Guidelines for ACG 2021 Oral Paper/Video Presentations

Congratulations on having your abstract accepted for oral or video podium presentation at the ACG 2021 Annual Scientific Meeting in Las Vegas! ACG 2021 will be a live, in-person event. All sessions will take place in the Mandalay Bay's South Convention Center. **All oral abstract Presenting Authors** (except for Endoscopy Video Forum presenters) **are required to submit TWO files: a slide presentation (pptx), and a narrated recording of the slide presentation (mp4)**.

Please carefully review this entire document for important information related to your participation and presentation.

If you have any questions after reviewing this document, please email ACG at education@gi.org.

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All Presenters – Oral Abstract and Video Forum

Please carefully <u>review this entire document</u> for important information
related to your participation and presentation at ACG 2021.

General Presentation Information

1. Please limit your slide deck to 10-12 slides.

2. All slide presentations must be created in the 16:9 widescreen slide format.

3. All presentations should be created using PowerPoint for PC, not MAC.

4. The final presentation slide should provide a brief summary of the clinical relevance of the research.

5. DO NOT include a disclosure slide in your file.

6. To ensure consistency among all presentations, please use ACG's slide background (available on the ACG 2021 Speaker Management Site).

7. DO NOT include any institution or industry logos on your slides.

8. Proofread your slides carefully for any typos or other errors.

9. Oral abstract presenters are required to provide both slides and a recording (see page 3).

10. Endoscopy Video Forum presenters are not required to provide slides.

Presentation Timing

1. Oral Abstract Presentations: The majority of oral presenters will be allotted a maximum of 7 minutes for the talk followed by a 3-minute question and answer period. EXCEPTION: If you are assigned to present your talk during one of the two Presidential Plenary sessions (Papers 1-10 only) on Monday morning, October 25, you will be allowed a maximum of 9 minutes for the talk followed by a 3-minute discussion period, for a total of 12 minutes. **This timing will be strictly enforced by the session moderators and you will be cut off if necessary to keep the sessions running on time.**

2. Video Forum Presentations: Endoscopy Video Forum presenters will be allotted a maximum of 5 minutes for the talk followed by a 2-minute question and answer period, for a total of 7 minutes. Please note that no audio will play during your video presentation so you will be required to narrate the video for the audience.

3. ALL PRESENTERS should practice delivering the presentation to ensure you can finish in the allotted time.

4. Speakers should plan to review their presentation on-site in ACG's Speaker Ready Room at least 1 day prior to the scheduled presentation. The Speaker Ready Room will have a mock podium with computers and software identical to those used in the meeting room, that presenters can use to practice. Video presenters will also be able to practice, but will not be able to make any revisions to the originally submitted video.

5. The podium area in the meeting rooms will feature a confidence monitor and countdown timer visible from the podium to help speakers deliver their presentation within the allotted time.

ACG 2021 Copyright Policy

Please be aware that sessions at the ACG Annual Meeting may be recorded, and your acceptance of the opportunity to present also entails agreement to taping.

ACG 2021 Embargo Policy

All research presented at ACG 2021 is strictly embargoed until 12:30 pm PDT (3:30 pm EDT) on Sunday, October 24, 2021. The embargo policy means that no news, information, results of any abstract or research finding can be released to the media or published before Sunday, October 24 at 12:30 pm PDT (3:30 pm EDT). This embargo includes revealing anything about the results (including the title of the abstract, since the title often indicates the finding) in a press release or "curtain raiser." If you have questions, please email ACG Media Staff at mediaonly@gi.org.

ACG 2021 Oral Abstract Presentations*

*These requirements do not apply to Endoscopy Video Forum presenters. See page 5 for Video Forum presentation requirements.

> We are planning for an in-person meeting but given the uncertainty of the times, we are also planning for contingencies that include both hybrid and virtual options. As such, we require that all presenters record their presentations prior to the meeting. This will permit us to pivot quickly if we need to transition to a virtual event and will allow for unexpected changes in travel as needed for a live meeting.

Presentation Submission Requirements:

- **<u>All oral abstract Presenting Authors are required to submit TWO files</u>: a slide presentation (PPTX) which must be approved by ACG. The approved file must then be used to make a narrated recording of the slide presentation (mp4).**

- The deadline to submit the slide presentation **<u>(PPTX file) is Wednesday, September 1</u>**. Each presentation file will be reviewed by ACG. Should any revisions be required, ACG will contact the Presenting Author.

- Once the slide presentation has been approved by ACG, the Presenting Author will then narrate and record their approved presentation. The deadline to submit the recorded narrated slide presentation **<u>(mp4 file) is Friday, September 17.</u>** The mp4 file MUST meet the same time requirements as your live presentation.

Slide Design and Requirements:

- All presentations should be created using PowerPoint (PPT) for PC, not MAC, and be in 16:9 format. If you need help converting from the 4:3 format to 16:9, please email education@gi.org.

- **Please limit your slide deck to 10-12 slides, and provide a PPTX file, not a PPT file.**

- To ensure consistency among all presentations, please use ACG's blue or white slide background, available to download from the ACG 2021 speaker management site.

- Your presentation title should match the title of the submitted abstract that was accepted for presentation.

- Under the presentation title, list all authors and their institutions.

- The final slide should include a brief summary of the clinical relevance of the research.

- Keep the slide design simple and open. Do not use animation that covers the original text. Use color to highlight points of interest.

- <u>DO NOT</u> add your name or any other background logo as a footer to your slides.

- <u>DO NOT</u> use a font size smaller than 22 points. If you need a specialized font that is not included in Office, please embed it into your PPTX.

- <u>DO NOT</u> include any hyperlinks in your presentation file. The presentation software at the podium will not be connected to the Internet.

- If a reference is cited, position it on the bottom of the slide with the following information: Author (et al. if appropriate), publication name, publication date, page number(s).

- If you choose to use previously published illustrations or material posted on the Internet in your presentation, you *must* include appropriate citation/credit, i.e., author, title, publisher, and place and date of publication, or the web address if the work is from an online source.

- DO NOT include a disclosure slide in your file. The disclosure information provided when your abstract was submitted will be made available to all meeting attendees.

- We support movies in the following formats: AVI, MPEG-1, MPEG-2, MPEG-4 (Divx, Xvid, WMVs), MOV (H.264), Cinepack, Techsmith, Flash. Compress videos no matter which format you use, as they will load faster during your presentation with no distinguishable loss in video quality.

- If your presentation includes timings, please notify the ACG staff in the Speaker Ready Room in advance of your presentation. If you used PowerPoint's "Rehearse Timings" feature to practice your presentation, those timings could create issues if not removed before your live presentation.

- The slides that you upload to ACG's Speaker Management Site will be those you present on-site at the meeting.

- **The deadline to submit the slide presentation (PPTX file) is <u>Wednesday, September 1</u>.**

Recording Requirements:

- **DO NOT record your presentation until you receive email notification from ACG that your PowerPoint file has been approved. Following ACG's review of your slides, you will be notified that your file can be recorded, or you may be asked to make minor adjustments to your slide presentation before you record.**

- If you use PowerPoint's Slide Show feature to record your narrated presentation, you can easily create an mp4 file by clicking File in the menu, then Export, then Create a Video (save it as a Standard video to keep the mp4 file size as small as possible).

- You may also use a webinar service like Zoom to record your slide presentation.

- The file you submit should be no more than 500MB.

- **The deadline to upload the narrated presentation (mp4 file) to the speaker management site is <u>Friday, September 17</u>.**

Presenting Your Oral Abstract:

- There will be a short Q&A period after each abstract presentation, so prepare some responses to possible questions the audience or session moderators may have about your research.

- Abstract presenters are encouraged to visit the meeting room where their presentation will be given, ideally the day before. AV technicians will be in the rooms before and after sessions, and may allow you to spend a few minutes at the presentation podium to familiarize yourself with the equipment.

- The podium area will feature a confidence monitor and countdown timer visible from the podium to help speakers deliver their presentation within the allotted time.

- Plan to arrive in the meeting room 15-20 minutes before your session starts, and to introduce yourself to the session moderator(s). Please sit in a front row so that you can reach the stage quickly when your name is called to present.

ACG 2021 Endoscopy Video Forum Presentations (Orals #V1-V6 ONLY)

- Presenters in this session are <u>not</u> required to submit slides or provide an additional recording.

- The videos submitted during the call for abstracts will be played during this session.

- Endoscopy Video Forum presenting authors will be required to narrate their video during the session; the audio on the submitted video will not play.

- The Endoscopy Video Forum will be held on Monday, October 25, from 4:45-6:00pm (Pacific Time), and is for Orals #V1-V6 only.

- Videos will be presented in numerical order, and each video will be followed by a Q&A session conducted by the Moderators and Judges. Attendees will be able to text questions, and the Moderators and Judges may ask their own questions of the presenters. Once all the videos have played, attendees along with the Judges, will be able to cast their votes for the best video. The winner will be announced live and invited onto the stage to receive a certificate.

- We recommend that presenters prepare some responses to possible questions the audience or session moderators may have about your research, for the short Q&A after each video presentation.

ALL ACG 2021 PRESENTING AUTHORS

BEFORE YOU LEAVE FOR LAS VEGAS

- The presentation file you submit to ACG in advance of the meeting will be loaded into the AV system and will be available for you to review in Las Vegas in the ACG Speaker Ready Room.

- We recommend you bring a copy of your presentation with you to the meeting. Copy your PPTX file and all movies to a folder on a USB memory stick. PowerPoint 2010 and later versions will embed movies by default, however, you should still bring the videos with you as a back-up. (Older versions of PowerPoint will not embed the movies; they must all be placed in the same folder as your PPT file.)

WHEN YOU ARRIVE AT THE SOUTH CONVENTION CENTER AT MANDALAY BAY

Picking Up Your Registration Materials
- Do not go to the main ACG Registration area. Registration materials (badge, program book, etc.) for all speakers will be available in the Speaker Ready Room, located in Reef BCEF on the 2nd level of the South Convention Center at Mandalay Bay.

Speaker Ready Room
- **Oral Abstract and Video Forum Presenters must check-in at the Speaker Ready Room, preferably the day before their scheduled presentation**, and no later than 4 hours prior.

- The Speaker Ready Room will have a mock podium with computers and software identical to the ones used in the meeting room, that presenters can use to practice.

- It is *imperative* that you review your presentation in the Speaker Ready Room. This is where our technicians can help resolve any compatibility or formatting issues prior to your presentation. This is especially important for those with movies in their presentation.

- If your slide presentation includes videos, please notify the Speaker Ready Room staff in advance of your presentation time so your presentation can be tested to ensure the videos run properly.

- If your slide presentation includes timings, please notify the Speaker Ready Room staff in advance of your presentation.

Speaker Ready Room Hours and Location:				
Mandalay Bay's South Convention Center - Reef BCEF, 2nd Level				
Friday	6:15 am - 5:20 pm		Monday	6:45 am - 6:00 pm
Saturday	6:45 am - 5:15 pm		Tuesday	7:30 am - 5:00 pm
Sunday	6:45 am - 6:00 pm		Wednesday	7:30 am - 11:30 am

Questions? Please contact education@gi.org.

American College of Gastroenterology
Content Validation Policy and Guidelines for PowerPoint Presentations

ACG CONTENT VALIDATION POLICY

Content Validation:

- ACG expects that all of its CME program will adhere to the ACCME's content validation statements. Specifically, all the recommendations involving <u>clinical</u> medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications <u>in the care of patients</u>. All scientific research referred to, reported, or used in CME in support of justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, and analysis.

Safeguards Against Commercial Bias:

- Educational materials that are part of a CME activity, such as slides, abstracts, and handouts, cannot contain any advertising, corporate logo, trade name, or a product-group message of an ACCME-defined commercial interest.
- CME must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If your CME educational material or content must include trade names, trade names from several companies should be used where available, not just trade names from a single company.

As you develop your content, please consider the following points:

❑ Is this content without commercial bias?

Generic names of drugs and devices are preferred in CME to avoid the appearance of commercial bias. Speakers should avoid using brand and manufacturer names to prevent the appearance of promoting a specific product, device, or manufacturer.

DRUG NAMES: If it is absolutely necessary to mention a drug by its trade name (i.e., to enhance the education of the learner, if it's the only drug of its kind on the market, or if several products have very similar names), state the generic name, followed by the trade name of the drug in parentheses **only on first mention.** Afterward, use only the generic drug name. If more than one brand name is available for the chemical entity being discussed, list all of them.

DEVICE NAMES: If a device trade name is critically important for the learner, use it **only on first mention**. Afterward, use the generic names, a description, or abbreviation.

Considering the aforementioned:

❑ Are there any images of commercial products?
❑ Are there any images of name brand devices?
❑ Are there any images of a brand or manufacturer's name?
❑ Are there any images or listings of commercial products where the name could be listed generically (e.g., Pepto Bismol should be bismuth subsalicylate, Tylenol should be acetaminophen, etc.)?
❑ Is content cited appropriately?

ACCME – Accreditation Council for Continuing Medical Education
CME – continuing medical education