

Disclosure Slide:

Please ensure that the first slide in your presentation is the conflict of interest disclosure slide. ALL presenters are also required to disclose verbally (including if nothing to disclose) at the beginning of your presentation. Please download the 2020 slide template [HERE](#)

Registration & Faculty Disclosure Information:

To complete disclosure information, CME agreement, and receive complimentary faculty registration click [HERE](#).

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 if 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.

Session Format

Most sessions will follow the “SIMU-LIVE” format.

- Presentations will be pre-recorded in advance and streamed during the session time.
- Panel discussions and Q&A periods will be live and facilitated by the designated session moderator. A chat function will allow attendees to submit real-time questions throughout the session.

In some instances, sessions are designated to be fully prerecorded or live stream. In these cases, MedscapeLIVE! will reach out with additional instruction.

Presentation Duration

Presenters are required to adhere to the allotted time. Please see your detailed invitation indicating length of talk. To maintain pace of the program while also ensuring adequate time for live panels, production has been instructed to implement a hard stop on pre-recordings. If you have any questions regarding length of your talk, please contact us at speaker@hfsa.org.

Recordings

HFSA’s virtual platform partner, MedscapeLIVE!, will reach out to schedule a time for recording.

- **Presenters:** will be scheduled to pre-record talks along with a run-through rehearsal for the live portion of the session.
- **Moderators:** Introductions will now be recorded. Time will be scheduled to pre-record the introductions and provide a rehearsal for the live portion of the session.
- **MedscapeLIVE! contacts:** Morgan Deane mdeane@medscapelive.com (404) 541-0151
TeLae Ellis tellis@medscapelive.com (404) 541-0126

Slide Upload

See MedscapeLIVE! instruction for slide upload. HFSA will conduct a CME slide review prior to your recording. The HFSA 2020 slide template is available [HERE](#)



Moderator Instruction:

Moderator (Introductions) This moderator is responsible for opening the session with a brief introduction and overview. The moderators can decide how to apportion the speaker introductions, which should be limited to speaker name and presentation title.

- SIMU-LIVE Sessions - The “Intro” moderator will be PRE-RECORDED
- Pre-Recorded Sessions – The “Intro” moderator will be PRE-RECORDED
- LIVESTEAM Sessions – The “Intro” moderator will be LIVE

Moderator (Panel / Q&A) This moderator is responsible for monitoring questions submitted through the platform and hosting a dynamic panel discussion during the live release of the session. All session faculty are required to be present for the live session time for the time allotted in the session detail. It is recommended to have several questions ready in case they are needed to get the discussion started.

MedscapeLIVE! will schedule a rehearsal time for moderators become acquainted with the process.

- SIMU-LIVE Sessions - The “Panel” moderator will be LIVE during the scheduled session time.
- Pre-Recorded Sessions – The “Intro” moderator will be PRE-RECORDED
- LIVESTEAM Sessions – The “Panel” moderator will be LIVE during the scheduled session time.

Don't forget to tell your colleagues!

Join me at the HFSA Virtual Annual Scientific Meeting 2020 Sept. 30-Oct. 6!

Catch my talk TITLE on DATE at TIME. #HFSA2020 #HFSAWeek <https://hfsa.org/annualscientificmeeting>

