



ACC.18™  
67<sup>th</sup> Annual Scientific Session & Expo



## ACC.18 Abstract and Case Policies and Procedures

### General Information

- The majority of accepted abstracts will be scheduled as either 10-minute oral presentations or 45-minute poster presentations. The Program Committee will determine the format, based on the abstract topic and relationship to others submitted. The Program Committee reserves the right to establish other abstract presentation formats and to assign accepted abstracts to these as long as the criteria are met.
- All abstract presentations and question and answer periods will be in English.
- Abstracts selected will be published exactly as submitted in a March 2018 online version of the *Journal of the American College of Cardiology (JACC)*. Full text of the abstracts will be viewable in the online/mobile program planner systems beginning Monday, February 26, 2018, at 8 a.m. Eastern Time. The *JACC* issue containing the full text of accepted abstracts with title, author, up to two institutions and presentation time information will be published online on March 9, 2018.
- Investigators do not need to be ACC members to participate.
- There is a \$39 (USD) processing fee for each abstract or case submitted payable online by credit card only. Purchase orders, checks, and electronic bank transfers will not be accepted. This fee is non-refundable and used to cover the cost of submission and processing.
- All accepted abstract presenters must register to obtain a hotel reservation and meeting badge. Registration opens on Sept. 13 for members. After that date, you may click the following link to register online: [accscientificsession.org](http://accscientificsession.org). Individuals should register in the appropriate category (member, nonmember, etc.) and pay the fees appropriate for that category.
- Submitting authors will be notified via email the week of December 15, 2017 regarding acceptance disposition. Authors can also check the status of their submissions by visiting [accscientificsession.org](http://accscientificsession.org) and logging into their accounts.
- ACC is unable to reimburse Annual Scientific Session faculty and abstract presenters for travel, hotel, or per diem expenses.
- General Information subject to change due to circumstances beyond the ACC's control.

### Submission Policies

- ACC.18 abstracts must be SUBMITTED BY 11:59 p.m. EST on Tuesday, October 10, 2017. The American College of Cardiology (ACC) is not responsible for abstracts that are not submitted by this deadline date.
- Submissions with "INCOMPLETE" status cannot be processed.
- Submission of an abstract constitutes a commitment by the author(s) to present if accepted. Failure to present and register for the meeting, if not justified, will jeopardize future acceptance of abstracts.
- There is no limit to the number of abstracts an investigator can submit. The submitting author is considered to be the presenting author, unless another coauthor is appointed to present and ACC staff is notified of the change.



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- Investigators should not submit the same research; abstracts that appear to be replicate versions of a single study will be rejected. Submissions will be checked for duplication and replicate versions will be rejected.
- The Young Investigator Awards (YIA) submission system will be open until Monday, September 11, 2017. YIA acceptance notifications will go out the week of September 29, 2017. Abstracts not accepted as YIA abstracts may be submitted by the author as regular abstracts during the abstract submission process. Click [here](#) for additional information regarding the YIA submission process.
- Investigators should submit the paper to only one abstract type or category. A submitter must choose the category that best encompasses the abstract subject within the activity. Be sure to review all the abstract submission options before selecting and starting the submission process. Abstracts will be checked for submission in all forums and if duplication is found only the latest replicate will be forwarded for review. No processing fee refunds will be given.
- Follow all instructions for completing the submission. For general abstracts, be sure to structure the content into Background, Methods, Results, and Conclusion sections. Other submission types may require a slightly different structure.
- Clarity of expression will be considered in the review process. The overall quality of language used should assure comprehension by the reader.
- Use a maximum of five unique abbreviations in the body of the abstract. No abbreviations should appear in the title. Place abbreviations in parentheses after the full word the first time it appears. Abbreviations increase the difficulty of reading and evaluating abstracts, which will be considered in the review process.
- If authors' names appear on more than one abstract, their names must appear and be spelled identically on each abstract in order to facilitate proper indexing. **Whenever possible, do not list authors with initials only.**
- Submitters may return to the online system to edit abstracts, revise information, correct typographical errors, tables, graphics, or delete a submission at any time before 11:59 p.m. EST on October 10, 2017. After this time, the system will be closed, and **complete** abstracts will be forwarded for the reviewing process. An author may not revise or resubmit an abstract in order to make changes or corrections after this deadline; the abstract may be withdrawn or, if accepted, the error may be indicated during the presentation.
- Adding or removing authors after the submission deadline is not permitted.
- Proofread abstracts carefully to avoid errors before they are submitted. The ACC is not authorized to make changes to a submission. This includes typographical errors. Your abstract, if selected, will be published exactly as submitted. Tables and graphics, if the quality submitted is poor, will also appear badly.
- If you choose to withdraw an abstract after the submission deadline, this request must be received by the ACC in writing and sent to [ryoung@acc.org](mailto:ryoung@acc.org) by January 12, 2018. After this date, withdrawals are accepted but abstracts will still appear in publications.

## Payment Policies

- There is a \$39 (USD) nonrefundable processing fee for each abstract, Cardiovascular Team Case, FIT Clinical Decision-Making Case, or Challenging Case submitted, payable online by credit card only.



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- Late-breaking clinical trial submitters must pay a \$250 (USD) nonrefundable fee, payable online by credit card only.
- If a person is both an abstract presenter and an invited speaker, the registration fee is waived.
- If a person is a Late-breaking clinical trial presenter, the registration fee is waived.

## Eligibility Policies

- Abstracts are not eligible for consideration if the paper has been presented at a U.S. national or international meeting held prior to the ACC Annual Scientific Session.
- Abstracts are not eligible for consideration if the abstract has been published prior to the ACC Annual Scientific Session.
- Eligibility for FIT Clinical Decision-Making: Anyone who is currently in a fellowship or residency program. If you do not meet these requirements, but have a case that you would like to submit, you can become eligible by working with someone who is currently in a fellowship or residency program and by having them present the abstract if it is accepted at ACC.18.
- Eligibility for Cardiovascular Team Cases: Cardiovascular Team members, such as nurses, advanced practice nurses, pharmacists, physician assistants, etc.
- Any human experimentation must conform to the principles of the Declaration of Helsinki of the World Medical Association.
- The Program Committees endorse the position of the American Association for the Advancement for Science in requiring assurances of the responsible use of animals in research. All submissions for consideration must be in compliance with the guidelines.

## Disclosure Policies

- Only presenting authors and lead investigators are required to submit their disclosure information. ACC no longer requires disclosure information from all coauthors.
- Presenting authors and lead investigators will be asked to comply with the ACC Disclosure Policy. Indication of the relationship and the associated commercial entity is required for all presenting authors and the lead investigators.
- Abstracts will be considered “complete” **without** lead investigator disclosures and will go to review as long as all submission elements are complete. All presenting authors and lead investigators must disclose by **January 12, 2018**.
- ACC staff will contact lead investigators separately to obtain these disclosures as a condition of submission. Failure of lead investigators to provide disclosure information will result in the removal of an accepted abstract from the program.
- Disclosure information is submitted via the [ACC Disclosure System \(http://disclosures.acc.org\)](http://disclosures.acc.org). Lead investigators with expired or nonexistent disclosure information will automatically be sent email notification.



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- Primary responsibility for compliance with any disclosure or nondisclosure requirements resides solely with researchers and/or research sponsors (including, but not limited to, academic institutions, commercial entities, and non-profit organizations).
- For oral abstract presenters: ACC will create a disclosure slide displaying disclosure information of the presenting author and lead investigator based on the disclosure information submitted to the ACC Disclosure website.
- Traditional flatboard poster presentations **MUST CONTAIN** the disclosure information of the presenting author and lead investigator in the lower right hand corner. **Poster presentations without disclosure information will be removed from a poster board.**
- Moderated poster presentations must also contain disclosure information in the lower right hand corner and/or presenters will be required to verbally disclose at the beginning of their presentations.

## Publication and Copyright Policies

- The submitting author acts on behalf of all co-authors and in submitting an abstract, transfers to the American College of Cardiology the copyright and all other rights in the material comprising the abstract if the abstract is accepted. Co-authors reserve the following: a) all proprietary rights other than copyright, such as patent rights; and b) the right to use all or part of the abstract in future works of their own. The American College of Cardiology, as holder of the copyright on the accepted abstract, reserves all rights of reproduction, distribution, performance, display, and the right to create derivative works in both print and digital formats.
- Primary responsibility for the content/data, etc., contained within an abstract rests with the presenter, if the abstract is accepted/published.
- All abstracts submitted in connection with ACC.18 are disclosed to members of the peer review selection committee, as well as to ACC employees and contractors as necessary.
- Although ACC and ACC employees or contractors cannot guarantee the confidentiality of submitted abstracts, every effort will be made to ensure confidentiality of submitted material.
- Titles, authors, up to two institutions and presentation time information of accepted abstracts will be posted in the online/mobile searchable program planner systems. Full text of accepted abstracts will be published in electronic versions of the *Journal of the American College of Cardiology* and the online/mobile program planner systems beginning Monday, February 26, 2018, at 8:00 a.m. Eastern Time.
- Abstracts not accepted for presentation are not published and will not be disclosed outside of ACC and persons associated with the selection process (e.g., the peer review committee).
- Researchers who believe they have legal obligations to disclose information in advance of presentation should contact the ACC Media Department for guidance. Click [here](#) for the complete ACC.18 Media and Communications Policies document which includes information about Late-Breaking Clinical Trial Presentations. In the event that an author's/presenter's work will be published in a major peer reviewed medical journal concurrent with the timing of the Annual Scientific Session, it is the responsibility of the abstract author/presenter to notify the ACC press office of the publication name and date as soon as possible. Doing so will allow ACC to work with the publication to coordinate embargo of the material.



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## Accepted Abstracts

The submitting author of an accepted abstract will receive an e-mail notification the week of December 15, 2017 containing presentation information. By submitting an abstract, if it is accepted, presenters agree to upload materials in order to complete an e-poster in the online system for 24/7 self-directed learning by Annual Scientific Session attendees as well as for archival purposes. **This is a requirement for both flatboard poster presenters and moderated poster presenters.**

## Oral Presentation Policies

- All oral presentations will be programmed into 10-minute time slots. The Presenter's Agreement will indicate the time and date of the session.
- All abstract presentations and question and answer periods will be in English. If a presenter needs assistance in understanding the questions or responding in English, he or she is encouraged to have the session co-chair or a member of his or her research group assist.
- Each oral abstract session in a pathway topic area will feature expert summary comments in a "year in review" talk.
- Oral abstract presenters must upload their presentation in advance and check in at the Speaker Service Center onsite at least 4 hours prior to presentation. Speakers who miss this deadline will not be able to present. **You must check in at the front desk with a representative of the Speaker Ready Room before sitting down at a station.** DO NOT take your presentation directly to the session room. Additional AV and speaker information will be available in February.
- Timed presentations must adhere to the schedule. Presenters and session chairs share equal responsibility for maintaining the schedule of talks, as well as question and answer segments. Please be sure to stay within your allotted time to ensure that any Q&A/Panel Discussion segments may occur. *One slide per minute is the recommended standard for presentations. Uploading more slides than this formula permits may not be allowed by the Presentation Management System.*
- A listing of the audiovisual hardware/software provided in each of the education rooms will be indicated on the Presenter's Agreement. If you have any special audiovisual requirements, such as proprietary software, etc., please contact Freeman Audio Visual when you receive a link to upload your presentation in February. All special requirements are subject to review for approval.

## Poster Presentation Policies

### Traditional Flatboard Posters

- Poster presentation/attendee viewing times are as follows: 9:30 a.m. – 12:30 p.m. and 1:30 p.m. – 4:30 p.m. on Saturday and Sunday and 9:30 a.m. – 12:30 p.m. on Monday.
- Presenters are required to attend their boards for a 45-minute period during one of these 3-hour time frames. The Presenters Agreement will indicate which day/time you will be assigned to attend your board.



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- Poster boards will be grouped together based on like subject matter. Limited educational programming will be scheduled during these times to encourage attendees to visit the poster sessions and interact with the presenters.
- Presenters must keep their posters on display for the entirety of their assigned 3-hour session, as outlined in their acceptance letters. Once the 3-hour session has ended, they are allowed to remove their posters. Any posters remaining on poster boards or on the floor of the poster area will be removed and discarded if not removed by the presenter at the end of their session. Presenters who cannot adhere to these time requirements may choose a coauthor to present for them. The coauthor's disclosures would need to be added to the poster board prior to the start time of the session.
- Presenters must post disclosures for the presenting author and lead investigator on their poster board. Failure to follow these guidelines may jeopardize your presentation at this and future meetings.
- ACC will offer a poster preparation and printing service. More information will follow in January. If you elect not to take advantage of the poster preparation and printing service, each poster board measures four feet high (121 cm) and eight feet wide (244 cm). Please make sure that the dimensions of your poster are slightly smaller than this to account for the edges of the poster board.
- Presenters must provide the presentation material for the poster board, including all information from their abstract **and all relevant disclosure information**. Text and illustrations must be readable from distances of at least three feet away.
- Use lightweight materials only; heavy articles are difficult to secure. Push pins will be available on site.
- All presentation materials should be produced in advance and brought to the Annual Scientific Session. No audiovisual, projection, or computer equipment requiring electrical power will be permitted in the general poster session area.

**Top-Scoring Posters:** Top-scoring flatboard poster presentations will be acknowledged via a variety of print and online methods. Be among the top 3 highest scoring abstracts in your pathway to receive recognition among your peers in this distinguished category!

#### **Moderated Posters**

- Moderated poster presentation times are as follows: 10:00 a.m. – noon and 3:45 p.m. - 4:30 p.m. on Saturday; 9:45 a.m. – 10:30 a.m., 12:30 p.m. – 1:45 p.m., and 3:45 p.m. – 4:30 p.m. on Sunday; 9:45 a.m. – 10:30 a.m. and 12:30 p.m. – 1:45 p.m. on Monday.
- Moderated posters are electronic PDF presentations of flatboard posters displayed on plasma monitors. Poster presentations vary from three presentations per session to eight presentations per session and are based on the length of each session.
- There are two moderators/thought leaders assigned per session. Each poster presenter will have ten minutes to present; the remaining five minutes is for Q&A, which is where most of the "moderation" occurs and allows for audience interaction.
- Sessions will occur in Moderated Poster Theaters within the Poster Hall. The time of your presentation period will be outlined in your abstract acceptance letter. You will receive additional information in January on how to prepare your electronic presentation.



## ePoster Policies

The Program Committee is committed to the use of an electronic abstract (ePoster) system for self-study and archival purposes, which offers benefits to investigators and users, both during and after the meeting:

- 24/7 access for all onsite registered attendees at ACC.18
- Increased exposure of research, including social media capabilities
- Enduring material
- Self-directed learning
- Interactive communication with presenting author via email
- Robust search and browse functionality within the ePoster Viewer
- “Like,” “save” and email functionality

**All poster presenters will be required to upload an ePoster in PDF format, whether they are in flatboard poster or moderated poster sessions.** This can be easily accomplished after material for your flat poster is generated. ePoster kiosks will be located in the poster hall and the new hands-on learning lab areas for attendees to browse onsite in Orlando. Uploading your abstract is easier than ever. Additional information and instructions will be sent to presenters in January.