

Onsite Faculty Training

Everything you need to know for a successful meeting!



Agenda

- Discuss meeting schedule and session format
- Reviewing the onsite speaker and moderator experiences
 - Before the Meeting
 - Before the Session
 - During the Session
 - After the Session

Schedule at a Glance (CST)



	Friday, Nov. 6	Saturday, Nov. 7	Sunday, Nov. 8	Monday, Nov. 9	Tuesday, Nov. 10	Wednesday, Nov. 11
Programming	Preconference Programming - ACR Ultrasound Conferences: 7:20 AM–5:50 PM - Global Rheumatology Summit: 8:00 AM–4:20 PM - Practice Innovation Summit: 8:00 AM–6:00 PM - FIT Program: 12:00–5:45 PM	Preconference Programming - ACR Ultrasound Conferences: 7:25 AM–2:45 PM - Review Course: 7:45 AM–12:00 PM - Basic & Clinical Research Conference: 8:00 AM–3:30 PM - Radiology Bootcamp: 1:00–3:00 PM - Practice Innovation Summit: 10:00 AM–3:45 PM - Opening Session & Awards: 4:00–6:00 PM	Scientific Sessions - Navigating ACR Convergence for First-Time Attendees: 7:00–7:45 AM - Year in Review: 7:30–8:30 AM - Plenary I: 10:00–11:30 AM - Knowledge Bowl Preliminary Round: 1:00–3:00 PM - Memorial Lectures: 2:30–3:30 PM ADD-ONS - Meet the Professors 11:30 AM–12:30 PM 4:00–5:00 PM - Ultrasound Workshops 8:00–9:30 AM 1:00–2:30 PM	Scientific Sessions - Plenary II: 10:00–11:30 AM - Knowledge Bowl Final Round: 1:00–3:00 PM - Memorial Lectures: 2:30–3:30 PM 3:30–4:30 PM ADD-ONS - Meet the Professors 7:30–8:30 AM 11:30 AM–12:30 PM 4:00–5:00 PM	Scientific Sessions - Plenary III: 10:00–11:30 AM - Memorial Lectures: 1:00–2:00 PM 2:30–3:30 PM ADD-ONS - Meet the Professors 7:30–8:30 AM 11:30 AM–12:30 PM 4:00–5:00 PM	Scientific Sessions - Late-Breaking Abstracts: 8:00–9:30 AM - Clinical Year in Preview: 10:00–11:00 AM
Key Events	- Career Fair: 10:00 AM–3:00 PM - FIT Reception: 5:45–6:30 PM <i>Fellows in Training only</i>	Grand Opening Networking Event: 6:15–7:15 PM	Networking Lounges: 8:30 AM–5:00 PM			
Posters			- Poster Hall: 8:30 AM–4:00 PM - Poster Tours: 10:30 AM–12:30 PM			
Industry-Supported Sessions (ISS)			ISS: 5:30–7:30 PM			ISS: 11:30–1:30 PM
Exhibits			- Exhibit Hall: 10:00 AM–5:00 PM - Unopposed Hours: 11:30 AM–1:00 PM		- Exhibit Hall: 10:00 AM–2:30 PM - Unopposed Hours: 11:30 AM–1:00 PM	

The Onsite Faculty Experience

Before the Meeting

ACR
Convergence
Where Rheumatology Meets

A decorative graphic consisting of a series of small, light blue dots arranged in a curved, spiral pattern, resembling a stylized 'C' or a molecular structure, located to the right of the ACR Convergence text.

Before You Arrive

Moderators

- View all session details and speaker bios in [online agenda](#)
- If unable to locate the speaker bio, contact speaker directly or locate online
- Review the moderator guidelines including scripts
- Familiarize yourself with the meeting app
- Draft one or two questions for the Q&A portion to use if needed

Speakers

- Log into faculty portal to review your roles
- Review slide guidelines
- Make sure your bio has been provided

The Onsite Faculty Experience

Before the Session

ACR
Convergence
Where Rheumatology Meets

A decorative graphic consisting of a series of small, light blue dots arranged in a curved, spiral pattern, resembling a stylized 'C' or a molecular structure, located to the right of the ACR Convergence text.

Before the Session - Moderators

- Pick up badge at registration
- Arrive at designated meeting room 30 minutes before session start time
- Introduce yourself to speakers and verify introduction bio information
- Connect speaker with A/V tech to get set up
- Verify correct presentation is available in room
- Ensure final disclosure statement is on 2nd slide of presentation
- 2-3 minutes before, make housekeeping announcements on moderator script

Before the Session - Speakers

- Pick up badge at registration
- Check into Speaker Ready Room in **W207 A-C** a minimum of 3 hours before presentation
- Arrive at designated meeting room 30 minutes before the session start time
- Check in with moderator, A/V tech and ACR staff

Speaker Ready Room Hours (in EST)

- Friday, November 6: 10:00 AM - 5:00 PM
- Saturday, November 7: 7:00 AM - 5:00 PM
- Sunday, November 8: 7:00 AM - 5:00 PM
- Monday, November 9: 7:00 AM - 5:00 PM
- Tuesday, November 10: 7:00 AM - 5:00 PM
- Wednesday, November 11: 7:00 AM – 11:30 AM

**Speaker Ready Room
Location:
W207 A-C**

The Onsite Faculty Experience

During the Session

ACR
Convergence
Where Rheumatology Meets

A decorative graphic consisting of a series of concentric, dotted arcs in shades of purple and blue, creating a sense of depth and movement, positioned to the right of the ACR Convergence text.

During the Session - Moderators

- Start and end the session on schedule with brief introduction:
 - Session title
 - Your full name, title, and institution/affiliation
 - Introduction of all speakers
- Utilize timer provided to make sure presentations remain within allotted time
- Monitor for any ACR Code of Conduct, ACCME or WMA Declaration of Helsinki policy violations to report immediately to ACR staff
- Lead Q&A with speakers at the end of the session, receiving attendee questions from in-room mic
- Have one or two questions prepared ahead of time to ask if needed

Policy - ACR Code of Conduct

- ACR is committed, and expects its staff, guests and participants to be committed, to providing a friendly, safe and welcoming environment for all, regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.
- Examples of policy violations:
 - Negatively targeting a race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status
 - Comments/questions intended to intimidate or that have the effect of being intimidating
 - Postings that are abusive, hostile or demeaning to others
- See full ACR Educational Meeting Code of Conduct [here](#)

Policy - ACCME

- In compliance with ACCME Standards for Integrity and Independence in Accredited Continuing Education, Standard 5, educational materials that are part of accredited education (such as slide, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.
 - Product/brand names and logos are not allowed in the body of the presentation.
 - However, institution logos (i.e., non PhRMA related logos such as school names, associations and government agencies) are allowed in the body of the presentation.

Policy - WMA Declaration of Helsinki

- Any work with human or animal subjects reported in submitted abstracts must comply with the guiding principles for experimental procedures found in the Declaration of Helsinki of the World Medical Association.
- If work involved human or animal subjects, the abstract authors were required to check a box during the submission process to attest that they complied with the guiding principles for experimental procedures.
- [Click here for more details.](#)

During the Session - Speakers

- Following presentation, answer questions during live Q&A

The Onsite Faculty Experience

After the Session



After the Session

Moderators

- Thank speakers and the audience.
- Encourage attendees to complete the session survey in the meeting app.
- Remind attendees that instructions to claim credit is available in the meeting app and ACR website.

Speakers

- Be available to continue the discussion with attendees following the conclusion of your session while you are onsite at Convergence

Next Steps

- Review presentation/moderator guidelines in faculty portal
- Submit/review speaker bios
- When released to attendees, log into the #ACR26 meeting app to familiarize yourself with session and speaker details

Thank You!



Contact us at
facultymanagement@rheumatology.org
with any additional questions.