

GENERAL SPEAKER GUIDELINES – ALL SPEAKERS

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

CE 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.

Aspect Ratio: 16:9 is the standard aspect ratio for the 2021 meeting. Typical resolution for the meeting room will be 1280x720 for 16:9 presentations. Click [here](#) for additional information on converting presentations to widescreen

Slide Upload:

Submit your presentation via the 2021 Presentation Management website here:

<https://hfsa2021.sessionupload.com/>

If you do not know your login name, click the "Forget Your Password?" link on the login page. When you enter your email address, both your login name and temporary password will be emailed to you. If you are still having trouble please contact us [HERE](#).

After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact support@sessionupload.com to ensure your file was received.

Please be sure to read the guidelines on the Orchestrate website before uploading your presentation. If you need assistance or have questions about uploading your presentation, please contact Orchestrate@freemanco.com and reference **HFSA 2021 ASM**.

2021 Session Formats (by Room):

Colorado A	In-person + Livestreamed to virtual audience
Colorado B	In-person + Livestreamed to virtual audience
Colorado C	In-person + Livestreamed to virtual audience
Colorado D	In-person + Recorded (OnDemand posted in 24 hours for virtual audience)
Red Rock 8/9	In-person + Recorded (OnDemand posted in 24 hours for virtual audience)
Red Rock 6/7	In- person (workshops)

SPEAKER & MODERATOR CHECKLIST:



- Upload Headshot & Bio [HERE](#)
- Register [HERE](#) (use comp code **HFSA21SPKR**)
- Submit Disclosures [HERE](#)
- Book your Hotel & Travel [HERE](#)





2021 HFSA Annual Scientific Meeting
September 10 – September 13th | Denver, CO
SPEAKER & MODERATOR GUIDELINES

PROMOTE YOUR SESSIONS!

We've developed materials that you can use to promote your involvement including social media posts, graphics, email templates, and more. We encourage you to promote your participation early to build excitement and interest in your sessions.

Access the Marketing and Promotions page to save and download all materials in the promotional kit. All materials are found online here: <https://meeting.hfsa.org/marketing-kit/>

If you have any questions or need additional materials, please contact HFSA Director, Marketing and Communications, Laura Poko lpoko@hfsa.org.



#HFSA2021
#seeyouindenver



SPEAKER GUIDELINES (IN-PERSON SPEAKERS IN DENVER)

SLIDE UPLOAD:

Speakers are asked to upload slide files by **Sunday, September 5th** to allow time for CME review. Modifications to slides can be made 1) remotely after they have been uploaded and 2) on-site in the Speaker Ready Room.

Access the 2021 **Presentation Management** website here: <https://hfsa2021.sessionupload.com/>

DISCLOSURE SLIDE:

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. Most 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.

TIME ALLOTMENT



In effort to maintain the schedule and pace of the program while also ensuring 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.

SPEAKER READY ROOM

Location: Gaylord Rockies – Red Rock 10/11

Hours of Operation:

Thursday, September 9th 2:00 PM – 6:00 PM
Friday, September 10th 7:00 AM – 6:00 PM
Saturday, September 11th 7:00 AM – 5:00 PM
Sunday, September 12th 7:00 AM – 5:00 PM
Monday, September 13th 7:00 AM – 12:00 PM

MEETING ROOM:

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.

Presenter Mode: We can 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](#).

INTERNATIONAL & VIRTUAL SPEAKER GUIDELINES

As a virtual speaker, you will have (3) options:

OPTION 1: PRE-RECORD WITH FREEMAN PRODUCTION TEAM:

Choose from one of 3 dates to record with the production team:

- Thursday, September 2nd 9:00 AM – 5:45 PM ET
- Friday, September 3rd 9:00 AM – 5:45 PM ET
- Tuesday, September 7th 9:00 AM – 5:45 PM ET

Once you book your day/time, you will be sent a confirmation email and a calendar invite with additional Zoom details and recording guidelines. Book soon! Production days/times are limited and reschedules will not be available.



DISCLOSURE SLIDE:

Speakers **WILL** need to include a disclosure slide as part of the slide presentation. HFSA PPT can be found [HERE](#).

TIME ALLOTMENT

In effort to maintain the schedule and pace of the program while also ensuring no one's time is unfairly curtailed, recordings will be programmed to implement a hard stop. Please respect the audience and other speakers in your session by staying on time. Preserving time for questions and answers is important.

PRE-RECORD NEXT STEPS:

1. **BOOK YOUR TIME SLOT** [HERE](#)
2. **Upload bio and headshot** [HERE](#)
3. Reference the time allotted for your talk in your original speaker confirmation
4. See **General Speaker Guidelines** for information on fair balance, discussion of off-label use, and patient care recommendations.
5. **Upload your presentation 48 hours in advance of recording** to the link provided in your confirmation
6. Let us know if you will participate in the **live** panel at the scheduled scientific session time. You can let us know during your recording session OR email us at speaker@hfsa.org.

OPTION 2: SELF-RECORD

Can't make one of the pre-record production times? No problem, self-record and submit your presentation directly to our presentation management system. The deadline to submit both your recorded presentation and final slides is **Thursday, September 9th**



For recording instructions, how-to videos, audio tips and technical specs see our detailed **Self-Record Guidelines and resources** [HERE](#)

SELF -RECORD NEXT STEPS:

1. Let us know you will be self-recording and if you will participate in a live panel discussion at the scheduled session time. Email us at speaker@hfsa.org.
2. **Upload bio and headshot** [HERE](#)
3. Check out our Self-Record Guidelines [HERE](#)
4. Reference the time allotted for your talk in your original speaker confirmation
5. See **General Speaker Guidelines** for information on fair balance, discussion of off-label use, and patient care recommendations.
6. **Record, save and upload both your talk + slides by Thursday, September 9th** [HERE](#)

OPTION 3: LIVESTREAM INTO THE ON-SITE SESSION

Planning to be part of a live panel? Worried about pre-recording or have a last-minute change? No problem!

We can stream you into the live session to participate alongside your colleagues. Please note, this takes a trusty internet connection! *****All session times are listed in Mountain Daylight Time (MDT)*****

LIVESTREAM NEXT STEPS:

1. **Mark your calendar** for day/time of session (all sessions are listed in US MDT)
2. Let us know you will participate via livestream by emailing us at speaker@hfsa.org.
3. **Upload bio and headshot** [HERE](#)
4. Reference the time allotted for your talk in your original speaker confirmation
5. See **General Speaker Guidelines** for information on fair balance, discussion of off-label use, and patient care recommendations.
7. **Upload your slides for CME review** [HERE](#)

Additional detailed instruction will be sent you by our production team



MODERATOR GUIDELINES & RESPONSIBILITIES

Moderators play a pivotal role in the delivery and success of each session. As a moderator, your primary responsibilities:

- to serve as the **on-site** team leader of your speaker group,
- introduce the speakers (in-person, virtual or live-stream)
- keep the session engaging and on-time,
- and facilitate a dynamic Q&A/Discussion (if session timing allows)

Please arrive at your designated meeting room **15 minutes before the start of your session** to get the latest speaker schedule.

NEW FOR 2021!

It is anticipated that all scientific sessions will have a mixture of in-person, pre-recorded, and/or live-stream speaker talks and panels. All moderators are expected to be onsite to guide the flow of each session. See below for additional guidance and instruction on introductions and Q&A periods.

SPEAKER INTRODUCTIONS:

- 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 for in-person speakers

Possible virtual speaker types:

1. **Pre-Recorded** speakers: Introduce the speaker noting they are joining virtually. The in-room AV Tech will ensure the pre-recorded lecture is played when signaled.
2. **Live-Stream** speakers: Introduce the speaker, noting they will be joining us live on-screen. The in-room AV Tech will cue the speaker and ensure the respective slides appear on screen.
3. **Live-Stream Panelist:** Please ensure all onsite panel and audience questions are clearly spoken into a microphone so everyone, including streamed in panel speakers, can hear for appropriate response.

Q&A AND AUDIENCE ENGAGEMENT (for sessions with Q&A Panel Discussion periods)

- Invite all in-person speakers to the head table for Q&A
- Moderators should call on audience members that have questions OR choose a question submitted by the virtual audience .
- 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.
- It is recommended to have several questions ready in case they are needed to get the discussion started.
- For sessions scheduled to broadcast live (live stream) to HFSA's virtual audience:

Virtual Audience Questions (for Live-Streamed Sessions Only):

1. The virtual audience of live-streamed sessions will have the ability to ask (type) questions real-time through the HFSA platform.
2. At the beginning of the session, encourage virtual attendee to submit questions online throughout the session. In-person attendees may also submit via the platform if they choose.
3. Each room will be equipped with an iPad for the moderators use
4. Moderators will utilize the ipads to review and select which questions to ask during the live session. Please be sure to familiarize yourself with the virtual question module prior to the start of the session.

