles for experimental procedures found in the Declaration of Helsinki of the World Medical Association.
- If work involved human or animal subjects, the abstract authors were required to check a box during the submission process to attest that they complied with the guiding principles for experimental procedures.
- [Click here for more details.](#)

During the Session - Speakers

- Answer questions during live Q&A
- Optionally:
 - Monitor Q&A in meeting website during presentations.
 - Work with moderator and speaker(s) to select questions
 - Mentally prepare your responses

The Onsite Faculty Experience

After the Session

After the Session

Moderators

- Thank speakers and the audience.
- Encourage attendees to complete the evaluation in the meeting website and app.
- Remind attendees that instructions to claim CME for the session is also available in the meeting website and app.

Speakers

- Log into the meeting website or app and submit written responses to unanswered questions after the meeting ends.

Next Steps

- Review presentation/moderator guidelines in faculty portal
- Submit/review speaker bios
- When released to attendees, log into the #ACR23 meeting website and app to familiarize yourself with the set up

Thank You!

Contact us at
facultymanagement@rheumatology.org
with any additional questions.