

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.

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.

Polling Questions (ARS)

See polling question preparation and instruction [HERE](#). Slides that include polling questions should be clearly marked as “POLLING SLIDE”. Presenters should indicate that polling questions are included upon submission.

Slides

All speakers are required to have a disclosure slide. The HFSA 2020 slide template is available [HERE](#)
In effort to minimize technical issues in the virtual environment:

- keep animations to a minimum and
- do not use slide transitions

Slide & Faculty Information Upload

Speaker slides and resources can be submitted [HERE](#) .

PLEASE USE THE FOLLOWING NAMING CONVENTION:

1. **Session#_Faculty name_Talk title**
2. **Session#_Faculty name_Talk Title**
3. **Session#_Faculty name_bio**

*****ALL SLIDES ARE DUE BY SEPTEMBER 25th*****



SESSION FORMATS:

SIMU-LIVE

- **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 panel moderator. A chat function will allow attendees to submit real-time questions throughout the session.
- **Preparation & Instruction guidelines for SIMU-live sessions [HERE](#)**
 - 48-hours prior to the session you will receive a calendar invite with link for the LIVE ZOOM login
- **Please mark your calendar with (2) dates:**
 1. Date/Time for pre-recording (slides are due 48 hours in advance of your recording)
 2. Date/ Time of LIVE session panel (login 45 min prior to scheduled session start time)

LIVE

- All session presentations and panel discussion will be live streamed.
- **See important Preparation & Instruction guidelines for LIVE sessions [HERE](#)**
 - 48-hours prior to the session you will receive a calendar invite with link for the LIVE ZOOM login
- **Please mark your calendar with (2) dates:**
 1. Slide deadline is **September 25th**
 2. Date/ Time of LIVE session panel (we ask you login 45 min prior)

Fully Pre-recorded

- ALL session presentations and panel discussions will be pre-recorded
- MedscapeLIVE! will be in touch to schedule your recording prior to September 20th
- Contact information above

*The format of your session can found in your faculty invitation. If you are unsure, please see the session schedule on the HFSA Faculty Resource Website [here](#).

Recordings

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

- **Presenters:** will be scheduled to pre-record talks
- **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

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>



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.

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

- Pre-Recorded Sessions – The “Intro” moderator will be PRE-RECORDED
- SIMU-LIVE Sessions - The “Panel” moderator will be LIVE during the scheduled session time.
 - See additional Q&A Instruction for your SIMU-Live session [HERE](#).
- LIVESTEAM Sessions – The “Panel” moderator will be LIVE during the scheduled session time.
See additional Q&A instruction for your LIVE session [HERE](#).

