

Multidisciplinary Arrhythmia Meeting MAM Faculty Guidance

Standard Operating Procedures for Faculty Members

Target Audience

This symposium is designed for electrophysiologists, cardiac surgeons, interventional cardiologists, radiologists, clinical cardiologists, scientists, nurse practitioners, cath lab technicians, and other healthcare professionals with a special interest in the field of cardiovascular arrhythmia medicine.

Vision Statement

The Multidisciplinary Arrhythmia Meeting, University Hospital Zurich and Heart Team Education, provide the latest evidence-based data and emerging innovation, presented by leading physicians and scientists, that will affect the treatment of arrhythmia in both cardiology and surgical practice. In the field of Arrhythmia treatments, only MAM combines the world of electrophysiologists and cardiac surgeons, meeting together under the Heart Team concept, to create passionate discussions over late-breaking science, live cases and practical workshops, with the ultimate goal to improve patient outcomes.

Activity Goals

The overall goal of this educational activity is to improve the competence and performance of our target audience by delivering educational content that showcases the latest advances in current therapies and clinical research. We aim to improved patient care and outcome through multisector education and innovation.

Learning Objectives

- Apply the guidelines, the results from main clinical trials and evidence-based medicine to guide the management of patients with arrhythmia disease
- Incorporate new interventional technologies and procedures into their clinical practice
- Integrate novel diagnostic evaluation and therapeutics into the treatment of patients with arrhythmia pathology
- Implement optimal pharmacologic management in the care of patients undergoing arrhythmia interventions before, during, and after therapy
- Identify new technologies for the treatment of patients with arrhythmia disease

Disclosure Statement

It is the policy of the MAM and Heart Team Education to ensure transparency, balance, independence, objectivity, and scientific rigor in all the educational activities.



MAM 2017
MULTIDISCIPLINARY ARRHYTHMIA MEETING
NOVEMBER 2 - 3, 2017
ZURICH, SWITZERLAND

Industry and sponsor partnership does not influence educational content and/or faculty presentations, maintaining the scientific integrity of the educational activity.

Discussion of off-label product usage and/or off-label product use during live cases is made at the sole discretion of the faculty, with appropriate statements and transparency, without endorsement by the congress organization or the conference directors.

Faculty participating in continuing medical education activities are required to disclose to the activity audience any real or apparent conflicts of interest related to the content of their presentations.

Every member of the faculty is allocated to a role as Session Chair, Panel, Discussant, Live case operator and/or Speaker.

Faculty in noncompliance with this policy are not permitted to participate in this activity.

Program Support

This congress is supported through educational grants from multiple commercial supporters. The Multidisciplinary Arrhythmia Meeting Program Committee - through development and oversight of educational content for live cases, concurrent sessions, case reviews, practical workshops, and scientific symposia - ensures that the programs is educational and is designed to reach Learning Objectives.

These scientific sessions within the program are developed without influence from commercial supporters.

General Guidelines

This guide is a summary of important points for MAM Faculty members.

The Program clearly shows the location of each Session.

all presentation files have been collected and uploaded and are working properly,
review these guidelines with Chairs, Moderators and Speakers,
permit Session Moderators and Panel or Forum members to discuss the sessions,
review the content and flow of each session.

At the conclusion of the meeting, the Technical Secretaries will take their respective participants to the relevant room and prepare the slides for viewing, ensure microphones are on, and guide the participants to their seats to promptly begin the Session.

All sessions will be recorded and may be videotaped.

Session Chairs Guidelines

The role of the Session Chair is an important position of responsibility.

Session Chairs must ensure that their Session is managed properly and remains on schedule.

The purpose of each Session is to convey information to the audience, and offer opportunities for brief question and answer periods following each speaker or at the end of a series of lectures, when the time is allocated in the program.

- The Session Chair should give a brief introduction of each speaker (under 1 minutes)
- The Session Chart should give a brief introduction of the Panel at the beginning of the Session



MAM 2017
MULTIDISCIPLINARY ARRHYTHMIA MEETING
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- Moderate the session. Each speaker has an allocated time, excluding questions and discussion time. At the discretion of the Session Chair, questions can be asked either at the end of each presentation or after a group of speakers. Any remaining time at the end of a Session may be used to continue discussion on the session topic.
- Ensure that participants use the audience microphones, and clearly identify themselves when asking a question or making a point.
- The audience may ask questions to the Chairs
- Ensure that the session begins and ends on time, and resumes in a timely fashion following the program break.
- The Chairs should not prepare any lecture or slides for the allocated session.
- During the Live Cases the Chairs will have the additional role to manage the Technology innovation presentation, deciding, bases on the course of the live cases, when to include them in the program between 9:00 and 12:00

All the Session Chair members will be seated along a table in the auditorium, in the close vicinity of the Speaker podium, and will have microphones and direct access to monitor/s where the Speaker's slide will be shown.

The audience may ask questions to the Chair members

The Session Chair will have available on the chair table a schematic agenda with the details of the session, with all relevant information re each lecture, and allotted time. This will be distributed prior to the start of the session

When available, the Chairs should receive before to the meeting the pdf of the available lectures received from the presenters in their session.

Panelist Guidelines

A Panel is scheduled in each session to support the Chair and the Speakers to deliver the planned educational messages.

All the Panelist members will be seated in the auditorium, in the close vicinity of the Speaker podium, and will have access to microphones and to monitor/s where the Speaker's slide will be shown.

The purpose of a Panel is to share information and to stimulate discussion among the panel members, the Chair, the Session Speakers and the audience.

The audience may ask questions to the panel members (questions may be directed to a member or to the panel in general).

The members will be briefly introduced by the Moderator at the beginning of each Session. Panel members should not prepare any lecture or slides

Speaker Guidelines

Speakers are allocated into the program to specific lecture in a specific session, where a title is set by the MAM Program Committee

The allotted time for the lecture is set within the final congress agenda, with eventual discussion time. If the presentation over-runs the allotted time the slides will be obscured,



and a “black-slide” will be shown, the Speaker will be invited by the Chair to arrive to the end of the presentation. Please see Timekeeping section below.

Speakers should consider the allocated topic of the lecture, and the general theme of the session during the preparation of the lecture

The lecture should remain transparent and scientific, balanced, objective and scientific, not reflecting any message driven by conflict of interest or interference from industry

All speakers are expected to produce a PowerPoint presentation. Slides in .pptx format should be prepared using the MAM Slide Template, either in 16:9 or 4:3 format. It is suggested to use the 16:9 format.

Your PowerPoint presentation is required in advance of the conference in order to make the necessary arrangements for downloading the slides in the computer in the conference room. Please submit your powerpoint by email to barbara.jenny@usz.ch

The use of your own computer is generally not possible, but for technical reasons we can accommodate to connect your computer directly in the venue director area. Contact the MAM team for further support.

For confidentiality reasons, submitted presentations cannot be viewed by other speakers. You and your session chairs are the only ones who are able to see the files you have submitted

A pdf copy of your slides will be available in the MAM video area upon your signature of the release of data document.

If you cannot send your slides in advance, please consider that the slides must be uploaded to the Faculty area before the session start, maximum 2 hours before the start of the session. We are offering the possibility to the speaker to include in their presentation 1 to max 2 questions for voting. These questions should be pre-included in the slides and send to us in advance (the answer is organised as per A, B, C, D).

Speaker substitutions are generally not allowed. If for some reason, you need to cancel your presentation, please let us know as soon as possible and ensure that you provide a recommendation for a replacement. The MAM program committee representative has the final decision on who the replacement should be.

The Speakers' Room will be at your disposal during the conference, also to help you in uploading your slides in the case you have not sent them prior to the meeting. In case you have any questions onsite, please do not hesitate to contact the MAM program representative at the Speakers' Room or ask for assistance.

Suggestions for optimal slide preparation

Please feel free to follow the guidelines suggested below during the preparation of your lecture

General

- Keep your message clear and brief..
- Keep the colour scheme consistent throughout your presentation, possibly using the MAM slide template.

Text

- Use dark primary colors for text.
- Lettering to be at least 0,7 cm in height (minimum font size = 12).
- Use a sans serif typeface – it will be easier to read (e.g. Arial, Verdana, Calibri).
- Use upper and lower case text (avoid ALL CAPITALS – it is very difficult to read).



Graphics

- If your original graphs and graphics are too detailed or condensed they should be converted to a clearer, simpler format.

Layout

- No more than six (6) to eight (8) words per line.
- Ideally a maximum of six (6) lines per slide.
- Try to keep all text horizontal

Effects

- Do not include audio sounds such as bells, whistles, zooming sounds etc.
- Movies (AVI or MPEG files) should be embedded in the presentation

Technical requirements

- Only PowerPoint presentations are accepted. Please note that only single projection will be available.
- Do not include live links to the Internet. If you wish to show web pages use screen shots within your PowerPoint presentation.
- If your PowerPoint presentation contains audio, video or unusual files, you must inform the conference secretariat in advance to ensure the necessary technical arrangements can be made.
- Presentations will be saved and run from a computer in the session room. You will still be in control of moving

Discussant Guidelines

Each Technology Innovation presentation during the Live Cases session has allocated a Discussant faculty.

Each Technology presentation has the following structure: 5 min presentation (preferentially including a short video), a 2 minute pre-ordered comment from the discussant and 1 min rebuttal thereafter. The discussant is a member of the faculty that should receive a copy of the slides in advance)

The discussant should summaries key conclusions and identify issues for further discussion in the allocated Technology Innovation presented.

Timekeeping

The MAM program has an ambitious and packed schedule and to respect the needs of the participants and speakers, the schedule must be kept. Chairs are asked to ensure that the scheduled timing for the Sessions is respected. Speakers have time for their lecture as allocated in the final program. If an oral presentation exceeds its allotted time the Chair must invite the speaker to bring their presentation quickly to an end. The same applies if a panelist's commentary exceeds a reasonable time.

Please Note For Speakers: if the presentation over-runs the allotted time the slides will be obscured, and a "black-slide" will be shown, the Speaker will be invited by the Chair to arrive to the end of the presentation.