

**INVITED SPEAKER/ORAL ABSTRACT PRESENTER GUIDELINES
AMERICAN STROKE ASSOCIATION INTERNATIONAL STROKE CONFERENCE 2007**

PRESENTATION TIME: You have been selected to speak at the International Stroke Conference 2007. Session date and time are indicated on the Itinerary Planner at strokeconference.org. **NOTE:** Failure to present deprives the audience and leaves a space in the program that might have been filled by another presenter. Due to the competitive nature of the program, **any unexplained absences may result in the American Stroke Association refusing to consider your participation at any future meetings.**

PUBLICATION: International Stroke Conference abstracts will be published in the February issue of *Stroke: A Journal of the American Heart Association*, which will be mailed to journal subscribers and available for all other attendees on site.

DISCLOSURE (MANDATORY): See **SESSION FORMAT** on next page, section III Presenter Disclosure.

ELECTRONIC PRESENTATIONS: You are required to either pre-load your presentation in the Speaker Ready Room (Captiva 1-2) 12 hours in advance of session start time or electronically submit your presentation. (details for online submission will be sent to you at a later date) Speakers who submit presentations online must check in (Captiva 1-2) 12 hours prior to session start time to review presentations for technical and format issues. We know how much time and effort you spend preparing your presentation, and we want to ensure your success. **35mm slides will NOT be permitted.**

IMPORTANT Last minute submissions disrupt the flow of sessions and will not be allowed. Any presenter who fails to submit his presentation in a timely manner will be prohibited from speaking.

PRESENTATION/PUBLICATION/PROMOTION: Violation of the following rules will result in sanctions by the International Stroke Conference Program Committee.

- Presentation of the submitted abstract at a national meeting or world congress in the United States prior to the date and time of presentation is **prohibited** and the abstract should **not** be published prior to the International Stroke Conference.
- Speakers, authors, and moderators are NOT allowed to publicize or promote their presentations prior to presentation at International Stroke Conference.

SESSION FORMAT: You must arrive at your assigned room 15-30 minutes prior to the beginning of the session. The moderator must confirm attendance of all presenters.

I. Call to Order

- The moderator will address the audience 5-10 minutes prior to session start time and inform them that they should be seated, as the meeting will begin shortly. The moderator will remind attendees that recording of sessions by video or still photography is prohibited. If permission is obtained from the speaker, non-flash photography is acceptable. Tape recordings (audio only) for personal use may be made.

II. Convene the Session

- The moderator will call for audience attention, introduce him/herself and the co-moderator (if applicable) and announce the overall subject of the session.
- The moderator will encourage all presenters to adhere to their allotted times, ensure that all presenters comply with disclosure (see below), and will open the floor to questions at the appropriate times. A speaker timer will be in the room to assist the moderator.
- Presenters are encouraged to use the lavalier microphone in addition to the lectern microphone so their presentations may be heard more clearly.
- The moderator will call for the first presenter and begin the session.

III. Presenter Disclosure – Mandatory

- All presenters must include a slide listing any conflict of interest disclosures. Financial disclosure includes any commercial funding you receive from one of the companies providing commercial support for International Stroke Conference or from a company whose product(s) you are discussing. The list of companies providing support for International Stroke Conference may be found on the website strokeconference.org, in the final program, and also on signs posted around the convention center.
- If unlabeled use of a commercial product, or an investigational use not yet approved for any purpose is discussed, you must include this information on the disclosure slide. Give the name of the product and disclose that the product is not labeled for the use under discussion or that the product is still investigational. You must also verbally disclose this use to the audience.
- If the presenter fails to display a disclosure slide, ***it is the responsibility of the moderator to ask the presenter if there are any relationships to disclose before he/she proceeds with the presentation.***
- If you are referencing work within your presentation previously published by another author, be sure to include a complete citation at the bottom of the appropriate page.
- Exclude any information from your presentation that may compromise or violate patient confidentiality.

IV. No-Shows

In the event of a no-show, the moderator will proceed to the next speaker or fill the time with questions and discussion.

V. Intermission

If applicable, the moderator will announce the break and time for reconvening.

VI. Reconvene (if applicable)

The moderator will inform the audience that there are 3 to 5 minutes remaining in the break and that they should begin to reassemble. The moderator will reconvene the session at the posted time.

VII. Adjourn

The moderator may want to briefly summarize the presentations and add a few last minute comments. The moderator will adjourn as closely as possible to the scheduled adjournment time. Presenters and moderators must adhere to the session end time as another session may begin in the room immediately following the current session.