INSTRUCTIONS FOR SESSION LEADERS

Following is information and instructions critical for effective NACFC session leadership and a successful session. It is vital that all session leaders carefully review and adhere to the instructions noted hereafter for their specific session type, as well as the continuing medical education (CME) presentation guidelines listed on pages 6-7 of this document.

SESSION LEADER RESPONSIBILITIES FOR ALL SESSION TYPES (excluding Roundtables & Fellows Sessions)

1. Review all items under your specific session type below.
2. Contact your session co-leader immediately, if applicable, and decide how responsibilities will be divided.
3. Invite speaker(s), if appropriate for your session structure, and secure their commitment. You should do this right away to allow time to find an alternate, if the desired speaker is unavailable.
   a. Ensure that speakers understand what is expected of them and explain what financial incentives, if any, are being offered. When recruiting speakers for their sessions, all session leaders are obligated to adhere to the 2013 NACFC Faculty Financial Considerations noted under their session type in this document.
   b. Provide all of the speakers in your session(s) with ample background regarding intent of the session and be very proactive in assisting speakers well in advance, particularly those who are not part of the CF community.
4. Finalize the session agenda and revise the title, if necessary.
5. Complete and upload to the NACFC Speaker Resource Center an agenda form consisting of a brief statement of objectives and description for the session, the session schedule, and presenter contact details.
6. Ensure each speaker clearly understands the overall plan for the session, the desired content for his/her presentation and how it relates to the whole, as well as the expected size and makeup of the audience.
   a. Communicate presentation times and time limitations to session speakers. Make certain that your own presentation, if applicable, also conforms to the guidelines. You will also be responsible for enforcing the time parameters during the sessions.
7. Confirm that all speakers are aware of and meet the deadline for submission of presentations to the Audiovisual Management Company (AVMG) Speaker Concierge.
   a. Ensure that presentations for your session(s) are submitted ON TIME to AVMG. Adherence to the deadline is critical to allow sufficient time for a review by the continuing education accrediting agencies. Please note: Failure to submit an individual presentation by the deadline may jeopardize the provision of continuing education credits for the ENTIRE session.
8. Review all presentations for your session(s) prior to the September 16 presentation submission deadline to ensure the relevance, presentation quality, avoidance of duplicate data and adherence to the CME presentation guidelines.
   a. Review the CME presentation guidelines listed on pages 6-7 of this document.
   b. Ensure that all speakers in your session(s) understand these guidelines and verify adherence to them when reviewing your speakers’ presentations.
9. Mentor the speakers in your session(s) on all aspects of their presentation - do not assume speakers’ presentation/speaker experience, comfort or skill level.

INSTRUCTIONS FOR SYMPOSIUM CHAIRS & WORKSHOP MODERATORS

Symposium Chair and Workshop Moderator Responsibilities: (Please also review session leader responsibilities above.)

1. Speakers should be chosen carefully for their expertise, platform presence, clarity of thought, and the quality of data they have to present.
2. Symposium chairs and workshop moderators must adhere to the time parameters. The Program Planning Committee is determined to maximize the ability of attendees to move from session to session to hear individual presentations.
3. Review the Program-At-A-Glance and coordinate with chairs/moderators of similar sessions, both symposia and workshops, to avoid duplication in presentation content. Please contact us at NACFC@cff.org if you need contact information for an individual leading a similar session. Presentation of the same data in multiple sessions is strictly prohibited. However, more detail and opportunity for further discussion of data summarized in a symposium is permitted in a workshop. If this is anticipated, the symposium speaker must reference the workshop session in which the duplicate data was/will be presented in the presentation.

4. Review all talks to be able to properly structure your introduction and effectively guide the discussion periods. Ensure that there is no redundancy in the talks and that appropriate data is presented. **This will require discussions with all presenters in the session at least twice – initially and again closer to the conference dates.**

**SYMPOSIUM CHAIRS**

1. **Structure:** Symposia will be one hour and 50 minute didactic sessions with opportunities for discussion. Presentations should summarize the body of data in the topic area and should be crafted with a large, multidisciplinary audience in mind. Symposia audience size typically ranges from 350-750 people. **All** symposia must maintain the same number of speakers (four) and time structure, including the session introduction. **Please note:** Once the session schedule is published in the program, NO CHANGES will be permitted. The following schedule must be followed for each symposium:
   - A 10-minute introduction/overview by chair to tie the session together.
     - When organizing your session, it is recommended that, during the introduction, a framework of how the presentations are related to CF pathogenesis, treatment or care, as well as the scientific underpinnings of this area, where appropriate, be provided. If the subject matter is new to CF research, treatment or care, then an initial presentation from an expert in that field, perhaps outside the CF area, may be advisable to provide a foundation for subsequent presentations. This presentation should be guided by potential CF-relevant hypotheses or approaches.
   - Four 20-minute presentations, each followed by five minutes of discussion.
     - In the summary of their presentation, speakers must reinforce what ideas about CF pathogenesis, treatment or care their work is either challenging or reinforcing; they must project forward how their work may alter CF pathogenesis, treatment or care and what opportunities their work affords the community. This will help ensure that the introduction/overview at the beginning of the session can point to these areas, and the audience may be better prepared to synthesize the presentation in that context.

2. **Symposium Summaries:** Chairs must instruct speakers in their initial conversations that they will be required to submit a 1-2 page written summary of their presentation for publication in the supplement to Pediatric Pulmonology. **Summaries must be submitted by June 14.** The CFF will send instructions for preparing and submitting summaries with a speaker confirmation letter.

3. **Financial Considerations:**
   - **Symposium Chairs** – Conference registration fees (excluding pre-conference course tuition and other event fees) will be waived and a $500 honorarium will be mailed after the conference. Travel expenses for chairs will not be provided.
   - **Symposium Speakers** – Conference registration fees (excluding pre-conference course tuition and other event fees) will be waived for Symposium speakers. This information will be in a letter sent to each speaker confirming his/her participation. Chairs need to make certain that speakers understand that the CFF will not pay travel expenses or provide honoraria to speakers.

**WORKSHOP MODERATORS**

1. **Structure:** Workshops will be one hour and 50 minute interactive sessions. The audience size typically ranges from 150-450 people. Discussion time is paramount. Abstract presenters in workshops should be limited to
five slides: one to review data in the original abstract, and the rest to present new/additional data. All workshops must maintain the same number of speakers (six), and same time structure, including the session introduction. The following schedule must be followed:

- A 10-minute introduction/overview by chair to tie the session together.
  - When organizing your session, it is recommended that, during the introduction, a framework of how the presentations are related to CF pathogenesis, treatment or care, as well as the scientific underpinnings of this area, where appropriate, be provided. If the subject matter is new to CF research, treatment or care, then an initial presentation from an expert in that field, perhaps outside the CF area, may be advisable to provide a foundation for subsequent presentations. This presentation should be guided by potential CF-relevant hypotheses or approaches.
- Six 10-minute presentations, each followed by five minutes of discussion.

2. Abstracts/Invited Speakers: Workshops may be comprised of abstract presentations, invited talks, or a combination of the two. Please note: Having an invited speaker presentation will take time away from the other presentations as this will not be an abstract-driven talk. Workshops inherently serve as forums for oral presentation of abstracts. For this reason, workshop moderators serve as abstract reviewers. Moderators will be asked to review only the category or categories of abstracts that apply to their subject area. At the conclusion of the review period, the moderators will select, through the online system, which of the accepted abstracts they want to include in their session. Due to overlap in many abstract categories, workshop moderators may request to have access to the accepted abstracts in other applicable categories. Only those abstracts that are accepted by each review group’s chair during the final decision-making process can be chosen for presentation in workshops.

3. Important Deadlines:

- The abstract due date is May 17.
- Online abstract review will be conducted from May 24-31.
- Final decisions will be made by review group chairs between June 5 and June 11.
- Workshop moderators will select abstracts for their session between June 18 and June 25.
- Workshop agendas must be finalized, speakers contacted/invited and confirmed and the completed agenda form uploaded to the NACFC Speaker Resource Center by July 2. The CFF will post an agenda form on the Speaker Resource Center prior to the opening of the online system for the selection of abstracts for workshops.

4. Financial Considerations:

- Workshop Moderators – The Foundation will mail a $500 honorarium after the conference. The conference registration fee will not be waived.
- Workshop Speakers
  - North American Speakers – No financial incentives will be offered. Occasional exceptions may be made if there is an invited speaker who is vital to the session but is unable to attend without some financial assistance. These cases need to be discussed with Cynthia Adams, and her approval must be obtained before the speaker is invited.
  - Speakers with accepted oral abstracts/invited speakers from outside of North America – The CFF will grant a $500 stipend that will be mailed to the speakers after the conference.

BROWN BAG LUNCHEON MODERATORS/SPEAKERS

Structure: Brown bag sessions will be one hour and 20 minutes in length, and are designed to offer topics of current interest that cannot be covered in other larger sessions. Leaders may formulate the session structure as appropriate to cover the topic area. Ample time for discussion and questions are strongly encouraged and leaders should allow approximately 10 minutes for participants to pick up their brown bag lunches. The audience size generally ranges from 40-100 participants.
Financial Considerations: Conference registration fees (excluding pre-conference course tuition and other event fees) will be waived for a maximum of two speakers per session.

CAREGIVERS SESSION LEADERS/SPEAKERS

Structure: Caregivers sessions will be two hours in length and focus on areas of interest within specific caregivers discipline groups. Leaders may formulate the session structure as appropriate to cover the topic area. The audience size normally ranges from 40-200 people.

Financial Considerations: Conference registration fees (excluding pre-conference course tuition and other event fees) will be waived for a maximum of six presenters per session.

CONSULTATION CLINIC MODERATORS

Structure: Consultation Clinics will be one hour and 15 minute case presentation sessions that are designed for presentation and discussion of problem cases in CF. The audience size usually ranges from 40-100 participants. Cases will be submitted to the CFF by May 17. Consultation Clinic moderators are required to review and select four cases for presentation May 27-June 5. The following schedule must be followed:

- A five minute introduction by the moderator to tie the session together.
- Four five-minute case presentations, each followed by five minutes of discussion.
- A 30 minute group discussion at the end of the session.

Financial Considerations: Conference registration fees (excluding pre-conference course tuition and other event fees) will be waived for consultation clinic moderators and case presenters.

PEDIATRIC AND ADULT FELLOWS SESSION CHAIRS

Fellows Session Structure: Fellows sessions will be two-hour case presentation sessions. Fellows session chairs will be required to choose seven compelling cases for presentation. The audience size typically ranges from 200-300 people. Cases will be submitted to the CFF by July 16. Chairs will review and select seven cases for presentation July 23-August 1.

Moderators: Moderators will be chosen by the chairs. Chairs should choose the moderator from the high-quality cases that are not accepted for presentation. Moderators will be required to give a brief opening statement of welcome and goal-setting, introduce each of the speakers and assist the chairs in guiding the discussion. The following schedule must be followed:

- A three minute introduction by the chairs/moderator to tie the session together.
- Seven 10-minute presentations, each followed by five minutes of discussion.
- A 10 minute discussion at the end of the session.
- Two-minute wrap-up by the moderator at the end of the session.

Financial Considerations: Travel expenses (including a maximum of four nights’ hotel accommodations) will be paid and the conference registration fees (excluding pre-conference course tuition and other event fees) will be waived for Fellows session presenters and moderators.

PHYSICIANS GRAND ROUNDS (PGR) CHAIRS

Structure: The Physicians Grand Rounds session will be a two-hour case presentation session designed for presentation of difficult cases in CF. The audience size normally averages 700-1,000 participants. Cases for this session are due on May 17. PGR chairs will review and select the cases for presentation May 27-June 5. Shortly after selecting the cases and by no later than July 5, PGR chairs will recruit a discussant for each accepted case. It is strongly recommended that recruitment for discussants begin with affiliations local to the conference city.
The following schedule must be followed:

- An introduction by the chair.
- Four six-minute case presentations.
- A 15 minute discussion at the end of each presentation by the expert discussant.
- Five to 10 minutes for audience open discussion.

**Financial Considerations:** Conference registration fees (excluding pre-conference course tuition and other event fees) will be waived for PGR chairs, case presenters and discussants. Discussants do not receive any additional financial considerations for their role. If the need arises for a special consideration, please contact Cynthia Adams prior to extending the invitation to discuss possible solutions.

**ROUNDTABLE MODERATORS**

**Structure:** The roundtable sessions will consist of multiple roundtable discussions each focused on individual topics. The sessions will be one hour and 15 minutes of informal discussion; no formal presentation is involved. Each roundtable will be comprised of nine participants who have chosen to discuss the topic and the moderator. The roundtable moderator’s role will be to give a short introduction and then facilitate the discussion. Roundtable moderators will be required to lead the same discussion topic during the Rise ‘n Shine and Luncheon sessions.

**Financial Considerations:** No financial incentives are provided.

**SHORT COURSE INSTRUCTORS**

**Structure:** Short Courses will be four hour pre-conference courses designed to instruct and provide well-informed education about the specific course topic. The audience size typically ranges from 40-100 participants. Two primary instructors should be chosen to structure and organize the course content. Primary instructors are required to submit a 1-2 sentence description of the course focus by February 18. A 1-2 paragraph description of the course is due with the educational objectives by April 12. If associate instructors are required, please contact Cynthia Adams at nacfc@cff.org prior to extending an invitation.

**Syllabi:** The primary instructor(s) will be responsible for developing the course curriculum and producing a course syllabus. If more than one instructor is involved in writing the syllabus, the primary instructor must collect, organize, paginate, etc., the document and send it to the CFF. The CFF will not accept individual pieces of a syllabus from multiple instructors. A print-ready, black and white, hard copy original version of the syllabus must be sent to the CFF by August 9.

**Financial Considerations:** Travel expenses (including a maximum of four night’s hotel accommodations) will be paid and the conference registration and course tuition fees will be waived for a maximum of two instructors per course. One $500 honorarium per course will be paid for the development of the syllabus, which can be paid to one person or split between instructors. If associate instructors are required for a Short Course, the primary instructor must contact Cynthia Adams prior to extending an invitation to discuss whether any further financial concessions can be offered. In general, the CFF will not pay expenses for more than two instructors per course. However, expenses can be divided among several instructors, if necessary, e.g., airfare for one, lodging for another, waiver of the conference registration fee for a third, providing that the total is no more than what would be paid for total expenses for two people.

**SPECIAL CLASS INSTRUCTORS**

**Structure:** Special Classes will be eight hour pre-conference courses focusing on training and instruction. The audience size ordinarily ranges from 40-120 people. Two primary instructors should be chosen to structure and organize the course content. Primary instructors are required to submit a 1-2 sentence description of the course focus by February 18. A 1-2 paragraph description of the course is due with the educational objectives by April
12. If associate instructors are required, please contact Cynthia Adams at naefc@cff.org prior to extending an invitation.

**Syllabi:** The primary instructor(s) will be responsible for developing the course curriculum and producing a course syllabus. If more than one instructor is involved in writing the syllabus, the primary instructor must collect, organize, paginate, etc., the document and send it to the CFF. The CFF will not accept individual pieces of a syllabus from multiple instructors. A print-ready, black and white, hard copy original version of the syllabus must be sent to the CFF by **August 9.**

**Financial Considerations:** Travel expenses (including a maximum of four night’s hotel accommodations) will be paid and the conference registration and course tuition fees will be waived for a maximum of two instructors per course. One $500 honorarium per course will be paid for development of the syllabus, which can be paid to one person or split between instructors. If associate instructors are required for a Special Class, the primary instructor must contact Cynthia Adams prior to extending an invitation to discuss whether any further financial concessions can be offered. In general, the CFF will not pay expenses for more than two instructors per course. However, expenses can be divided among several instructors, if necessary, e.g., airfare for one, lodging for another, waiver of the conference registration fee for a third, providing that the total is no more than what would be paid for total expenses for two people.

**CME PRESENTATION GUIDELINES**

All NACFC presentations must adhere to the following guidelines to help ensure the NACFC’s compliance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education.

- Content should cover and teach to the learning objectives.
- Content must be scientifically rigorous, present a fair-balanced discussion of all therapeutic options and products, be evidence-based, and unbiased.
- As much as possible, the content should present generic names of products. If trade names must be used, the names of multiple products should be used for balance.
- Content must be free from commercial bias, it should not advance the proprietary interests of any commercial company.
- Any real or apparent conflict(s) of interest with commercial interests whose products or services may be mentioned in your presentation must be disclosed to the audience in the content at the beginning of the presentation. Any financial relationship with a commercial interest in the last 12 months is considered a conflict of interest. If there are no conflicts of interest to report, a slide stating this fact should be displayed.
- Any unlabeled/unapproved uses of drugs or products discussed in the content must be disclosed to the audience either in the content or verbally at the time of presentation.
- Any training or utilization by a commercial interest (e.g., speakers’ bureau) will not in any way include the promotional aspects in the content.
- Slides or handout materials should not contain any commercial graphic, logo, or product message.
- All published data, reference studies and articles cited in the content must be properly referenced on slides and handout materials.
- Content that presents research funded by a commercial interest must only present information that is based on generally accepted scientific principles and methods, and will not promote the commercial interests of the company.
- Any content presented by an employee of a commercial interest must not include patient care recommendations; must only be on the level of biology, physiology or physics, and far from a discussion of products that are prescribed to patients; must be about the discovery process itself and not about treatment and diagnostics; must only cover research results so early in the discovery process that there is no product yet developed; and must target learners who are scientists also participating in the discovery process.
• Any scientific research discussed in the content should conform to accepted standards of medical practice, experimental design, data collection and analysis.
• If providing recommendations involving clinical medicine, all recommendations should be based on evidence that is accepted within the professions of medicine as adequate justification for their indications and contraindications in the care of patients.
• All scientific research referred to, reported or used in support of justification of patient care recommendations should conform to the generally accepted standards of experimental design, data collection and analysis.

Standards for CME Content
The following standards for CME content have been established by the Accreditation Council for Continuing Medical Education, American Medical Association, and the Food and Drug Administration:

1. CME activities are conducted for the education of the audience and, by extension, the benefit of their patients; they must not be designed to promote commercial interests or products.
2. CME activities must be objective and balanced, including presentation of legitimate differences and contrasting views.
3. CME content will be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported or used in support of justification of patient care recommendations will conform to the generally accepted standards of experimental design, data collection and analysis.
4. Use of generic names when referring to drugs is strongly encouraged. If trade names are used, those of several companies must be included.
5. Discussion of off-label and investigational usage of products is permissible but must be disclosed as such.
6. The educational content must address the learning objectives for the activity.

NOTE: The CME presentation guidelines listed in this document, general presentation tips such as PowerPoint do’s and don’ts, as well as the logistical details concerning presentation preparation and submission are contained in the 2013 NACFC Presentation Guidelines and Submission Instructions. This resource will be posted under the Presentation Submission & Guidelines tab within the NACFC Speaker Resource Center. The availability of this information will be communicated to all speakers in their formal invitation letter from the CFF.