

MODERATOR GUIDELINES

Please review guidelines in advance and be mindful of time during your presentation at SCMR 2025. Speaker timers will be provided to assist. Thank you for participating and we look forward to seeing you in Washington DC!

Overview

Each of the main sessions at SCMR has two moderators. The influential role of the moderators in "managing" an SCMR session, both as time and discussion gatekeeper, cannot be overstated.

It is the moderator's responsibility to introduce the session and presenters, facilitate the dialogue, including questions from the audience, **keep the session on schedule**, and acknowledge any session sponsors when appropriate in our non-cme innovation track or hands on sessions. The following guidelines have been prepared to ensure the smooth and uniform running of the meeting sessions. Please become fully acquainted with them.

Before the Meeting

1. Familiarize yourself with your session in the [SCMR 2025 Annual Scientific Sessions online program here](#)
2. Review each presenters' biography, if provided.
3. In conjunction with your co-moderator, feel free to connect with the presenters offline before your session with specific instructions to enhance the flow of the session on the day.
4. Download the meeting app, when available mid-January, information to follow.
5. Locate the presentation room prior to the start of your session, a day before if possible.

Arriving for the Session

1. Arrive 10 minutes before the session starts to check equipment, make sure each presentation is loaded, meet presenters, and resolve any last-minute issues.
 - Ask the presenters for the proper pronunciation of their name.
 - Identify yourself to the audio-visual technician in the meeting room.
2. For the oral sessions moderators will sit at the head table while the first row of seats in the meeting room will be reserved for presenters.
3. For the Rapid-Fire and Quick-Fire sessions moderators will stand next to the monitor at the corresponding kiosk.

During the Session

1. Start on time. This is extremely important to ensure each presenter has her/his allotted time.
2. Introduce yourself (name and affiliation).
3. Introduce each presenter in the order listed in the online program/mobile App. Be sure to mention each presenter's name, affiliation, and presentation title. If a presenter is a no-show, readjust the order accordingly.
4. **IMPORTANT:** Keep the session on time. This may mean that you must politely interrupt a speaker who exceeds their allocated time.
5. Provide the opportunity for attendees to ask questions after each talk or at the end of the session, depending on the program of the corresponding session. For the oral sessions, aisle microphones will be in each room for the question and answer (Q&A) segment. In addition, look for questions posted on the mobile App and put these to the speakers if appropriate.
6. Timing for individual presentations is crucial to the success of the conference. You are responsible for stopping speakers from going over their allotted time.
7. For Rapid-Fire and Quick-Fire sessions please ensure the noise level is maintained at a level that does not affect the parallel sessions in the different kiosks; a recommendation is to avoid applauding after each talk and have a general applause at the end of the session for all the speakers.
8. End the session on time. Close the session by thanking presenters for presenting.

SPEAKER GUIDELINES

Please review guidelines in advance and be mindful of time during your presentation at SCMR 2025. Speaker timer and light indicator will be provided to assist (green = go; yellow = 2 minutes remaining; red = end). Thank you for participating and we look forward to seeing you in Washington DC!

General Guidelines for All Presentations

1. **All presentations must be given in-person.** Please notify Dale Gibbons (dgibbons@veritasamc.com) by **January 13, 2025**, if the presenter is unable to attend SCMR 2025 in person.
2. Please use the SCMR slide template to prepare your presentation (template is located within your speaker portal and on the landing page of the [2025 SCMR Conference Website](#))
3. Please ensure to acknowledge any conflicts of interest you may have. Presentations should be free of bias.

4. Presentations should be saved as .ppt or .pptx. When uploading your presentation please identify your presentation by using the day of your presentation, the room name, the time of your presentation (using 24-hour clock) followed by your last name. e.g., **WED-EMPIRE-1330_Smith**
5. Upload your presentation file by **January 24, 2025**, by accessing the upload link in your task list located in your speaker profile. If you need assistance in accessing your profile, please contact Dale Gibbons (dgibbons@veritasamc.com).
6. If you do not upload a PowerPoint file of your presentation **online by January 24, 2025**, you can do so in the Speaker Ready Room **at least two (2) hours one hour prior to your presentation**. If you are presenting a Rapid Fire or Quick Fire presentation, you **must** have your session uploaded in the Speaker Ready Room **by 5:00 pm the day prior to your presentation**. Presenters should also bring a copy of their presentation on a thumb drive.
7. The Speaker Ready Room is in the **Director's Room of the Omni Shoreham Hotel**. The hours are listed below:

Tuesday, January 28 – 3:00 pm – 6:00 pm
Wednesday, January 29 – 8:00 am – 5:00 pm
Thursday, January 30 – 7:00 am – 5:30 pm
Friday, January 31- 7:00 am – 4:30 pm
Saturday, February 1 – 7:00 am – 12:00 pm

8. **All presenters must check their presentation in the Speaker Ready Room a minimum of two (2) hours before their session begins.** Please check into the Speaker Room the day before your presentation if you can, but no less than two hours before your session begins.
9. Patient confidentiality must be protected. No names should appear in the images and/or illustrations.

Invited Lectures:

1. For most invited presentations, the total allocated time is 15 minutes: 12 minutes for presentation and 3 minutes for discussion.
2. A small number of sessions (e.g. some pre-conference sessions, focus sessions and debates) have different timings. This was previously communicated to you by SCMR. For these sessions Q/A will usually be happening at the end of the session, this will be labeled in the program.

Early Career Award Presentations:

1. All presentations must be given in-person by the first early career author of the submission. Recorded or remote presentations are not accepted.
2. Early career award abstracts will be presented- in one of the main lecture theatres. Please refer to the date and time of your scientific abstract presentations that was sent to you along with the acceptance letter.

3. You will have 7 minutes for the oral abstract presentation followed by 2 minutes Q/A discussion. **Note: Your presentation will be stopped by the moderator after 7 minutes – please practice staying within the time limit!**
4. The first slide should show the full title of your submission, co-authors and institution(s).
5. The second slide should present the disclosures of any of the abstract authors and describe your personal contribution to the presented work.
6. The remaining slides should include (as separate elements) your hypothesis, methods, results, and conclusions. Given the time limit, we suggest no more than 10 slides/presentation.

Oral Abstract Presentations:

1. If the first author of an oral abstract presentation is not able to attend SCMR 2025 in person, another author can present the abstract instead. Please notify Dale Gibbons (dgibbons@veritasamc.com) **by January 13, 2025**, of any changes in presenter or if no author is able to attend SCMR 2025 in person.
2. Oral abstracts will be presented in one of the main lecture theatres. Please refer to the date and time of your scientific abstract presentations that was sent to you along with the acceptance letter.
3. You will have 7 minutes for the oral abstract presentation followed by 2 minutes Q/A discussion. **Note: Your presentation will be stopped by the moderator after 7 minutes – please practice staying within the time limit!**
4. The first slide should show the full title of your submission, co-authors and institution(s).
5. The second slide should present the disclosures of any of the abstract authors.
6. The remaining slides should include (as separate elements) your hypothesis, methods, results, and conclusions. Given the time limit, we suggest no more than 10 slides/presentation.

Oral Case Presentations:

1. If the first author of an oral case presentation is not able to attend SCMR 2025 in person, another author can present the case instead. Please notify Dale Gibbons (dgibbons@veritasamc.com) **by January 13, 2025**, of any changes in presenter or if no author is able to attend SCMR 2025 in person.
2. Oral cases will be presented in one of the main lecture theatres. Please refer to the date and time of your clinical case presentation that was sent to you along with the acceptance letter.
3. You will have 7 minutes for the oral case presentation followed by 2 minutes Q/A discussion. **Note: Your presentation will be automatically stopped after 7 minutes – please practice staying within the time limit!**
4. The first slide should show the full title of your submission, co-authors and institution(s).

5. The remaining slides should include (as separate elements) a brief clinical background, the main CMR findings, the final diagnosis (if available) and brief conclusions or take-home messages.

Rapid Fire Abstracts and Quick Fire Cases:

1. If the first author of a Rapid/Quick Fire presentation is not able to attend SCMR 2025 in person, another author can present the abstract instead. Please notify Dale Gibbons (dgibbons@veritasamc.com) by **January 13, 2025** of any changes in presenter or if no author is able to attend SCMR 2025 in person.
2. Please refer to the date and time of your scientific case/abstract presentations that was sent to you along with the acceptance letter.
3. You will have 3 minutes for the presentation followed by 6 minutes Q/A discussion. **Note: Your presentation will be automatically stopped after 3 minutes by the moderator– please practice staying within the time limit!**
 - Please remember because you are presenting a Rapid Fire or Quick Fire presentation, you **must** have your session uploaded in the Speaker Ready Room by 5:00 pm the day prior to your presentation.
4. You need to prepare a PowerPoint Presentation with a maximum of six slides (including the title slide and disclosure slide). Please adhere to PowerPoint file naming guidelines as mentioned above.
5. The first slide should show the full title of your submission.
6. The second slide should present the disclosures of any of the authors.
7. For Rapid Fire Abstract the remaining 4 slides should cover (as separate elements) your hypothesis, methods, results, and conclusions.
8. For Quick Fire Cases, the remaining 4 slides should include (as separate elements) a brief clinical background, the main CMR findings, the final diagnosis (if available) and brief conclusions or take-home messages.