

Guidelines for ACG 2023 Oral Paper/Video Presentations

Congratulations on having your abstract accepted for oral or video podium presentation at the ACG 2023 Annual Scientific Meeting in Vancouver! ACG 2023 will be a live, in-person event. All sessions will take place in the Vancouver Convention Centre West. **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

PAGE 7 – **Content Validation** – Overview: The ACG is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education (CME) for physicians. As an accredited provider, ACG is responsible for ensuring that our education is fair and balanced and that any clinical content presented supports safe, effective patient care. These expectations are drawn from Standard 1 of the ACCME Standards for Integrity and Independence in Accredited Continuing Education and fully outlined on page 7. ACG ensures the clinical content validity of accredited continuing education through external (peer) review by persons with appropriate clinical expertise and no relevant financial relationships with ineligible companies.

PAGE 8 – **Safeguards Against Commercial Bias** – Overview: Educational materials that are part of a CME activity, such as slides, abstracts and handouts, cannot contain any advertising, corporate logos, trade names or a product-group message of an ACCME-defined ineligible company. 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.

PAGE 9-11 – **Disclosure/Conflict of Interest Policy** – Overview: The ACCME requires that any speaker on a meeting program disclose all financial relationships with any ineligible companies over the past 24 months, and this disclosure has already been executed during the online submission of your abstract and will be shared with participants prior to the meeting. Also in accordance with ACCME guidelines, employees of ineligible companies (formerly known as a “commercial interest”) may not serve as speakers in a CME activity; therefore, the presenting author may not be an industry employee.

* ACG will reassess the recording requirement in early September and will notify all speakers if it is lifted.

Please carefully review this entire document for important information related to your participation and presentation at ACG 2023.

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 to download from the ACG 2023 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.
- 11. ALL PRESENTERS MUST CHECK IN AT ACG'S SPEAKER READY ROOM, AT LEAST 1 DAY PRIOR TO THE SCHEDULED PRESENTATION TIME, TO REVIEW THEIR PRESENTATION.**

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, 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. 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 2023 Copyright/Recording Policy

Please be aware that sessions at the ACG Annual Meeting may be videotaped, audiotaped, and/or photographed, and may be reproduced in a variety of media, including audio recording, video recording, digital, mobile, Internet, DVD, and/or print media. Your acceptance of the opportunity to present also entails agreement to taping. Presenters agree to any such reproduction and release ACG with respect thereto in consideration of their participation on the program. Abstract authors own the underlying work of the abstract. There is shared copyright between ACG and the author(s) for any publications. ACG holds copyright for meeting-related recordings. Presenters agree to obtain any necessary copyright permission(s), provide them to ACG in advance of the event, and to indemnify ACG for any inadvertent unauthorized use if any portion of the presenter's activity materials are not the original work of the presenter and/or if the presenter does not hold the copyright for the materials in question.

ACG 2023 Embargo Policy

All research presented at ACG 2023 is strictly embargoed until 12:00 pm PT/3:00 pm ET on Sunday, October 22, 2023. 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 22, 2023 at 12:00 pm PT/3:00 pm ET. This embargo includes revealing anything about the results (including the title of the abstract, since often times the title indicates the finding) in a press release or "curtain raiser." If you have a question, please email mediaonly@gi.org.

ACG 2023 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.

ACG will reassess the recording requirement in early September and will notify all speakers if it is lifted.

Presentation Submission Requirements:

- **All oral abstract Presenting Authors are required to submit TWO files: 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 **(PPTX file) is Friday, September 1**. 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 **(mp4 file) is Friday, September 15**. 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 2023 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.
- **DO NOT** add your name or any other background logo as a footer to your slides.
- **DO NOT** 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.
- **DO NOT** 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 Friday, September 1.**

Recording Requirements (see NOTE below):

- **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 Friday, September 15.**

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.

NOTE: ACG will reassess the recording requirement in early September and will notify all speakers if it is lifted.

ACG 2023 Endoscopy Video Forum Presentations (Orals #V1-V6 ONLY)

- Presenters in this session are not 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 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 PRESENTING AUTHORS

BEFORE YOU LEAVE FOR VANCOUVER

- 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 Vancouver 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 VANCOUVER CONVENTION CENTRE, WEST BUILDING

Picking Up Your Registration Materials

- ACG 2023 will be held in the West building of the Vancouver Convention Centre, at 1055 Canada Place.
- Go directly to Speaker Ready in Rooms 202-204 on Level 2 in the West building, to pick up your registration materials (badge, program book, etc.). *Do not go to the main ACG Registration area.*

Speaker Ready Room

- **Oral Abstract and Video Forum Presenters must check-in at the Speaker Ready Room at least 1 day before their scheduled presentation.**
- *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: Vancouver Convention Centre West – Rooms 202-204, Level 2			
Friday	6:15 am - 5:20 pm	Monday	6:45 am - 6:00 pm
Saturday	6:45 am - 5:00 pm	Tuesday	7:00 am - 6:00 pm
Sunday	7:30 am - 5:20 pm	Wednesday	7:45 am - 11:30 am

Questions? Please contact education@gi.org.



American College of Gastroenterology Content Validation Policy and Safeguards Against Commercial Bias



Please review ACG's Content Validation Policy and Safeguards Against Commercial Bias below BEFORE you develop your content. We encourage you to use the checklists to ensure your content adheres to these guidelines.

Content Validation:

ACG enlists your help to ensure that educational content is fair and balanced, and that any clinical content presented supports safe, effective patient care. This includes the expectations that:

- ✓ All recommendations for patient care in accredited continuing education must be based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options.
- ✓ All scientific research referred to, reported, or used in accredited education in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, analysis, and interpretation.
- ✓ Although accredited continuing education is an appropriate place to discuss, debate, and explore new and evolving topics, these areas need to be clearly identified as such within the program and individual presentations. It is the responsibility of accredited providers to facilitate engagement with these topics without advocating for, or promoting, practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning.
- ✓ Content cannot be included in accredited education if it advocates for unscientific approaches to diagnosis or therapy, or if the education promotes recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients.

Consider using the following best practices when presenting clinical content in your talk:

- ✓ Clearly describe the level of evidence on which the presentation is based and provide enough information about data (study dates, design, etc.) to enable learners to assess research validity.
- ✓ Ensure that, if there is a range of evidence, that the credible sources cited present a balanced view of the evidence.
- ✓ If clinical recommendations will be made, include balanced information on all available therapeutic options.
- ✓ Address any potential risks or adverse effects that could be caused with any clinical recommendations.

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 ineligible company (formerly called a “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:

- ☐ Does this content promote improvements or quality in healthcare and not a specific proprietary business interest of an ineligible company (“commercial interest”)?

Presentations must give a balanced view of therapeutic options. A “balanced view” means that recommendations or emphasis must fairly represent, and be based on, a reasonable and valid interpretation of the information available on the subject (e.g., “On balance the data support the following...”). A “balanced view of therapeutic options” also means that no single product or service is overrepresented in the education activity when other equal but competing products or services are available for inclusion.

- ☐ 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?



American College of Gastroenterology CME Policies and Procedures for Identifying and Mitigating Relevant Financial Relationships

The American College of Gastroenterology (ACG) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. ACG, as an ACCME accredited provider, requires that the content of accredited continuing education provide accurate, balanced, objective, and scientifically justified recommendations. Education must be free of the influence or control of ineligible entities, and protect learners from promotion, marketing, and commercial bias.

All recommendations in CME activities involving clinical medicine must be based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options. All scientific research referred to, reported, or used, in accredited education in support of justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, analysis and interpretation.

ACG is committed to providing accredited education that offers healthcare professionals with a protected space to learn, teach, and engage in scientific discourse free of the influence from organizations that may have an incentive to insert commercial bias into the education. All education must serve the needs of patients and not the interests of industry and adhere to all applicable standards and criteria of the Accreditation Council for Continuing Medical Education (ACCME).

Ineligible Company

The ACCME defines an "ineligible company" (formerly known as a "commercial interest") as any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

Financial Relationships

Examples of financial relationships include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies should be disclosed by the principal or named investigator even if that individual's institution receives the research grant and manages the funds.

Owners and employees of ineligible companies are considered to have unresolvable financial relationships and will automatically be excluded from participating as planners or faculty and must not be allowed to influence or control any aspect of the planning, delivery, or evaluation of accredited continuing education, except in the limited circumstances outlined in

Standard 3.2 of the ACCME Standards for Integrity and Independence in Accredited Continuing Education:

- a. When the content of the activity is not related to the business lines or products of their employer/company.
- b. When the content of the accredited activity is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.
- c. When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used.

Relevant Financial Relationships

Financial relationships are relevant if the educational content an individual can control is related to the business lines or products of the ineligible company.

Procedures for Managing Integrity and Independence in ACG CME Activities

Requirements for Identification of Financial Relationships

Everyone who is in a position to control the content of a CME activity (e.g., planners, speakers, authors, reviewers, staff, etc.) must disclose to ACG ALL financial relationships with any ineligible companies over the past 24 months, regardless of amount or if relevant to the content, by completing the Disclosure Declaration prior to assuming their role in an accredited activity. Individuals who refuse to disclose financial relationships will be disqualified from involvement in the planning or implementation of accredited continuing education.

Review and Determination of Relevant Financial Relationships

ACG staff in collaboration with content experts without relevant financial relationships from the Peer Review Subcommittee of the Educational Affairs Committee review all financial relationships to determine if relationships are relevant to the education. Financial relationships are identified to be relevant if:

- A financial relationship, in any amount, exists between the person in control of content and an ineligible company.
- The financial relationship existed during the past 24 months.
- The content of the education is related to the products of an ineligible company with whom the person has a financial relationship.

The identification of relevant financial relationships does not necessarily mean that an individual is unable to participate in the planning and implementation of an educational activity. Rather, the accreditation standards require that relevant financial relationships are mitigated before an individual controlling content assumes his/her role in the accredited activity.

Mitigation of Relevant Financial Relationships

ACG uses review and approval of content as the primary method for resolution of relevant financial relationships in its CME activities. At the planning level, the CME activity and the

relevant financial relationships of planners are reviewed prior to the approval and implementation of an activity. All planning decisions must be approved (or modified) by the Board of Trustees or their designate(s) who conduct a peer review of all planning decisions to ensure they are free of any commercial bias, including selection of topics/content, objectives, and faculty. Planners may not proceed with an activity until it has been approved (including any required modifications identified as necessary).

Relevant financial relationships for faculty are mitigated through a content review process prior to the program. ACG staff, working with content experts from the Peer Review Subcommittee, review a speaker's CME presentation content, which must adhere to ACG's CME Clinical Content Validation Process and Commercial Bias Review for ACG Peer Reviewers measures. Peer reviewers conclude by indicating (1) content is approved (i.e., without commercial bias); (2) not approved; or (3) approved with specific edits or action required. ACG staff ensures that specific edits and actions identified by peer reviewers for mitigation of relevant financial relationships are implemented.

In the circumstance where a presenter or instructor participating in CME will not be presenting content such as slides, handouts, or electronic media (e.g., panelists, case presenters, or moderators), an individual with a relevant financial relationship is instructed, and must agree, to refrain from making recommendations regarding product or patient treatment options related to the ineligible company with whom s/he has a financial relationship.

Disclosure of Financial Relationships to the Learners

All relevant financial relationships and the nature of those relationships, or the absence of relevant financial relationships, will be disclosed to the learners prior to them engaging in the accredited activity, including a statement that all relevant financial relationships have been mitigated. ACG shares this information with learners via the online platform, mobile app, printed program book handout, or on a slide (as appropriate for the activity type).

Monitoring and Oversight

All accredited continuing education activities will be evaluated by participants to determine if the content was free of bias and met acceptable scientific standards. Additionally, the Educational Affairs Committee may assign peer review evaluators to attend, monitor, and audit select presentations. ACG investigates any commercial bias claims from its attendees, faculty, and monitors. Speakers who do not fully comply with ACG's policies and procedures related to the elimination of commercial bias from its CME programs may be prohibited from participating in future activities.